

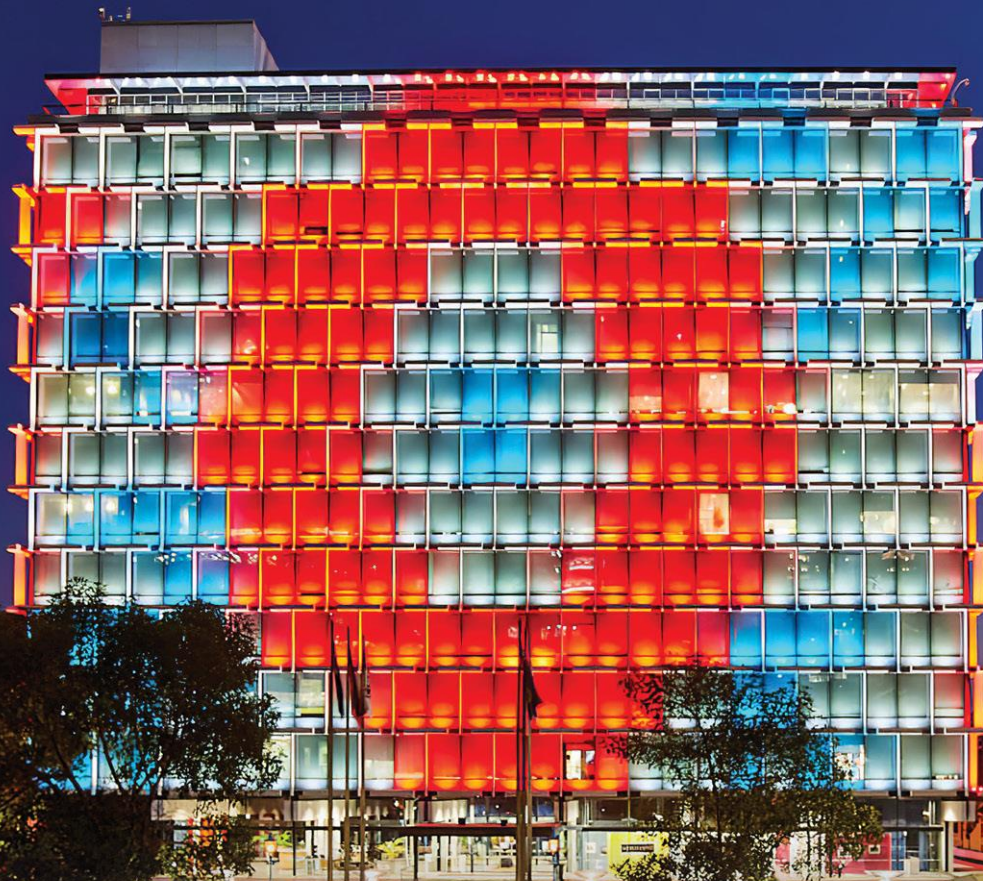


City of Perth

Ordinary Council Meeting

AGENDA

26 May 2020



Notice is hereby given that an Ordinary Council Meeting of the City of Perth will be held via videoconference on Tuesday, 26 May 2020 at 5pm.

Mr Murray Jorgensen | Chief Executive Officer | 22 May 2020

This meeting is open to members of the public

INFORMATION FOR THE PUBLIC PARTICIPATING IN COUNCIL MEETINGS

Welcome to this evening's Council meeting. This information is provided on matters which may affect members of the public. If you have any queries on procedural matters, please contact a member of the City's Governance team via governance@cityofperth.wa.gov.au.

Question Time for the Public

- An opportunity is available at Council meetings for members of the public to ask a question about any issue relating to the City. This time is available only for asking questions and not for making statements. Complex questions requiring research should be submitted as early as possible in order to allow the City sufficient time to prepare a response.
- The Presiding Person may nominate a member of staff to answer the question and may also determine that any complex question requiring research be answered in writing. No debate or discussion is allowed to take place on any question or answer.
- To ask a question, please complete the Public Question Time form available on the City's website <https://www.perth.wa.gov.au/council/council-meetings>. Questions should be forwarded to the City of Perth prior to the meeting via governance@cityofperth.wa.gov.au
- As the meeting will be held by videoconference, your question will be read aloud by the Chief Executive Officer.

Deputations

- To submit a deputation request, please complete the Deputation Request form available on the City's website <https://www.perth.wa.gov.au/council/council-meetings>. Deputation requests should be forwarded to the City of Perth by midday on the day of the meeting via governance@cityofperth.wa.gov.au
- If your application for a deputation is approved by the Presiding Member, the deputation will be read aloud by the Chief Executive Officer as the meeting will be held by videoconference.

Disclaimer

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Order of Business

Item

1. Prayer/Acknowledgement of Country
2. Declaration of opening
3. Apologies
4. Question time for the public and notification of deputations
5. Members on leave of absence and applications for leave of absence
6. Confirmation of minutes
Ordinary Council Meeting – 28 April 2020
Audit and Risk Committee – 6 May 2020
7. Announcement by the Chair Commissioner
8. Disclosures of members interest

Member/Officer	Item No. and Title	Nature of Interest
Commissioner Gaye McMath	Item 13.9 – Financial Contribution – Perth Concert Hall Temporary Works	Nature: Impartiality Interest – Commissioner McMath is a donor and has accepted hospitality from Perth International Arts Festival. Extent: Insignificant

9. Questions by members of which due notice has been given
10. Correspondence
11. Petitions
12. Matters for which the meeting may be closed

Attachment No.	Item No. and Title	Reason
Confidential Attachment 13.17C	Item 13.17 – Risk Management Quarterly Report – May 2020	s5.23(2)(e)(ii)

13. Reports

Item No.	Item Title	Page No.
13.1	Final Adoption of Amendment No. 42 to City Planning Scheme No. 2 to Introduce a Special Control Area Over 1202 – 1204 Hay Street and 80 Colin Street, West Perth	1
13.2	Initiation of Amendment No. 43 to City Planning Scheme No. 2 to	8

	Introduce a Special Control Area over 707 (Lot 500) Murray Street, West Perth	
13.3	Initiation of Amendment No. 44 to City Planning Scheme No. 2 to Introduce a Special Control Area over 707 (Lot 14) and 725 (Lot 101) Wellington Street, 482-484 (Lot 2) and 486-488 (Lot 1) and Lot 66 Murray Street, Perth	14
13.4	City of Perth Community Care Program	19
13.5	Review of Policy 18.13 Sponsorship and Grants	24
13.6	Policy – Motor Vehicle and Transport Services for the Lord Mayor	27
13.7	National Redress Scheme	32
13.8	Reserve Cancellation - Raine Square Redevelopment – 300 (Lot 1159 Reserve 46594) Wellington Street, Perth	42
13.9	Financial Contribution – Perth Concert Hall Temporary Works	45
13.10	Financial Activity Statement for the Period Ended 31 March 2020	50
13.11	Payments from Municipal Fund – April 2020	52
13.12	COVID-19 Recovery and Rebound Activities	55
13.13	Internal Audit Plan 2019/20 – Corporate Credit Cards Review April 2020	65
13.14	City of Perth Internal Audit Plan 2020/21	68
13.15	Internal Audit Plan 2019/20 - Payment Vouchers Review April 2020	77
13.16	Policy – Fraud and Corruption Control	80
13.17	Risk Management Quarterly Report – May 2020	85

Attachments

Attachment No.	Page No.
13.1A	93
13.1B	112
13.1C	118
13.2A	121
13.2B	141
13.2C	191
13.2D	192
13.3A	193
13.3B	210
13.3C	211

13.4A	213
13.5A	231
13.6A	236
13.7A	238
13.8A	258
13.8B	260
13.10A	261
13.12A	279
13.13A	311
13.14A	325
13.14B	329
13.15A	330
13.16A	343
13.17A	345
13.17B	347
13.17C	359
13.17D	360

14. Motions of which previous notice has been given

15. Urgent Business

16. Closure

Item 13.1 – Final Adoption of Amendment No. 42 to City Planning Scheme No. 2 to Introduce a Special Control Area Over 1202 – 1204 Hay Street and 80 Colin Street, West Perth

File reference	P1038541#04
Report author	Stephanie Norgaard, Urban Planner
Other contributors	Siobhan Linehan, Acting Principal Planner Hannah Eames, Principal Heritage and Strategy
Reporting Service Unit and Alliance	City Planning, Planning and Economic Development
Report author disclosure of interest	Nil
Date of report	28 April 2020
Nature of Council's role	Legislative
Voting requirement	Simple Majority
Attachment/s	Attachment 13.1A – Scheme Amendment Report Attachment 13.1B – Heritage Place Record Attachment 13.1C – Response to Submissions

Purpose

To consider Amendment No. 42 to the City Planning Scheme No. 2 (CPS2) for final approval, including consideration of the outcome of consultation.

Background

The City received a landowner request to amend CPS2 to introduce a Special Control Area (SCA) over No. 1202 (Lot 50), No. 1204 (Lot 51) Hay Street and No. 80 (H65) Colin Street, West Perth.

Amendment No. 42 will allow the subject site to be treated as one site for the purposes of allocating plot ratio and tenant car parking. It will also enable the site to be eligible for a public facilities plot ratio bonus and introduce design objectives/criteria to guide the future development of the site.

A copy of the scheme amendment report is provided in Attachment 13.1A, which includes further details of the SCA provisions and the subject site context. A copy of the Heritage Place Record relating to No.1204 (Lot 1) Hay Street, Ross Memorial Church, is provided in Attachment 13.1B.

At its meeting held on 17 December 2019, Council resolved to approve the advertising of Amendment No. 42 in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*).

Details

State Government Referral

Amendment No. 42 was referred to the Environmental Protection Authority (EPA) in accordance with the requirements of the *Planning and Development (Local Planning Scheme) Regulations 2015*. On 14 January 2020, the EPA advised that Amendment No. 42 would not be assessed under the Part IV of the *Environmental Protection Act 1986*.

In accordance with clause 47(2)(c) of the *Planning and Development (Local Planning Scheme) Regulations 2015*, consideration was given to other State authorities that may be affected by Amendment No. 42. In this case, no other State authority was considered to be impacted by the proposed scheme amendment. This is because the subject site is located in the local road network under the control of the City, there are no state heritage listed buildings within the SCA, and the SCA does not propose an intensity of development higher than already permitted under the approved planning scheme.

Community Consultation

Amendment No. 42 was advertised for 42 days from the 20 February 2020 to 2 April 2020. The method of advertising included:

- 24 letters being sent to the surrounding landowners;
- A notice being published in the local newspaper (Western Suburbs Times) on 20 February 2020;
- Information being published on the City of Perth website; and
- Information being made available for viewing at the City of Perth Customer Service Centre.

At the conclusion of advertising, two submissions were received from the community. One submission was in support and the other submission was in objection. A further late submission in objection was received after the advertising period had concluded. All submissions have been considered in the assessment of Amendment No. 42.

The main matters raised during advertising included:

- Concerns the proposed SCA may have a detrimental impact on the viability of nearby shops, should an office or shop land use be pursued;
- Concerns the SCA will allow additional plot ratio to be used on No. 1202 Hay Street, which will result in excessive building height overshadowing to the adjoining lot; and
- Requests a structure plan is prepared to guide the development of the site.

A summary of the submissions received, along with Administration's and the applicant's response to the submissions is provided in Attachment 13.1C.

Strategic alignment

Strategic Community Plan

This item addresses the community's vision for the future and specifically the following aspiration and strategic objective contained in the Strategic Community Plan 2019 – 2029:

Aspiration:	Place
Strategic Objective:	2.6 Stimulating, functional and attractive design outcomes across all Developments.

Amendment No. 42 provides for the coordinated development of three lots and allows for greater flexibility in the development's design response. This aligns with the strategic objective of stimulating, functional and attractive design outcomes across all developments.

Legal and statutory implications

- *Clauses 75, 81, 84 and 87 of the Planning and Development Act 2005* - which outline the process for amending a local planning scheme, including referrals to the EPA, advertising and adopting;
- *Regulations 47, 50 and 53 Planning and Development (Local Planning Schemes) Regulations 2015* – which outline the process for a standard amendment to a local planning scheme;
- *Clauses 3A of Schedule A (Supplemental Provisions) of the City Planning Scheme No. 2* – refers to amending Precinct Plans;
- *Clause 39 of the City of Perth City Planning Scheme No. 2* – refers to Special Control Areas;
- *Part 5 Clause 7 of the Heritage Act 2018* - proposals affecting places of heritage interest; and
- *Clause 12 Schedule 2 Part 3 Planning and Development (Local Planning Schemes) Regulations 2015* – variations to local planning scheme provisions for heritage purposes.

Connection with mandates in the City of Perth Act 2016

8(1)(f) - to promote environmentally sustainable development, while ensuring Perth's role as a thriving business, cultural and entertainment centre, considering the flow-on impact to the Perth metropolitan area

Risk implications

Impact of decision	
Organisation	Low
Community	Low

Risk domain	Consequence	Likelihood	Risk rating
People	Minor	Possible	Low
Legal and Regulatory/Ethical	Minor	Possible	Low
Reputation and	Minor	Possible	Low

External Stakeholders			
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As identified in the table above, the proposal has low risk implications.

Approval implications

The Minister for Planning is responsible for final decisions on scheme amendments. Council is required to pass a resolution on Amendment No. 42 within 60 days of the conclusion of advertising, being 31 May 2020. Approval from the Western Australian Planning Commission is required to extend this timeframe. The applicant has no right of appeal.

Financial implications

There are no financial implications related to this report. The applicant is responsible for the City's administration costs in assessing, advertising and finalising the scheme amendment documentation.

Policy references

- West Perth Precinct Plan (P10) - provides a statement of intent/vision for development of the area;
- State Government's *Perth Parking Policy 2014* (PPP) - establishes the maximum number of commercial tenant car bays that can be located on a single lot. The PPP also restricts the sharing of commercial tenant bays across different lots;
- *State Planning Policy 3.5 Historic heritage conservation* – establishes objectives to ensure that heritage significance at both the State and local levels is given due weight in planning decision-making;
- Planning Policy Section 4.10 Heritage – establishes principles and policies applicable to development for all identified heritage places on the Heritage List; and
- Conservation Policies – site specific as contained in the *Conservation Management Plan for Uniting Church, Hocking Heritage Studio*, 2012.

Comments

Consideration of Submissions

Land Use

A submission raised concerns regarding the possibility of the site being developed for shop and office land uses. The submission considered any further development of these uses would impact the viability of existing retail and contribute to vacancy rates. Amendment No. 42 does not propose a specific land use for the SCA, although a supermarket is encouraged to be developed on the site to service the local community. Commercial competition between similar land uses is not a planning matter and cannot be considered in the planning process. Noting the CPS2 does not have commercial floor spaces limits. Land use permissibility on the site will continue to be

guided by CPS2 and assessed at the development application stage.

Building Bulk

Concerns were raised that Amendment No. 42 would allow plot ratio to be concentrated on No. 1202 Hay Street, which would increase the building height and result in additional building bulk and overshadowing to the adjoining lot. Amendment No. 42 will allow plot ratio to be moved across the SCA with the ability to concentrate plot ratio on particular lots. However, the scheme amendment does not propose any variations to the existing height and setback standards of CPS2, which are used to mitigate building bulk and amenity impacts to adjoining lots.

Under CPS2, building height is managed through a 45-degree height plane, which tapers south to north across a site. There is no prescribed building height in terms of metres, however building height needs to be contained within the 45-degree height plane. Although Amendment No. 42 allows for the flexible distribution of plot ratio across the SCA, it does not allow development to encroach into the fixed 45-degree height plane.

Similarly, under CPS2, a nil side boundary setback is permitted for the first 14 metres of building height, with a setback between 3 metres and 8 metres required on the upper levels (dependent on the design and land use). These setback standards have been established to ensure appropriate separation between adjoining buildings. Amendment No. 42 does not propose any changes to the prescribed setback requirements.

The above-mentioned development standards will be applicable to the subject site whether the site is developed as three individual lots or as one SCA. Any variation to a CPS2 development standard would need to be considered through a development application, which would include a design review process and consultation with the impacted landowners and the community (with specific reference to heritage values associated with site).

Structure Plan

The *Planning and Development (Local Planning Scheme) Regulations 2015* specifies that a structure plan may be prepared for land identified as requiring a structure plan through the local planning scheme (zoning or text) or a State planning policy. The subject site is not identified under the CPS2 or within any State planning policy as requiring a structure plan. As development standards, Scheme Use Areas and land use permissibilities are provided with the CPS2, there is no planning rationale for a structure plan being required.

Planning Rationale

Alignment with CPS2 and draft City Planning Strategy

Amendment No. 42 will provide for the consolidated redevelopment of three individual lots, creating a larger and more regular shaped development site. The provision of coordinated development across the SCA will facilitate both commercial and residential growth. This is consistent with the draft City Planning Strategy (draft Strategy) and the West Perth Precinct Plan, which seeks to support the viability of the West Perth Activity Centre with residential and commercial uses.

Amendment No. 42 does not increase the base plot ratio currently available for development on the individual lots. However, it does provide more flexibility for plot ratio to be distributed differently across the lots. This allows the development to utilise its available plot ratio while also responding to the site characteristics and constraints. Similarly, the SCA does not increase the level of bonus plot ratio that can be afforded to the site, which remains capped at 20 percent, in accordance with CPS2.

The draft Strategy identifies the need to investigate planning mechanisms to encourage the development of public plaza and supermarket in the West Perth Activity Centre. Through enabling the site to be eligible for a public facilities bonus, the landowner is encouraged to provide a public plaza for the community. The SCA will also provide greater opportunities for large format commercial development (such as a supermarket), which is currently limited within the West Perth Town Centre due to the smaller land holdings.

Heritage

The SCA accommodates the Ross Memorial Church which is a place of cultural heritage significance and listed on the CPS2 Heritage List. Accordingly, the SCA has included provisions to reinforce the existing requirements for the retention and conservation of the Ross Memorial Church, and for all future development to be designed with consideration to the cultural heritage significance of the church.

These provisions have been included to ensure development does not impact negatively on the documented cultural heritage values associated with the church, as described in the statement of significance and the policies outlined in the Conservation Plan. This is consistent with the West Perth Precinct Plan and the City's Heritage Policy 4.10, which envisions new developments being sympathetic to places of heritage significance.

Should the scheme amendment be approved by the Minister for Planning, a development and design process will need to be undertaken by the applicant, in consultation with City Officers, to facilitate appropriate development within the SCA. In addition to satisfying any relevant policies, the design of the future development is to have specific regard for the following heritage matters:

- The retention, where possible, or interpretation of fabric that might affect identified heritage values;
- Development to the north of the church that is of a scale that will not result in inappropriate overshadowing that will affect material conservation, damp and amenity of the heritage place;
- Development that is of a bulk, scale and materiality appropriate for the setting of the heritage place and does not negatively impact on views to and from the church; and
- Consideration of the development's relationship with the Graham Flats, located at No.1217 Hay Street, which is on the State Register of Heritage Places.

Further detail of the planning rationale for Amendment No. 42 is provided in Attachment 13.1A and the Heritage Place Record is provided in Attachment 13.1B.

Conclusion

Pursuant to Regulation 50(3) *Planning and Development (Local Planning Scheme) Regulations*

2015, Council is required to pass a resolution to either support the amendment without modification, support the amendment with modifications, or not support the amendment.

Amendment No. 42 is generally consistent with the statutory planning framework provided by CPS2 and the strategic vision for the Hay Street Activity Centre under the West Perth Precinct Plan and the draft Strategy. The concerns raised during advertising predominantly relate to detailed design matters, which will be managed through the development application process.

It is recommended Amendment No. 42 is supported without modification.

Recommendation
<p>That Council:</p> <ol style="list-style-type: none">1. <u>ADOPTS</u> Amendment No. 42 without modification as per Attachment 13.1A, pursuant to Regulation 53(1) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>;2. <u>FORWARDS</u> Amendment No. 42 to City Planning Scheme No. 2 and any required documentation to the Western Australian Planning Commission within 21 days, pursuant to Regulation 53(3) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>; and3. <u>ADOPTS</u> the amended Precinct Plan as detailed in Attachment 13.1A – Scheme Amendment Report, pursuant to clause 3A of Schedule A (Supplemental Provisions) of City Planning Scheme No. 2, and subject to the gazettal of Amendment No. 42.

Item 13.2 – Initiation of Amendment No. 43 to City Planning Scheme No. 2 to Introduce a Special Control Area over 707 (Lot 500) Murray Street, West Perth

File reference	P1039113#02
Report author	Edward O’Connell, Urban Planner - Policy
Reporting Service Unit and Alliance	City Planning, Planning and Economic Development
Report author disclosure of interest	Nil
Date of report	28 April 2020
Nature of Council’s role	Legislative
Voting requirement	Simple Majority
Attachment/s	Attachment 13.2A – Scheme Amendment Report Attachment 13.2B – Urbis Scheme Amendment Request Attachment 13.2C – Location Plan Attachment 13.2D – CPS2 Map Extract

Purpose

The purpose of this report is for Council to consider initiation of Amendment No. 43 to City Planning Scheme No. 2 (CPS2) to create a Special Control Area over the subject site.

Background

The City has received a landowner request to amend CPS2 to introduce Additional Uses as well as a Special Control Area (SCA) over No. 707 (Lot 500) Murray Street, West Perth (subject site).

A copy of the scheme amendment report is provided in Attachment 13.2A, which includes further details of the SCA provisions and the subject site context.

The proposed scheme amendment is intended to facilitate a supermarket-led mixed-use development on the subject site. This will be achieved by introducing additional land uses to permit the supermarket, an increased maximum plot ratio and objectives/design criteria to guide the future redevelopment of the site.

Note, the subject site was formerly used as a Princess Margaret Hospital staff car park. In June 2019, the State Government sold the site to Fabcot Pty Ltd, a subsidiary of Woolworths Group Limited. A State Government media release at the time of sale indicated that the future development of the site may include a shopping centre and residential apartments, providing valuable amenity for West Perth residents, while activating the site and encouraging further urban infill in the area.

The request for a scheme amendment submitted on behalf of the landowners is provided in Attachment 13.2B.

Details

Site Location and Context

The subject site comprises an area of 5,666m², and is located between Thomas Street, Murray Street and Cook Street, West Perth, as shown in Attachment 13.2C.

Proposal

The proposed scheme amendment will introduce the following provisions to CPS2:

- Retail (General) and Storage as contemplated use groups over the subject site;
- A SCA over the subject site with the following provisions;
 - Increased maximum plot ratio of 4.0 : 1.0 for a development incorporating a large supermarket subject to built form performance criteria;
 - Built form performance criteria for development incorporating a supermarket to allow a flexible approach to setbacks and landscaping requirements while ensuring the development positively contributes to the streetscapes and locality generally; and
- Removing the word 'permitted' from the Additional Use Table in Schedule 5 of CPS2.

Local Planning Context

The subject site is located within the Office/Residential Use Area under CPS2 where both Retail (General) and Storage are prohibited use groups. The subject site has a maximum plot ratio limit of 2.0 : 1.0 for Residential and Special Residential use groups, and 1.33 : 1.0 for all other use groups. Additionally, a maximum building height of 29 metres is prescribed. An extract of the CPS2 Scheme Map is provided in Attachment 13.2D.

The proposed SCA aligns with the draft City Planning Strategy (Strategy) which designate the site as a growth area and identifies a strategic need for a supermarket within West Perth.

Further detail on the proposal's alignment with the local planning context is provided in Attachment 13.2A.

Stakeholder engagement

Community consultation will occur subject to the initiation of the scheme amendment by the Council in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Strategic alignment

Strategic Community Plan

This item addresses the community's vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019 – 2029:

Aspiration:	Place
Strategic Objective:	2.9 Land use, transport and infrastructure planning that encourages and facilitates a wide range of public and private sector investment and development.

The scheme amendment provides land use and built form provisions to achieve a high quality development which is aligned with the City's strategic vision for West Perth.

Legal and statutory implications

- *Clauses 75, 81, and 84 of the Planning and Development Act 2005* - which outline the process for amending a local planning scheme, including referrals to the EPA and advertising;
- *Regulations 34 and 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015* – assists to determine whether the amendment is basic, standard or complex; and
- *Regulation 67 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015* – relating to matters to be considered by local government when considering an application for development approval.

Connection with mandates in the *City of Perth Act 2016*

8(1)(f) - to promote environmentally sustainable development, while ensuring Perth's role as a thriving business, cultural and entertainment centre, considering the flow-on impact to the Perth metropolitan area

Risk implications

Impact of decision	
Organisation	Low
Community	Low

Risk domain	Consequence	Likelihood	Risk rating
People	Minor	Possible	Low
Legal and Regulatory/Ethical	Minor	Possible	Low
Reputation and External Stakeholders	Minor	Possible	Low

As identified in the table above, the proposal has low risk implications.

Approval implications

The decision whether to initiate a scheme amendment rests with the Council. Should Commissioners resolve not to initiate the scheme amendment, the applicant has no right of appeal for the decision. The Minister Planning is responsible for final approval of scheme amendments.

Financial implications

There are no financial implications related to this report. The applicant is responsible for Administration's costs in assessing, advertising and finalising the scheme amendment documentation.

Policy references

West Perth Precinct Plan (P10) - provides a statement of intent/vision for development of the area.

Comments

Scheme Amendment Classification

The *Planning and Development (Local Planning Schemes) Regulations 2015* include three categories for amending Local Planning Schemes - basic, standard and complex. The proposal is considered to be a standard amendment as it will have minimal impact on the locality outside of the subject site and will not result in any significant environmental, social, economic or governance impacts.

Planning Assessment

Rationale for the proposed scheme provisions is provided below and a detailed planning justification is provided in Attachment 13.2A.

Additional Use – Retail General

The proposed addition of Retail (General) as a contemplated use group on the subject site is considered appropriate for the following reasons:

- The draft Strategy has identified a strategic need for a supermarket in West Perth;
- There are limited sites within the Town Centre that would be suitable for a supermarket;
- The site is well positioned for access by the vehicular traffic generated by a supermarket; and
- Appropriate pedestrian connections could be facilitated over time between the subject site and the adjoining Town Centre.

Additional Use - Storage

The development vision for the site includes an e-store used for the packing of goods for online orders. Because the e-store involves a delivery component, with no physical retail transaction made on site, it may be inconsistent with the definition of Retail (General). The applicant has therefore requested that Storage be included as an additional contemplated use where operated in combination with Retail (General).

Plot Ratio

A maximum plot ratio of 4.0 : 1.0 for development incorporating a full-sized supermarket with high quality design is considered appropriate for the following reasons:

- Development under the existing 1.33 : 1.0 maximum plot ratio would fail to capitalise on the unique redevelopment opportunity that the site presents;
- An increased maximum plot ratio would allow integrated land uses surrounding and above the supermarket to create a vibrant mixed-use hub to activate the locality;
- Strategic design principles and maximum building heights will ensure that a 4.0 : 1.0 supermarket-led development is integrated with the character of the locality;
- The increased plot ratio is linked to the delivery of a supermarket, which the City has identified as a strategic need; and
- The Strategy identifies the site as a 'Growth Area', where maximum plot ratios are highly likely to be increased under a new planning scheme.

Design Principles and Built Form

Accommodating a full-line supermarket on the L-shaped site creates design challenges and some variation to the applicable setback and landscaping provisions is likely to be sought by the landowner at development application stage. The SCA envisages variations and provides additional guidance to clearly indicate that they will only be supported as part of high-quality design that positively contributes to the site and the surrounding locality.

Conclusion

The proposed scheme amendment proposes land use and built form variations to facilitate a high-quality supermarket-led development on a unique site. This is consistent with the City's strategic vision for West Perth and therefore the proposed scheme amendment is considered suitable for initiation.

Recommendation

That Council:

1. INITIATES Amendment No. 43 to the City Planning Scheme No. 2, as detailed in Attachment 13.2A – Scheme Amendment Report and pursuant to section 75 of the *Planning and Development Act 2005* (the Act);
2. RESOLVES that Amendment No. 43 to the City Planning Scheme No. 2 is a standard amendment pursuant to regulations 34 and 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), for the following reasons:
 - 2.1 the amendment would have minimal impact on land in the scheme area that is not the subject of the amendment; and

2.2 the amendment does not reflect in any significant environmental, social, economic or governance impacts on land in the scheme area.

3. FORWARDS Amendment No. 43 to the City Planning Scheme No. 2 to the Environmental Protection Authority pursuant to section 81 of the Act; and
4. ADVERTISE Amendment No. 43 to the City Planning Scheme No. 2 for public inspection pursuant to section 84 of the Act, and in accordance with regulation 47 of the Regulations.

-

Item 13.3 – Initiation of Amendment No. 44 to City Planning Scheme No. 2 to Introduce a Special Control Area over 707 (Lot 14) and 725 (Lot 101) Wellington Street, 482-484 (Lot 2) and 486-488 (Lot 1) and Lot 66 Murray Street, Perth

File reference	P1039117#02
Report author	Georgia Lilley, Urban Planner – Strategy
Other contributors	Siobhan Linehan, Actin Principal Urban Planner – Policy
Reporting Service Unit and Alliance	City Planning, Planning and Economic Development
Report author disclosure of interest	Nil
Date of report	29 April 2020
Nature of Council's role	Legislative
Voting requirement	Simple Majority
Attachment/s	Attachment 13.3A – Scheme Amendment Report Attachment 13.3B – Location Plan Attachment 13.3C – Planning Maps

Purpose

The purpose of this report is for Council to consider the initiation of Amendment No. 44 to City Planning Scheme No. 2 (CPS2) to introduce a Special Control Area over the subject site.

Background

The City has received a landowner request to amend CPS2 to introduce a Special Control Area (SCA) over 707 (Lot 14) and 725 (Lot 101) Wellington Street, 482-484 (Lot 2) and 486-488 (Lot 1) and Lot 66 Murray Street, Perth.

A copy of the scheme amendment report is provided in Attachment 13.3A, which includes further details of the SCA provisions and the subject site context. A location plan is also provided in Attachment 13.3B.

Development Approval

The Perth Local Development Assessment Panel (LDAP) granted conditional approval to a mixed-use development over the subject site on 20 February 2020. Condition 9 states:

'The subject lots being amalgamated into one lot on one Certificate of Title or alternatively a Special Control Area being established over the site to enable the applicable development standards and requirements to be applied to the site as though it was a single lot, and being initiated prior to the building permit stage and finalised prior to occupation of the buildings.'

Details

The subject site comprises of five lots with a total area 9,850m² and is located within the 'City Centre' Scheme Use Area under CPS2 as shown in Attachment 13.3C.

The proposed scheme amendment will introduce a SCA over the subject site to facilitate the coordinated redevelopment of the subject site. It will also introduce provisions to allow the five separate lots to be treated as one site for the purposes of calculating the maximum bonus plot ratio, and for the calculation and distribution of car parking across the site.

Perth Parking Policy 2014

The subject site is located within the Perth Parking Management Plan Area and is subject to the Perth Parking Policy 2014 (PPP). The PPP establishes the maximum number of commercial tenant car bays that can be located on a single lot. The PPP also restricts the sharing of commercial tenant bays across different lots.

Stakeholder engagement

Community consultation will occur subject to the initiation of the scheme amendment by the Council in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Strategic alignment

Strategic Community Plan

This item addresses the community's vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019 – 2029:

Aspiration:	Prosperity
Strategic Objective:	4.6 Precincts that utilise their unique sense of place, local pride and enthusiasm to encourage investment and economic activity.

The proposal SCA will ensure that the whole site is developed in the form of a high-quality mixed-use development.

Legal and statutory implications

- *Clauses 75, 81, and 84 of the Planning and Development Act 2005* - which outline the process for amending a local planning scheme, including referrals to the EPA and advertising;
- *Regulations 34 and 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015* – assists to determine whether the amendment is basic, standard or complex;
- *Clauses 3A of Schedule A (Supplemental Provisions) of the City Planning Scheme No. 2* – refers to amending Precinct Plans; and

- *Clause 39 of the City of Perth City Planning Scheme No. 2* – refers to Special Control Areas.

Connection with mandates in the City of Perth Act 2016

8(1)(f) - to promote environmentally sustainable development, while ensuring Perth's role as a thriving business, cultural and entertainment centre, considering the flow-on impact to the Perth metropolitan area

Risk implications

Impact of decision	
Organisation	Low
Community	Low

Risk domain	Consequence	Likelihood	Risk rating
Reputation and External Stakeholders	Minor	Unlikely	Low
People	Minor	Unlikely	Low
Service Delivery/Strategic Objectives	Minor	Unlikely	Low

Approval implications

The decision whether to initiate a scheme amendment rests with the Council. Should Commissioners resolve not to initiate the scheme amendment, the applicant has no right of appeal for the decision. The Minister Planning is responsible for final approval of scheme amendments.

Financial implications

There are no financial implications related to this report. The applicant is responsible for the City's Administration costs in assessing, advertising and finalising the scheme amendment documentation.

Policy references

State Government Policies

State Government's Perth Parking Policy 2014 (PPP) - establishes the maximum number of commercial tenant car bays that can be located on a single lot. The PPP also restricts the sharing of commercial tenant bays across different lots.

Local Policy

Citiplace Precinct Plan (P5) - provides a statement of intent/vision for development of the area.

Comments

Scheme Amendment Classification

The *Planning and Development (Local Planning Schemes) Regulations 2015* include three categories for amending Local Planning Schemes - basic, standard and complex. The proposed amendment will have minimal impact on the CPS2 area outside of the proposed SCA. Additionally, the amendment does not result in any significant environmental, social, economic or governance impacts. Given this, the amendment is considered to be a standard amendment.

Planning Assessment

The SCA will facilitate the coordinated development of the five lots. In turn, this will enable the proposed redevelopment of the site to proceed in compliance with CPS2 and accordance with condition 9 of the development approval.

A SCA will enable the whole site to be developed in the form of a high-quality mixed-use development. The SCA will assist the City to meet its objectives in that it will:

- Support short stay accommodation in the city through the refurbishment of the hotel;
- Provide for additional residents within the city;
- Cater for the diversity of demands, interests and lifestyles by facilitating and encouraging the provision of a wide range of choices in housing, business, employment, leisure, visitor accommodation and attractions; and
- Co-ordinate and ensure that development is carried out in an efficient and responsible manner which makes optimum use of the City's growing infrastructure and resources.

Conclusion

The proposed scheme amendment is generally consistent the statutory planning framework provided by CPS2 and the strategic vision for the Central Perth Neighbourhood and draft City Planning Strategy. Given this, the proposed scheme amendment is considered suitable for initiation.

Recommendation

That Council:

1. INTIATES Amendment No. 44 to the City Planning Scheme No. 2 as detailed in Attachment 13.3A – Scheme Amendment Report and pursuant to section 75 of the *Planning and Development Act 2005* (the Act);
2. RESOLVES that Amendment No. 44 to the City Planning Scheme No. 2 is a standard amendment pursuant to regulations 34 and 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), for the following reasons:
 - 2.1 the amendment would have minimal impact on land in the scheme area that is not

the subject of the amendment;

2.2 the amendment does not reflect in any significant environmental, social, economic or governance impacts on land in the scheme area;

3. FORWARDS Amendment No. 44 to the City Planning Scheme No. 2 to the Environmental Protection Authority, pursuant to section 81 of the Act; and
4. ADVERTISE Amendment No. 44 to the City Planning Scheme No. 2 for public inspection pursuant to section 84 of the Act, and in accordance with regulation 47 of the Regulations.

Item 13.4 – City of Perth Community Care Program

File reference	84581/20 P1039134#07
Report author	Bek Slavin, Community Development Coordinator
Other contributors	Emma Landers, Alliance Manager Community Services
Reporting Service Unit and Alliance	Community Services, Community Development
Report author disclosure of interest	Nil
Date of report	1 May 2020
Nature of Council's role	Information
Voting requirement	Simple Majority
Attachment/s	Attachment 13.4A – City of Perth Community Care Plan

Purpose

To seek endorsement of the City of Perth Community Care Plan which articulates the City's initiatives to support vulnerable people and its community in response, recovery and rebound of Covid-19.

Background

Impacts from the Covid-19 pandemic on the world's economy has been well noted and significant action has been undertaken across all levels of Government in response. The City of Perth, and indeed all local authorities, are well placed to mobilise community support and action, especially for those most vulnerable in our community. The City is committed to doing its part to flatten the infection curve to minimise the impact on the State's health system and to support members of its community for the duration.

The full extent of the medium and long terms impacts of Covid-19 is unknown and will change as the pandemic develops. The health directives to manage Covid-19 such as social distancing have had social, health and wellbeing impacts on all members of our community. These directives are important in protecting those who are most vulnerable in our community, like older adults and immunocompromised people.

Vulnerable groups of people are those that are disproportionately exposed to risk, but who is included in these groups can change dynamically. A person not considered vulnerable at the outset of a pandemic can become vulnerable depending on a government's policy response, access to services and better understanding of the disease. The risks of sudden loss of income or access to social support have consequences that are difficult to estimate and constitute a challenge in identifying all those who might become vulnerable.

The City of Perth has a role in responding to these impacts to meet the needs of the community

and play an active role in supporting their health and wellbeing.

The City of Perth Community Care Plan sits within the Response and Relief phase of the City's Covid-19 Strategy. It is anticipated actions identified within this plan will be for an initial period of up to eight months and will be considered during the development of the City's Covid-19 Recovery and Rebound strategy. The future approach to addressing the needs of our vulnerable people will be articulated in the City's Community Recovery and Rebound Plans.

Details

The City of Perth Community Care Plan intends to build on the work of the State Emergency Welfare Plan and associated taskforces reducing duplication and identifying gaps where the City can add value to the collaborative effort.

The objectives and principles of the City of Perth Community Care Plan will ensure the City will provide:

Connection and Access to Services

The City will monitor the impact of Covid-19 pandemic on our community and respond to the needs of vulnerable people through connection to appropriate services and supports.

Information to community

The City will provide community with current and relevant information about support services which meets their needs during Covid-19 and promotes public health awareness.

Collaboration with key stakeholders

The City will provide current qualitative and quantitative data on the current and emerging needs of our community, which will in turn inform the Community Recovery Plan as part of the City's recovery and rebound phases. The City will also provide relevant information and support to key stakeholders, particularly community organisations focused on vulnerable members of community during Covid-19.

Identify the gaps

The City will identify emerging trends and gaps in service delivery for the unique needs of vulnerable people during Covid-19. The City will advocate for community as emerging issues and needs arise and may consider directly delivering needed services.

Build capacity

The City will be responsive and innovative by developing approaches to support the community and meeting their needs.

The City of Perth Community Care Plan in Attachment 13.4 outlines the key actions the City of Perth will deliver to support vulnerable people. The key actions identified include:

- Establish a vulnerable person's database;
- Establish a new contact service to coordinate and connect community to services and supports (online and telephone);
- Establish Covid-19 Quick Response Community Grants;

- Establish a Perth Online platform focused on the social, health and wellbeing needs of our community;
- Expand assertive outreach services in the City of Perth;
- Continue to coordinate goodwill and community groups providing services to people rough sleeping with the city;
- Advocate to WALGA and all Vulnerable Cohort Taskforces on the gaps in service delivery for identified needs.
- Work collaboratively with the Department of Communities and the homelessness services sector to secure appropriate accommodation for people sleeping rough during the crisis;
- Establish a Communications Plan;
- Work collaboratively with Volunteering WA and the community sector to support volunteering opportunities;
- Expansion of Safe City Patrols;
- Continue to provide Childcare Services to essential workers.

The City of Perth Library is an important resource for community during Covid-19, particularly supporting people of all ages to engage in continued education, relationships and community. To support the Community Care Plan the City of Perth Library will be providing new temporary services throughout the pandemic. These services will be available to City of Perth residents, giving priority to people over 60 or those who are self-isolating as they are at risk and will include access the ground floor express computers for purposes of checking email, signing into Centrelink and other support services, a home delivery service and access to an extensive range of online resources.

Stakeholder engagement

Stakeholders across various sectors have been engaged to understand impact of Covid-19 vulnerable people through a number of established working groups and taskforces, either established by the City of Perth or the state government.

Strategic alignment

Strategic Community Plan

This item addresses the community's vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019 – 2029:

Aspiration:	People
Strategic Objective:	1.2 Timely and contemporary community infrastructure and services. 1.3 Accessible and relevant community support services and playing a leading role with homelessness. 1.8 A community that is healthy in its lifestyle and wellbeing, and generous towards helping others.
Aspiration:	Performance
Strategic Objective:	5.8 Service levels that exceed customer expectation.

Legal and statutory implications

Connection with mandates in the *City of Perth Act 2016*

8(1)(d) - to continuously improve the services and facilities provided to the community, visitors and tourists

Risk implications

Impact of decision	
Organisation	Medium
Community	Medium

Risk domain	Consequence	Likelihood	Risk rating
People	Moderate	Possible	Medium
Reputation and External Stakeholders	Moderate	Possible	Medium
Service Delivery/Strategic Objectives	Minor	Possible	Low

Approval implications

There are no approval implications related to this report.

Financial implications

Within existing budget

The financial implications associated with this report are fully accommodated within the existing 2019/20 budget.

Account number:	1075 51090 0000
Description:	Community Development
Account type (Operating/Capital/Reserve):	Operating
Current budget:	\$290,428
Actual expenditure:	\$172,411
Proposed expenditure:	\$106,000
Budget Remaining:	\$12,017

Account number:	1075 70120 0000 7251
Description:	Homelessness
Account type (Operating/Capital/Reserve):	Operating
Current budget:	\$283,107

Actual expenditure:	\$151,063
Proposed expenditure:	\$50,000
Budget Remaining:	\$82,044

Policy references

There are no policy references related to this report.

Comments

City of Perth Community Care Plan has been developed to support vulnerable people and the organisations who provide essential services. The City has a pivotal role to support vulnerable cohorts in the community. The City will work collaboratively with organisation's and stakeholders and where required investigate opportunities to meet service delivery gaps through advocacy.

Many of the actions identified within the Community Care Plan are operational and have been implemented or have received Council endorsement via a separate report, such as the Covid-19 Quick Response Community Grants, which were endorsed by Council at its April meeting.

Recommendation

That Council ENDORSE the City of Perth Community Care Plan in response to the Covid-19 pandemic.

Item 13.5 – Review of Policy 18.13 Sponsorship and Grants

File reference	P1005611-3
Report author	Virginia Withers, Senior Sponsorship Officer
Other contributors	Nil
Reporting Service Unit and Alliance	Activation and Cultural Experience, Community Development
Report author disclosure of interest	Nil
Date of report	28 April 2020
Nature of Council's role	Executive
Voting requirement	Simple Majority
Attachment/s	Attachment 13.5A – Updated Policy 18.13 Sponsorship and Grants

Purpose

To review Policy 18.13 Sponsorship and Grants under the City's Policy Framework.

Background

The City's Policies are reviewed as per the timeline detailed in the City's Policy Framework.

Policy 18.13 was last reviewed by Council at the Ordinary Council Meeting held on 19 December 2017 and is required to be reviewed every two years.

The City's Policy Framework outlines the process for policy development and review. The Policy Framework process was developed concurrently with a review of Policy 18.13. At a Commissioner Briefing Session on 3 December 2019, City officers presented a Briefing Paper to guide the discussion on the current situation, available approaches, risks and issues.

Following feedback provided at the Commissioner Briefing Session, the policy has been reviewed to ensure a consistent, equitable, transparent and efficient framework for the administration of grants and sponsorship at the City of Perth.

As per the Policy Framework, following Council approval on the draft policy, it will be made available for public comment through a 21 day community consultation period.

Details

The proposed changes to the Policy are detailed in Attachment 13.5A – Updated Policy 18.13 Sponsorship and Grants.

The purpose of the proposed changes are to:

- Remove all internal Procedure from the Policy to ensure that Policy is succinct, appropriate and relevant. A separate Procedure will be created to define and guide all internal processes;
- Clarify that the City of Perth will support project funding only and will not support recurrent funding, wages and salaries or administrative overheads;
- Clarify that an applicant must demonstrate financial viability without the City's funding (an individual event or project may not be viable without the City's support, however the organisation must be); and
- State the City of Perth's position in regards to the Canvassing of Elected Members by grant and sponsorship applicants.

Stakeholder engagement

No formal stakeholder engagement has been undertaken in relation to this report.

Strategic alignment

Strategic Community Plan

This item addresses the community's vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019 – 2029:

Aspiration:	Performance
Strategic Objective:	5.6 Decision-making that is ethical, informed and inclusive.

Legal and statutory implications

Section 2.7 of the *Local Government Act 1995* provides that it is the role of Council to determine the local government's policies.

Connection with mandates in the *City of Perth Act 2016*

8(1)(a) - to provide for the good government of persons in the City of Perth, including residents, ratepayers and visitors

Risk implications

Impact of decision	
Organisation	Low
Community	Low

Risk domain	Consequence	Likelihood	Risk rating
Legal and Regulatory/Ethical	Insignificant	Unlikely	Low

Approval implications

If the policy is adopted, all future grants and sponsorships will be administered in accordance with the Policy. The key impacts are on any existing principal partnership arrangements, or any other instance of the City providing recurrent funding, or funding for wages and salaries or administrative overheads.

Financial implications

There are no financial implications related to this report.

Policy references

The policy has been reviewed in accordance with the City's Policy Framework Policy.

Commissioner engagement in the Policy review was commenced at a Commissioner Briefing Session on 3 December 2019.

The reviewed Policy has been drafted to reflect Commissioner feedback.

Comments

The updated Policy provides a consistent, equitable and transparent framework for the best practice and contemporary administration of grants and sponsorships at the City of Perth.

Recommendation
That Council <u>ENDORSE</u> the draft Grants and Sponsorship Policy as detailed in Attachment 13.5A for the purpose of community consultation.

Item 13.6 – Policy – Motor Vehicle and Transport Services for the Lord Mayor

File reference	P1028787-5
Report author	Gary Clark, Acting Alliance Manager Governance
Other contributors	Bill Parker, General Manager Corporate Services
Reporting service unit and alliance	Governance, Corporate Services
Report author disclosure of interest	Nil
Date of report	3 March 2020
Nature of Council's role	Executive
Voting requirement	Simple Majority
Attachment/s	Attachment 13.6A – Motor Vehicle and Transport Services for the Lord Mayor

Purpose

The purpose of this report is for Council to consider approval to undertake public consultation on a draft Council Policy about motor vehicle and transport services for the Lord Mayor.

Background

Council made the following decision at the Ordinary Council Meeting on 25 February 2020;
“That the Chief Executive Officer:

1. DEVELOP a draft Council Policy on the provision of a motor vehicle and transport services for the Lord Mayor; and
2. PRESENT the draft Council Policy to the Ordinary Council Meeting on 31 March 2020.”

Details

Chair Commissioner Hammond provided the following comments supporting the mentioned Council resolution:

1. In order for the Lord Mayor to undertake their role effectively, efficiently and in line with community expectation, a Council Policy is required to provide guidance and transparency on the provision of transport services; and
2. The transport arrangements for State Government Ministers could be used as a benchmark to guide transport arrangements for the Lord Mayor.

The principles of effectiveness, efficiency and consistency with community expectations and

industry practice have guided the draft policy.

The community may expect that the vehicle and travel arrangements available to the Lord Mayor would reflect an appropriate level of dignity and respect for the role. The Chair Commissioner's suggestion that the transport arrangements for State Government Ministers be used as a benchmark should align with community expectations. The public consultation process will clarify this assumption.

The safety and security of the Lord Mayor is a paramount consideration regarding the vehicle and travel arrangements. The draft Council Policy does not provide any direction about safety and security, as these are operational matters that will require further discussion and refinement between the CEO and the incumbent Lord Mayor.

Research

The travel arrangements vary considerably for Lord Mayors in other Australian capital cities. The variance in the arrangements could be influenced by the size of the City and the legislation in each State.

The Department of the Premier and Cabinet provided information about the motor vehicle and transport arrangements for State Government Ministers. This information has informed the policy considerations.

Policy Considerations

Travel Requirements

The Lord Mayor frequently requires vehicle transport within the City of Perth and neighbouring suburbs. There is occasional travel to outer metropolitan areas. There is rarely any requirement to drive outside of the metropolitan area.

The purpose of the travel is diverse. It ranges from short meetings to functions and significant ceremonial events. Travel requirements can change if the Lord Mayor's presence is required at short notice.

The travel times can be outside of office hours including evenings and weekends.

The Vehicle Requirements

It appears that it is accepted industry practice for the Lord Mayor to be provided with a vehicle. The draft policy is intended to ensure that a vehicle is fit for purpose and within community expectations.

The Lord Mayor's vehicle and transport requirements may vary with the individual priorities of the incumbent. It may be that the Lord Mayor prefers to use their own vehicle and the City would not need to purchase a vehicle. In this case the Lord Mayor will be entitled to claim a mileage allowance.

Personal Use

The Lord Mayor's role requires attendance at after-hours meetings and functions. It is proposed that the vehicle be provided for official purposes and commuting to and from Council House.

The Driver and Executive Support Requirements

The provision of a driver or chauffeur for the Lord Mayor of a Capital City varies across Australia. Where a civic or ceremonial function is scheduled, it may be more efficient to engage a chauffeur or charter service.

Taxi or ride share services could be utilised for any unscheduled after-hours transport requirements.

Parking Requirements

It will be necessary to provide a parking permit to the Lord Mayor to facilitate the frequent amount of travel within the City of Perth. This would be more efficient than requiring the Lord Mayor to pay for parking and then seek reimbursement.

A parking space is currently set aside at Council House for the Lord Mayor's vehicle and the draft Council Policy proposes that this continue to be provided.

Stakeholder engagement

There has been no external stakeholder engagement undertaken in relation to this report. If the draft policy is endorsed, it will be subject to a public consultation period of 21 days.

Strategic alignment

Strategic Community Plan

This item addresses the community's vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019 – 2029:

Aspiration:	Performance
Strategic Objective:	<p>5.5 A financial business model underpinned by a culture of cost management, best value and strategic financial analysis that is subject to ongoing oversight, transparency and accountability.</p> <p>5.6 Decision-making that is ethical, informed and inclusive.</p>

Legal and statutory implications

Section 5.98(2)(a) and (3) of the *Local Government Act 1995* provides for reimbursement of prescribed expenses to council members.

Regulation 31(1)(b) of the *Local Government (Administration) Regulations 1996* prescribe that travel costs incurred to attend council and committee meetings are to be reimbursed.

Regulation 32(1)(c) of the *Local Government (Administration) Regulations 1996* prescribe that a local government may approve the reimbursement of expenses incurred by a council member in performing a function in their capacity as a council member. The draft Council Policy provides the necessary approval.

Section 7B(2) of the *Salaries and Allowances Act 1975* requires the Salaries and Allowances Tribunal to inquire into and determine the amount of expenses, or the minimum and maximum amounts of expenses, to be reimbursed pursuant to section 5.98(2)(a) and (3) of the *Local Government Act 1995*.

Regulation 8 of the *Local Government (Rules of Conduct) Regulations 2007* prescribes that a council member must not either directly or indirectly use the resources of a local government for any purpose unless authorised under the Act, or authorised by the council or the CEO, to use the resources for that purpose.

Connection with mandates in the *City of Perth Act 2016*

8(1)(a) - to provide for the good government of persons in the City of Perth, including residents, ratepayers and visitors

Risk implications

Impact of decision	
Organisation	Low
Community	Low

Risk domain	Consequence	Likelihood	Risk rating
Financial	Insignificant	Unlikely	Low
Legal and Regulatory/Ethical	Insignificant	Unlikely	Low
Reputation and External Stakeholders	Insignificant	Unlikely	Low

The recommendation represents a low risk.

Approval implications

Should the draft Council Policy be approved for public consultation a final draft of the Council Policy will be prepared, to reflect community feedback, and submitted to Council for approval.

Financial implications

The annual cost of providing a vehicle and driver for the Lord Mayor has been further refined and is estimated at \$57,000 per year. The new policy will provide a reduction in operating costs because a City employed driver will not be necessary.

The costs under the new policy will include the ownership and running costs of the vehicle (approximately \$12,000 per year for the current vehicle) plus the cost of any charter vehicles, taxi and ride share usage. The future costs will be dependent on the individual preferences of the incumbent Lord Mayor in terms of the events and functions that they choose to attend. However attendance at 40 events per year would incur less than \$10,000 in charter vehicle costs.

The draft Council Policy should result in an estimated saving of \$35,000 per year.

The cost of the public consultation process for this draft Council Policy is provided within the existing budget.

Policy references

12.1 Council Vehicles – Lord Mayor and Employees

10.6 Elected Members – Reimbursement of Expenses

Council Policy Framework

Comments

The attached draft Council Policy - Motor Vehicle and Transport Services for the Lord Mayor sets out the Council's intent that the transport arrangements are effective, efficient and aligned with community expectations and industry standards.

Recommendation
That Council <u>ENDORSE</u> the draft Motor Vehicle and Transport Services for the Lord Mayor Policy detailed as Attachment 13.6A for the purpose of community consultation.

Item 13.7 – National Redress Scheme

File reference	P1011308-3
Report author	Gary Clark, Acting Alliance Manager Governance
Other contributors	Emma Landers, Alliance Manager Community Services
Reporting service unit and alliance	Governance, Corporate Services
Report author disclosure of interest	Nil
Date of report	23 April 2020
Nature of Council's role	Executive
Voting requirement	Simple Majority
Attachment/s	Attachment 13.7A - Local Government Information Paper (December 2019)

Purpose

Key Issues

This item is for the City of Perth to:

- Note the background information and the WA Government's decision in relation to the National Redress Scheme;
- Note the key considerations and administrative arrangements for the City to participate in the National Redress Scheme;
- Acknowledges the leadership of the State Government and the Western Australian Local Government Association to facilitate local government participation in the National Redress Scheme;
- Formally approve the City's participation as part of the WA Government's declaration in the National Redress Scheme; and
- Grant authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received.

Background

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and

- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector and the City) will be required to consider leading practice approaches to child safeguarding separately in the future.

National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1

January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution (Section 111(1)(b)).

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

Details

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the City's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the City formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration. The City will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

Considerations for the City

Detailed below is a list of considerations for the City to participate in the Scheme:

1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the City will receive a Redress application. A Service Agreement will only be executed if the City receives a Redress application.

The City needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

2. Reporting to Council if / when an application is received

Council will be notified when a Redress application has been received. No confidential information will be in the notification, but Council be aware that an application has been received.

3. Application Processing / Staffing and Confidentiality

Administratively the City will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The City's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress

application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in *The Act*.

5. Redress Decisions

The City should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the City do not have any influence on the decision made and there is no right of appeal.

Stakeholder engagement

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings;
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;

- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019; and*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

Strategic alignment

Strategic Community Plan

This item addresses the community's vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019 – 2029:

Aspiration:	People
Strategic Objective:	1.3 Accessible and relevant community support services and playing a leading role with homelessness.

Legal and statutory implications

The City in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*.

Connection with mandates in the *City of Perth Act 2016*

8(1)(j) - to strike an appropriate balance among civic, economic, social, cultural and environmental considerations

Risk implications

Impact of decision	
Organisation	Low
Community	Medium

Risk domain	Consequence	Likelihood	Risk rating
People	Moderate	Possible	Medium
Reputation and External Stakeholders	Moderate	Possible	Medium
Financial	Major	Possible	High

There would a medium risk, to community members and the City's reputation, and a high financial risk resulting from a Redress application if the Council chose not to participate in the State's National Redress Scheme declaration. By adopting the recommendation Council will be reduce the risk rating to low.

Approval implications

The option exists for the City to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the City formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the City include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations);
- Potential reputational damage at a State, sector and community level; and
- Complete removal of the State's coverage of costs and administrative support, with the City having full responsibility and liability for any potential claim.

Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the City.

Financial implications

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

Within existing budget

There are no financial implications, associated with this report, for the existing 2019/20 budget.

Provisions may need to be made in the Long-Term Financial Plan and future budgets to fund any requested DPR's from Redress applications for anyone who has been harmed through contact with the City's services.

Policy references

There are no policies relevant to this report.

Comments

The State Government and WALGA have facilitated a sector wide approach to the National Redress Scheme. This will hopefully smooth the process for Redress applicants and minimise any further distress from their experiences. Participating local governments will benefit from professional and consistent processing of applications. It is recommended that Council acknowledge the leadership of the State Government and WALGA in negotiating this outcome for the sector.

Recommendation

That Council:

1. APPROVES the participation of the City in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;
2. AUTHORISES the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received, and;
3. ACKNOWLEDGE the leadership of the State Government and the Western Australian Local Government Association to facilitate local government participation in the National Redress Scheme.

Item 13.8 – Reserve Cancellation - Raine Square Redevelopment – 300 (Lot 1159 Reserve 46594) Wellington Street, Perth

File reference	P1029122-2
Report author	Paul Warren, Senior Assets and Leasing Officer
Other contributors	Bill Parker, General Manager Corporate Services Kathleen O'Brien, Paralegal
Reporting Service Unit and Alliance	Governance, Corporate Services
Report author disclosure of interest	Nil
Date of report	4 May 2020
Nature of Council's role	Executive
Voting requirement	Simple Majority
Attachment/s	Attachment 13.8A – Department of Planning, Lands and Heritage Letter dated 19 April 2018 Attachment 13.8B – Reserve Location Plan

Purpose

The purpose of this report is to action a formal request to cancel Reserve 46594 and to dedicate the Reserve as road per section 56 of the *Land Administration Act 1997*.

Background

Reserve 46594 is located opposite the Raine Square development at 300 Wellington Street, Perth and the City of Perth is the Management Body responsible for it. The Reserve is indicated in red in Attachment 13.8B.

The Reserve is currently a Pedestrian Access Way. However, the pedestrian access bridge over this area of Wellington Street was removed in 2016. As a direct result of the bridge removal, Reserve 46594 is now redundant.

The City of Perth was approached by the Department of Planning, Lands and Heritage (DPLH) (see Attachment 13.8A) to facilitate the cancellation of Reserve 46594 and dedication of the area as road. The purpose of this request was to allow for DPLH to provide consent to Charter Hall's balcony extensions that were created as part of the Raine Square Redevelopment.

Details

In order to cancel the now redundant Reserve and dedicate the Reserve as road, Council must request this from the Minister for Lands in accordance with the *Land Administration Act 1997*. Upon receipt of Council's request, the Minister will determine the dedication and cancellation.

The dedication will allow DPLH to arrange a lease agreement to Charter Hall for the Royal Hotel

Premises at Raine Square in order to provide tenure over the balconies which encroach into the road reserve. The balconies currently exist over the road reserve with no valid tenure.

Stakeholder engagement

There has been no stakeholder engagement undertaken in relation to this report.

Strategic alignment

Strategic Community Plan

This item addresses the community's vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019 – 2029:

Aspiration:	Place
Strategic Objective:	2.9 Land use, transport and infrastructure planning that encourages and facilitates a wide range of public and private sector investment and development

Resolution of the land tenure issues will allow for the leasing of balcony encroachments associated with the development to be resolved effectively.

Legal and statutory implications

Cancelling a Reserve is governed by section 51, "Cancelling, changing etc. reserves, Minister's powers as to". Section 51 of the *Land Administration Act 1997* provides that the Minister for Lands may cancel a reserve (subject to provisions that do not apply). The request to the Minister for the cancellation of the reserve will assist with the cancellation as the Minister is required to consult with local governments prior to exercising certain powers in relation to Crown land.

Section 56 of the *Land Administration Act 1997* "Dedication of land as road" and regulation 8 of the *Land Administration Regulations 1998* provides the process for requesting that the Minister dedicate land as road. The process requires that details of the Council resolution requesting the cancellation and a sketch of the land be provided to the Minister. Section 56 (4) of the *Land Administration Act 1997* requires an indemnity for the Minister for Lands against any potential claims for compensation that may arise from dedicating the subject land as road.

Connection with mandates in the City of Perth Act 2016

8(1)(a) - to provide for the good government of persons in the City of Perth, including residents, ratepayers and visitors

Risk implications

Impact of decision	
Organisation	Low
Community	Low

Risk domain	Consequence	Likelihood	Risk rating
Legal and Regulatory/Ethical	Minor	Unlikely	Low

The process is considered low risk to the City of Perth as Reserve 46594 no longer serves any purpose as the footbridge to which it served was demolished in 2016.

DPLH have requested an indemnity for the Minister for Lands against any potential claims for compensation that may arise from dedicating the subject land as road. This indemnity is required by the *Land Administration Act 1997*. As the bridge the Reserve served is no longer present, and the area already road only, the risk to the City of Perth of any potential claims for compensation is considered to be low.

Approval implications

Council's request to cancel the redundant Reserve and dedicate the Reserve as road will facilitate the Department of Planning, Lands and Heritage entering into a lease to resolve the balcony encroachment. If Council does not approve the request the redundant reserve will remain and the balcony encroachment will not be resolved.

Financial implications

There are no financial implications related to this report.

Policy references

There are no policy implications associated with this report.

Comments

The proposal is supported administratively, and it is recommended that Council agrees to the request to cancel the redundant Reserve and dedicate the area as road reserve.

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. <u>REQUEST</u> that the Minister for Lands cancel Reserve 46594; 2. <u>REQUEST</u> that the Minister for Lands dedicate the cancelled Reserve as road pursuant to the provisions of section 56(1)(a) of the <i>Land Administration Act 1997</i>; and 3. <u>INDEMNIFY</u> the Minister for Lands against any claims for compensation that may arise from dedicating the subject land as road.

Item 13.9 – Financial Contribution – Perth Concert Hall Temporary Works

File reference	P1028787-6
Report author	Bill Parker, General Manager Corporate Services
Other contributors	Nil
Reporting Service Unit and Alliance	Corporate Services
Report author disclosure of interest	Nil
Date of report	4 May 2020
Nature of Council's role	Executive
Voting requirement	Absolute Majority
Attachment/s	Nil

Purpose

The purpose of this report is for Council to consider a financial contribution to temporary works at the Perth Concert Hall.

Background

In January 2020, the City of Perth entered into an agreement with the Perth International Arts Festival to undertake temporary repair works at the Perth Concert Hall to make the site structurally safe for use by the Perth International Arts Festival to run the City of Lights music event.

In preparing for the event, it was identified that the lower southern concourse of the Concert Hall was weak at the slab joints and did not meet the 5kPa load requirements to cater for crowded events.

An engineering assessment subsequently identified a temporary structural solution.

In response to the engineering assessment, a legal agreement was executed in response to the structural issues that if left unresolved would have caused the events scheduled at the Concert Hall to be cancelled due to concerns over public safety.

The legal agreement addressed funding, liability issues and facilitated the installation of grillage (beams) across the slab joints and 15 props were installed under the slab to prop the weight of the planter box in the concourse.

This item seeks to amend the 2019/20 budget and authorise the expenditure associated with the temporary works.

Details

In January 2020, the City of Perth entered into an agreement with the Perth International Arts Festival to undertake temporary repair works at the Perth Concert Hall to make the site structurally safe for use by the Perth International Arts Festival to run the City of Lights music event.

Prior to the event, it was agreed that the total cost to deliver the staging and structural works would be \$330,000. The Perth Festival were responsible for the stage construction (\$94,000) with the City of Perth responsible for resolving the structural components including propping and grillage (\$236,000). The agreement also reflected a series of offsets that included carpark bay hire and additional carpark revenue that did not fully materialise.

On 8 April 2020, the City of Perth received an email from the Executive Director of Perth Festival confirming the costs incurred and that the City's contribution would be \$234,000.

The individual elements of the invoice amounts have been assessed by the City of Perth and although the amounts vary from the original agreement, they all appear to be genuine and reasonable.

An allowance was made in the Capital Budget during the 2019/20 Budget Review to accommodate the costs of these temporary structural works. The nature of these repairs has now been ascertained as operating due to its temporary use.

It is worth noting that the 2020/21 draft budget includes funding to permanently resolve the structural issues at the Perth Concert Hall so that a temporary solution is no longer required. It is envisaged that this work will occur prior to the 2021 Perth Festival.

Stakeholder engagement

Extensive consultation has occurred with the Perth Festival and the City's insurer.

Strategic alignment

Strategic Community Plan

This item addresses the community's vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019 – 2029:

Aspiration:	People
Strategic Objective:	1.6 Thriving and sustainable cultural, artistic and heritage industries, activities and events that encourage locals and visitors to come back for more

Without the City's agreement to fund the temporary works, the event was at risk of not proceeding. The successful delivery of the event reflects the City's focus on activities and events that encourage patronage in the CBD.

Legal and statutory implications

Section 6.8 of the *Local Government Act 1995* applies to this item.

6.8. Expenditure from municipal fund not included in annual budget

- 1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - a. is incurred in a financial year before the adoption of the annual budget by the local government; or
 - b. is authorised in advance by resolution*; or
 - c. is authorised in advance by the mayor or president in an

* *Absolute majority required*

Connection with mandates in the *City of Perth Act 2016*

8(1)(c) - to provide a safe, clean and aesthetic environment for the community, city workers, visitors and tourists

Risk implications

Impact of decision	
Organisation	Low
Community	Low

Risk domain	Consequence	Likelihood	Risk rating
Financial	Minor	Unlikely	Low

Payment of the City's contribution is low risk. The City has capacity in the 2019/20 budget to cover the cost implications associated with the temporary works as this was already included in the budget review.

Approval implications

Should Council endorse the officer recommendation, the invoice will be paid as quickly as possible.

Should Council decide not to approve the request, the City risks reputational damage and potential legal implications given the agreements already in place.

Financial implications

The City's requested contribution to the temporary works is \$233,805 (ex GST) and comprises the following:

Supplier	Description	Invoiced amount ex GST
HERA Fees	Engineering Fees	\$12,020

Kennards Hire	Prop Hire	\$3,045
Johnson Group	Construction management	\$10,000
Johnson Group	Construction management	\$10,000
Mend	Scanning	\$3,110
Kwik Logistics	Crane Bump In	\$4,803
Kwik Logistics	Crane Bump In	\$7,730
Kwik Logistics	Crane Bump Out	\$6,210
City of Perth	Obstruction permit - Crane Access	\$3,522
City of Perth	Obstruction permit - Crane Access	\$151
City of Perth	Obstruction permit - Crane Access BUMP OUT	\$51
Big River	Timber	\$43,319
Big River	Timber	\$150
Midalia Steel	Steel	\$23,200
Midalia Steel	Steel	\$1,160
Midalia Steel	Steel	\$8,068
Bunnings	Consumables	\$2,292
Gecko	Transport Bump In	\$2,156
Gecko	Transport Bump Out	\$2,035
Gecko	Storage - Steel	\$1,364
SEAA	Security - Asset Protection	\$4,959
SEAA	Security - Asset Protection	\$4,195
Reeces	Floor hire	\$10,200
Perth Festival	Bump in Labour - Carpenters	\$8,664
Perth Festival	Bump in Labour - Site Crew, Cut Gluts etc	\$7,681
Perth Festival	Bump in Labour - Traffic Management	\$1,422
Perth Festival	Bump out Labour - Carpenters	\$8,006
Perth Festival	Bump Out Labour	\$11,704
Perth Festival	Labour - Project Management	\$30,000
PCH	PCH Facilities Access	\$1,300
Statewide	Transport Steel Beams	\$1,290
TOTAL		\$233,805

The financial implications associated with this report will require a budget transfer from the 2019/20 Capital Budget to the 2019/20 Operating budget as follows:

Account number:	PJ 14181
Description:	Concert Hall - Structural Remediation Works
Account type (Operating/Capital/Reserve):	Capital
Current budget:	\$2,421,585
Adjustment:	-\$233,805
Amended budget:	\$2,187,780
Impact on the budget position:	Nil

As part of the City's 2019/20 Budget Review, an allowance was made in the Capital Budget to allow

for temporary structural works at the Perth Concert Hall. Following the event, the works carried out have been ascertained as non-capital in nature, hence a budget transfer of \$233,805 is required from the Capital Budget to the Operating Budget for 2019/20. The impact to the City is Nil as this expenditure had already been accounted for.

Policy references

There are no policy references related to this report.

Comments

Nil

Recommendation
<p>That Council:</p> <ol style="list-style-type: none">1. <u>APPROVE</u> the budget transfer of \$233,805 from the 2019/20 Capital Budget to the 2019/20 Operating budget; and2. <u>APPROVE</u> payment to the Perth International Arts Festival of \$233,805 for temporary structural works associated with the Perth Concert Hall.

Item 13.10 – Financial Activity Statement for the Period Ended 31 March 2020

File reference	P1014149-25
Report author	Neil Jackson, Acting Senior Management Accountant
Other contributors	Reshma Jahmeerbacus, Acting Manager Finance
Reporting service unit and alliance	Finance, Corporate Services
Report author disclosure of interest	Nil
Date of report	29 April 2020
Nature of Council's role	Executive
Voting requirement	Simple Majority
Attachment/s	Attachment 13.10A – Financial Statements and Financial Activity Statement for the Period Ended 31 March 2020

Purpose

For Council to receive the Financial Activity Statement for the period ended 31 March 2020.

Background

The Financial Activity Statement is submitted to Council as per the requirements of Section 6.4(1) and (2) of the *Local Government Act 1995 Regulation 34(1) of the Local Government (Financial Management) Regulations*.

Details

The Financial Activity Statement commentary compares the actual results for the 9 months to 31 March 2020 with the budget approved by Council on 23 July 2019 and subsequent amendments on 24 September, 3 October 2019, 26 November 2019 and 31 March 2020.

Stakeholder engagement

There is no stakeholder engagement related to this report.

Strategic alignment

Strategic Community Plan

This item addresses the community's vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019 – 2029:

Aspiration:	Performance
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Strategic Objective:	5.5 A financial business model underpinned by a culture of cost management, best value and strategic financial analysis that is subject to ongoing oversight, transparency and accountability.
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Legal and statutory implications

Section 6.4(1) and (2) of the *Local Government Act 1995 Regulation 34(1) of the Local Government (Financial Management) Regulations*

Connection with mandates in the *City of Perth Act 2016*

8(1)(d) - to continuously improve the services and facilities provided to the community, visitors and tourists

Risk implications

Impact of decision	
Organisation	Low
Community	Low

Risk domain	Consequence	Likelihood	Risk rating
Financial	Minor	Unlikely	Low

Approval implications

There are no approval implications to this report.

Financial implications

There are no financial implications related to this report

Policy references

There are no policy references related to this report.

Comments

Nil

Recommendation
That Council <u>RECEIVES</u> the Financial Activity Statement for the period ended 31 March 2020 detailed in Attachment 13.10A.

Item 13.11 – Payments from Municipal Fund – April 2020

File reference	P1036562-9
Report author	Reshma Jahmeerbacus, Acting Manager Finance
Other contributors	Sarah Gosling, Senior Financial Accountant
Reporting service unit and alliance	Finance, Corporate Services
Report author disclosure of interest	Nil
Date of report	7 May 2020
Nature of Council's role	Executive
Voting requirement	Simple Majority
Attachment/s	A detailed list of payments made under delegated authority for the month ended 30 April 2020 can be accessed by the Commissioners via the Council Hub. Members of the public can access the list of payments on request.

Purpose

In accordance with *Regulation 13(1) of the Local Government (Financial Management) Regulations 1996*, the list of payments made under delegated authority for the month ended April 2020 to be received and recorded in the Minutes of the Council.

Background

A monthly report that summarises the payments for the Municipal Account for the month April 2020 as required by Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*.

Details

Payments for the month of April 2020 included the following significant items, but exclude payroll and payroll taxation payments to the Deputy Commissioner of Taxation:

- \$711,834.69 to Western Australian Treasury (supplier 94510) for payment of the loan to the Western Australian Treasury for the Perth City Library and Public Plaza;
- \$691,168.62 to Densford Civil Pty Ltd (supplier 09508) for the Wellington Square Enhancement Project as follows – \$578,785.36 – Landscape and civil works
 - \$72,973.37 – Electrical works
 - \$39,409.99 – Irrigation works

- \$538,792.16 to Sundry Creditors EFT (Supplier 99991) for the refund of parking permits, venue hire and infringement notices refund due to Covid-19, also includes work bonds and City employee reimbursements of Healthy Lifestyle and Footcare Management eg:
 - \$94,432.00 – Icon Holding refund of duplicate payment of application fee BPC-2020/208;
 - \$82,763.64 – Western Power – Covid 19 rebound & recovery reduction -parking fees;
 - \$74,147.14 – Artrage Bond (\$40,000.00) and ticket sales (34,147.14) refund;
 - \$42,500 – Hoskins Contracting Pty Ltd – Work Bond refund – BPC-2019/50 Units 1-5/5 Ventnor Ave West Perth;
 - \$34,484.37 – Jones Lange LaSalle refund pro-rata credit 68 long term parking permits
 - \$28,870.97 – Rio Tinto Shared Services – refund balance 38 parking cards.

- \$485,875.59 to Department of Local Government, sport (supplier 08066) for the following:
 - \$165,000.00 – Art Basel Cities Perth grant;
 - \$123,413.69 – Recoup wages – Commissioner Andrew Hammond – 15 November 2019 to 5 March 2020;
 - \$123,413.69 – Recoup wages – Commissioner Gaye M McMath – 15 November 2019 to 5 March 2020;
 - \$74,048.21 – Recoup wages – Commissioner Leonard Kosova – 15 November 2019 to 5 March 2020;

- \$336,822.75 to Downer EDI Works (supplier 96425) for the following:
 - \$291,320.23 – Works St Georges Terrace to William Street;
 - \$22,328.82 – Loop reinstatements St Georges Terrace to William Street;
 - \$16,813.50 – Radar Survey/Coring - Newcastle Street; and
 - \$6,360.20 – Pavement testing – various.

Stakeholder engagement

There is no stakeholder engagement related to this report.

Strategic alignment

Strategic Community Plan

This item addresses the community's vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019 – 2029:

Aspiration:	Performance
Strategic Objective:	5.5 A financial business model underpinned by a culture of cost management, best value and strategic financial analysis that is subject to ongoing oversight, transparency and accountability.

Legal and statutory implications

Regulation 13 (1) of the *Local Government (Financial Management) Regulations 1996*

Connection with mandates in the *City of Perth Act 2016*

8(1)(d) - to continuously improve the services and facilities provided to the community, visitors and tourists

Risk implications

There are no risk implications related to this report.

Approval implications

There are no approval implications related to this report.

Financial implications

There are no financial implications related to this report.

Policy references

There are no policy implications related to this report.

Recommendation

That in accordance with *Regulation 13(1) of the Local Government (Financial Management) Regulations 1996*, the list of payments made under delegated authority for the month ended April 2020 be RECEIVED and recorded in Ordinary Council Meeting minutes, the summary of which is as follows:

FUND	PAID
Municipal fund	\$15,781,457.73
Trust fund	\$0.00
TOTAL	\$15,781,457.73

Item 13.12 – COVID-19 Recovery and Rebound Activities

File reference	P1028787-6
Report author	Karin Strachan, Project Director Corporate Recovery
Other contributors	Covid-19 Recovery Coordination Team
Reporting Service Unit and Alliance	Strategy and Recovery, Chief Executive Officer Alliance
Report author disclosure of interest	Nil
Date of report	14 May 2020
Nature of Council's role	Executive
Voting requirement	Absolute Majority
Attachment/s	Attachment 13.12A – City of Perth Economic Rebound Strategy

Purpose

This report is provided to seek approval for the City of Perth Covid-19 Economic Rebound Strategy which includes:

1. A proposed list of Covid-19 operational projects for the 2020/21 financial year with a total value of \$17,995,000. The items on the list were determined through stakeholder consultation during the period 1 May to 10 May 2020. The list of priorities is contained in the strategy (Attachment 13.12A page 12) under the strategic objective 'Re-invent and Revive'.
2. A proposal for the establishment of a three-fold Advisory Committee structure for the City to consult key stakeholders on an ongoing basis over the next 12 months regarding their requirements for Recovery and Rebound in the City. This action is contained in the strategy (Attachment 13.12A page 11) under the Strategic objective 'Re-invent and Revive'. The proposed Advisory Committees are listed below and the composition of each is contained on page 19 of the strategy (Attachment 13.12A).
 - Marketing and Promotion Advisory Committee
 - City Amenity Advisory Committee
 - Events, Culture and the Arts Advisory Committee
3. A request for a budget re-allocation of \$500,000 within the current (2019/20) financial year for immediate Recovery actions in the City with the focus of the imminent opening of businesses from Monday 18th May onwards. These actions are contained in the strategy (Attachment 13.12A page 9) under the Strategic objective 'Return and Recover'.

Background

The business community has been impacted heavily by the onslaught of the Covid-19 pandemic over these past months, with a range of business sectors, including retail shops, hospitality providers (restaurants, bars, cafe's, nightclubs), tourism operators, accommodation, education and health services like gyms - required to close. Most small and medium sized businesses that could continue to operate had to reduce staff or at least staff hours. Many of these businesses reportedly face the risk of closure as they typically do not have the cash reserves to offset declining revenues experienced during Covid-19, many have also had to pivot business operations to the restrictions placed on their operations by the Federal or State Government (such as takeaways, home delivery, manufacturing new or different products etc).

The reduction of available jobs and the reduction in the payment of wages will have flow-on impacts to households and cause major financial stress to many members in the community.

The purpose of an Economic Rebound Strategy is to support Perth's community and businesses over the next three years, with a strong return to economic performance. Through the implementation of this strategy alongside the community, the City of Perth will aim to make it easier to do business in Perth, cut red tape and improve community outcomes.

Informed by key stakeholders, this strategy provides clarity on the City's activities that will be delivered to ensure the community, local business as well as visitors have the best opportunity to thrive in a landscape that has been altered significantly.

An Advisory Committee structure is recommended for ongoing collaboration and feedback from various sectors of the business community to ensure that the City delivers on these stakeholder expectations. The City's community is made up of the people that live, work and operate a business within its boundaries. Many of the City of Perth's community has had its livelihoods considerably impacted by the Covid-19 pandemic. To assist as much of the community as possible, the City developed a list of activities, both new and existing, to seek feedback on.

Details

The Covid-19 Economic Rebound Strategy is focused around three key Strategic Objectives:

RETURN AND RECOVER	RE-INVENT AND REVIVE	RECALIBRATE AND REPEAT
<p>Help get Perth back up and running. Ease the community, businesses and City staff into the new 'normal' way of life; whereby people enjoy this great capital city safely. This will involve:</p> <ul style="list-style-type: none"> • Enhancing cleaning practices • Making it easy to do business • Helping people feel safe • Addressing homelessness and rough sleeping through key partnerships • Supporting, marketing and promoting industry sectors and business success stories • Returning vibrancy to the city. 	<p>Innovate alongside our community and stakeholders to revive Perth as a destination of choice to visit, live, play, work, invest or study in. Then maximise this collaboration through continued engagement with stakeholders so City services, business support, activities and events meet mutual expectations.</p>	<p>Seek continued improvement by asking for, listening to and acting on stakeholder feedback and evaluation of the activities undertaken. Keep delivering services that are valued by our community and respond to changing needs of our stakeholders by recalibrating activities that no longer meet these needs.</p>

Stakeholder engagement

The City sought the feedback of its key stakeholders on what is required to assist with the rebound of Perth's economy. Close to 250 surveys were sent to individuals representing tourism, hotels, property, arts, culture, retail, hospitality and the community. The survey was open for feedback between 1 May 2020 and 10 May 2020. A total of 74 valid responses were returned with feedback. This gives a 30 per cent response rate, which is well within the statistical requirements for a trustworthy sample. This is particularly appreciated, especially since feedback from stakeholders is that they are satisfied with the level of consultation. It is now time to jump into action.

The prioritised project list determined as per stakeholder feedback, with suggested cost allocations can be seen below:

Table 1

Prioritisation of projects as per the Stakeholder Feedback: Keep doing / Do more	Cost allocation	Keep doing / Do more	Do Less / Don't do
Cleaning and presentation of the city	\$ 1,000,000	71	3
Support and advocacy for people experiencing or at risk of homelessness; including the co-ordination of services and support networks	\$ 1,900,000	70	4
Programs and initiatives for young people and youth at risk	\$ 100,000	69	7
Security, surveillance and community safety programs for the city	\$ 1,200,000	68	6
Grants for small to medium businesses to help them survive and rebound after the pandemic	\$ 1,200,000	67	7
Marketing campaign to support retail sector	Incl. in Marketing budget	65	9
Marketing campaign to support small business sector	Incl. in Marketing budget	65	9
Programs and initiatives for families and children	\$ 1,200,000	64	10
Grants to support arts and cultural sector rebound and recovery	\$ 1,400,000	63	11
Marketing of Perth as a visitor destination	Incl. in Marketing budget	61	13
Marketing campaign to promote Perth as safe and open	\$ 2,800,000	61	13
Grants to support third-party activation and events post COVID19	\$ 1,250,000	60	14
Perth Home Grown Markets	\$ 50,000	60	14
Twilight Hawkers Markets	\$ 50,000	59	15
Grants for community groups and programs	\$ 65,000	58	16
School holiday events	Incl. in Programs for Families	58	16
Marketing of Perth as a business investment destination	Incl. in Marketing budget	58	16
Grants to neighbourhood groups to support grass roots initiatives	\$ 80,000	57	16
Capacity building initiatives for community organisations and groups	\$ 100,000	57	17
Grants to support lane-way activation and upgrades and locational precinct improvements	\$ 240,000	55	19
Grants for building improvement projects (e.g.Heritage Building, Adaptive Reuse, Underutilised space and Business Improvement Grants)	\$ 110,000	54	20
Christmas Lights Trail/similar significant post COVID19 activation trail	\$ 1,000,000	52	22
Business development and support workshops and sessions	\$ 150,000	52	22
City managed activations in key retail precincts	Incl. in Programs for Families	51	23
Christmas decorations, other recovery actions, East End Revitalisation etc	\$ 4,100,000		
Total Operating Project expenditure for 2020/2021	\$ 17,995,000		

Events that were not identified as priorities through the stakeholder engagement include Australia Day Skyworks, Christmas Nativity and New Years' Eve celebration. A comprehensive report **will** be prepared for consideration by Commissioners at the June Council Meeting on the feasibility or otherwise of delivering these events in December 2020 / January 2021. The reports will contain the following considerations:

- *The predicted impacts of COVID 19 at that time based upon advice from the WA Chief Health Officer and the State Government COVID 19 Roadmap*
- *The lead time required for each event to be effectively planned and delivered*
- *The financial risks involved in proceeding with project planning and securing contracts for goods and services if, as a result of COVID 19, the events do not proceed.*
- *Alternatives for the delivery of similar events of a smaller scale should the current uncertainty on the future impacts of COVID 19 reduce lead times for planning and the procurement of goods and services.*
- *The history of each event including patronage, changes to event scope, the cost to the City and contributions from project partners / sponsors.*
- *The economic return of each event in comparison to other City delivered events*
- *The social benefit of each event*
- *Alignment with State Government Post COVID recovery plans*
- *Community and stakeholder feedback, including WA Police*

Through the stakeholder feedback, a list of items was also identified for immediate action over the next four to six weeks that would assist with recovery as businesses start the process of opening again. This report seeks approval for a \$500,000 budget amendment for these items to be implemented. The items are listed below in table 01

Table 2 - Discretionary Covid-19 projects for implementation before end June 2020

	Cost
Expedite completion of the "by name" list for people experiencing homelessness within the City of Perth to enable more effective support	\$40,000
Assertive outreach	\$65,000
Visual City ambassador program for existing iCity kiosk volunteers and roving ambassadors	\$10,000
Install a sign in Northbridge to 'announce' the precinct for visitors (To be erected on William Street)	\$40,000
Increase security patrols	\$50,000
Window decals to increase City vibrancy	\$10,000
Expand the "Open for business" campaign	\$85,000
Small business grants	\$50,000
Moore street scaping	\$50,000
Hay Street Mall upgrade	\$50,000
Short term works for the malls	\$50,000
	\$500,000

A three-fold Advisory Committee structure is recommended for the City to consult key stakeholders on an ongoing basis over the next 12 months regarding their requirements for Recovery and Rebound in the City.

It is proposed that the Advisory Committees are established under section 5.8 of the Local Government Act 1995 with City of Perth staff to assist with advice and administrative support to each committee. The proposed Advisory Committees and their members are listed below:

Marketing and Promotion Advisory Committee

Brooke Boardman (Dexus)
Cassandra Monaghan (CBRE)
Miri Lackovic (ISPT/JLL)
Megan Biddle (Charter Hall)
Angela Tham (Brookfield Properties)
Kristi Dempster (Assembly + Co)
Kylie Taylor (Activate Perth)
Andy Freeman (Sneakers and Jeans)
Rob Wheedon (Pan Pacific Hotel)
Jeff Leach (Leach Group)

City Amenity Advisory Committee

Sandra Brewer (Property Council)
Deb Zanella (Ruah Community Services and WAAEH)
Mike Keller (Mustang Bar)
Robert Mellor (Campus Perth)
Inspector Darren Hart (WA Police)
Les Wilson (Wilsons Management Solutions)
Anna Vanderbom (City of Perth Western Residents Inc.)
Anne Maree Ferguson (East Perth Community Group)

Events, Culture and the Arts Advisory Committee

Shelagh Magadza (Chamber of Arts & Culture)
Nathan Bennet (Perth Festival)
Sharon Burgess (Fringe)
Marion Fulker (Committee for Perth)
Johnny Doan (Northbridge Common)
Kylie Taylor (Activate Perth)
Sandy Anghie (Historic Heart)
Kym Francesconi (Tourism WA)
Julian Donaldson (Cultural Advisory Committee)
Peter Ciemitis (RobertsDay)
Gemma Weston (Visual Arts, Perth Festival)
Bradley Woods (Australian Hotels Association)

Strategic alignment

Strategic Community Plan

This item addresses the community's vision for the future and is aligned with all the Aspirations of our Strategic Community Plan 2019 – 2029.

Aspiration:	Prosperity
Strategic Objective:	Attract and support new and existing business to create a CBD retail experience that is superior to suburban competition

The strategy delivers across multiple areas of the City's Strategic Community Plan, and will impact the delivery all six the Aspirations (People, Place, Planet, Prosperity, Performance, Partnership) in various ways.

Legal and statutory implications

Section 5.8, 5.9, 5.10 and 6.8 of the Local Government Act 1995 relate to this item.

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required.

5.9. Committees, types of

- (1) In this section —other person means a person who is not a council member or an employee.
- (2) A committee is to comprise —
 - (a) council members only; or
 - (b) council members and employees; or
 - (c) council members, employees and other persons; or
 - (d) council members and other persons; or
 - (e) employees and other persons; or
 - (f) other persons only.

5.10. Committee members, appointment of

- (1) A committee is to have as its members —
 - (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
 - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

* Absolute majority required.

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
- (b) is authorised in advance by resolution*; or
- (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

Connection with mandates in the *City of Perth Act 2016*

8(1)(b) - to represent the community and encourage community participation in decision-making

Risk implications

Impact of decision	
Organisation	Medium
Community	High

The following risks assessment has been conducted based on this report:

Risk domain	Consequence	Likelihood	Risk rating
Financial	Moderate	Unlikely	Medium
Reputation and External Stakeholders	Minor	Possible	Medium

The approval of the recommendations within this report carry a medium level risk to the Financial, Reputational and External Stakeholder risk categories.

Approval implications

A negative impact on City reputation could result from Council not approving this report's recommendation, given the collaboration efforts with the community.

Financial implications

It is expected that the City will allocate approximately \$18,000,000 to the implementation of agreed activities and projects to support the community on reducing Covid-19 impacts. This will be funded as part of the City's operating budget for the 2020/21 financial year.

In terms of the discretionary Covid-19 projects for implementation before the end of this financial year, it is recommended that these projects are funded from the Targeted Cost Savings Initiative undertaken in November 2019.

Comments

Nil

Recommendation

That Council:

1. ENDORSE the City of Perth Economic Rebound Strategy outlined in Attachment 13.12A.
2. APPROVE the list of Operational Activities and Projects outlined in Table 1 for inclusion into the annual planning and budget process;
3. ESTABLISH a Marketing and Promotion Advisory Committee, City Amenity Advisory Committee and Events, Culture and the Arts Advisory Committee and ENDORSE the Terms of Reference for each Advisory Committee outlined in Attachment 13.12A;
4. APPOINT the following members to each of the advisory committees;

Marketing and Promotion Advisory Committee

Brooke Boardman (Dexus)
 Cassandra Monaghan (CBRE)
 Miri Lackovic (ISPT/JLL)
 Megan Biddle (Charter Hall)
 Angela Tham (Brookfield Properties)
 Kristi Dempster (Assembly + Co)
 Kylie Taylor (Activate Perth)
 Andy Freeman (Sneakers and Jeans)
 Rob Wheedon (Pan Pacific Hotel)
 Jeff Leach (Leach Group)

City Amenity Advisory Committee

Sandra Brewer (Property Council)
 Deb Zanella (Ruah Community Services and WAAEH)
 Mike Keller (Mustang Bar)
 Robert Mellor (Campus Perth)
 Inspector Darren Hart (WA Police)
 Les Wilson (Wilsons Management Solutions)
 Anna Vanderbom (City of Perth Western Residents Inc.)
 Anne Maree Ferguson (East Perth Community Group)

Events, Culture and the Arts Advisory Committee

Shelagh Magadza (Chamber of Arts & Culture)
 Nathan Bennet (Perth Festival)
 Sharon Burgess (Fringe)
 Marion Fulker (Committee for Perth)
 Johnny Doan (Northbridge Common)
 Kylie Taylor (Activate Perth)
 Sandy Anghie (Historic Heart)
 Kym Francesconi (Tourism WA)
 Julian Donaldson (Cultural Advisory Committee)

Peter Ciemitis (RobertsDay)
Gemma Weston (Visual Arts, Perth Festival)
Bradley Woods (Australian Hotels Association)

5. APPROVE a budget re-allocation of \$500,000 from the Targeted Cost Saving Initiative for immediate Recovery actions as outlined in Table 2.

Item 13.13 – Internal Audit Plan 2019/20 – Corporate Credit Cards Review April 2020

File reference	P1026043-2
Report author	Mario Cheldi, Internal Auditor
Other contributors	Nil
Reporting Service Unit and Alliance	Internal Audit, Chief Executive Officer
Report author disclosure of interest	Nil
Date of report	8 April 2020
Nature of Council's role	Executive
Voting requirement	Simple Majority
Attachment/s	Attachment 13.13A – Corporate Credit Cards Review April 2020 Report

Purpose

For Council to approve the Corporate Credit Cards Review April 2020, completed in accordance with the Internal Audit Plan 2019/20.

Background

A Corporate Credit Cards Review has been included within the Internal Audit Plan 2019/20. This plan was approved by the Audit and Risk Committee and Council in May 2019.

In accordance with the abovementioned plan, this review was completed over the March/April 2020 period.

Details

The results of this review are detailed in Attachment 13.13A.

Stakeholder engagement

Engagement with the following internal stakeholders was undertaken in relation to this report:

- Manager Finance;
- Senior Financial Accountant;
- Funds Management Officer;
- Accounts Payable Officer;
- Strategic Procurement Lead; and
- Project Director, Strategic Finance.

Strategic alignment

Strategic Community Plan

This item addresses the community's vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019 – 2029:

Aspiration:	Performance
Strategic Objective:	5.5 A financial business model underpinned by a culture of cost management, best value and strategic financial analysis that is subject to ongoing oversight, transparency and accountability.

Legal and statutory implications

Under regulation 17 of the *Local Government (Audit) Regulations 1996* the Chief Executive Officer is to review certain systems and procedures including risk management, internal control and legislative compliance.

Connection with mandates in the City of Perth Act 2016

8(1)(a) - to provide for the good government of persons in the City of Perth, including residents, ratepayers and visitors

Risk implications

Impact of decision	
Organisation	Medium
Community	Low

Risk domain	Consequence	Likelihood	Risk rating
Financial	Insignificant	Unlikely	Low
Legal and Regulatory/Ethical	Insignificant	Almost certain	Medium
Reputation and External Stakeholders	Minor	Unlikely	Low

The findings of this review within Attachment 13.13A have been risk rated by the Internal Audit Team in accordance with the City's Risk Assessment Matrix.

Approval implications

If Council does not adopt the recommendation of this report there will be no formal acceptance by Council of the Corporate Credit Cards Review April 2020 and recommendations contained within the report on this review completed in accordance with the Internal Audit Plan 2019/20.

Financial implications

There are no financial implications related to this report.

Policy references

19.1 – Risk Management

Comments

The cooperation and assistance received from various staff members to enable the completion of this review is appreciated.

Officer and Audit and Risk Committee Recommendation
That Council <u>APPROVES</u> the Corporate Credit Cards Review April 2020 completed as part of the Internal Audit Plan 2019/20.

Item 13.14 – City of Perth Internal Audit Plan 2020/21

File reference	P1026043-2
Report author	Mario Cheldi, Internal Auditor
Other contributors	Niloha Mendoza, Assistant Internal Auditor
Reporting Service Unit and Alliance	Internal Audit, Chief Executive Officer
Report author disclosure of interest	Nil
Date of report	15 April 2020
Nature of Council's role	Executive
Voting requirement	Simple Majority
Attachment/s	Attachment 13.14A – Internal Audit Plan 2020/21 Attachment 13.14B – Internal Audit Plan - Activity Table

Purpose

To seek Council's approval of the City of Perth Internal Audit Plan 2020/21 as per Attachment 13.14A.

Background

During March and April 2020 an Internal Audit Plan has been developed by the Internal Auditor for the 2020/21 financial year.

The City of Perth Internal Audit Plan 2020/21 Attachment 13.14A is presented to the Audit and Risk Committee for its review and approval in line with oversight responsibilities as described within the Committee's Terms of Reference.

Details

Internal Audit Plan 2020/21

The Internal Audit Plan 2020/21 Attachment 13.14A comprises statutory/compliance audits as well as risk based audits.

Audit areas and their broad objective as well as timeframes for completion of audits is provided within this plan. In addition, the plan includes a breakdown of audit activity in terms of budgeted hours.

A description of the audit areas (in the order that they appear within the Internal Audit Plan 2020/21) is provided below.

With the exception of the statutory/compliance audits i.e DRIVES24 (NSW)/VicRoads Security and

Access Audits; Local Government Compliance Audit; CEO Review of Systems and Procedures; and Financial Management Review, the audits described below for the Internal Audit Plan 2020/21 as well as proposed audit areas for the 2021/22 and 2022/23 financial years have been selected based on a risk based approach identifying the key risks for each audit. Given the pending restructure of the City's Risk Management Framework, Internal Audit will consider the identified controls within these risks and other controls in relation to the target area.

2020 DRIVES24 (NSW)/VicRoads Security and Access Audits

These audits are required to certify the City's compliance with obligations under access to registered driver detail agreements in place with NSW and Victorian Government Transport Authorities. Access to details on interstate registered drivers i.e. names and addresses are required by the City for the purposes of enforcing parking infringements incurred within the City's boundaries.

Following a request from the Parking Services Unit, these audits have been carried out by Internal Audit since 2015.

Cyber Security Review

Cyber security is the practice of protecting systems, networks and programs from digital attacks. These attacks are usually aimed at accessing, changing or destroying sensitive information; extorting money from individuals; or interrupting normal business processes. Effective cyber security reduces the risk of attacks and protects organisations and individuals from the unauthorised exploitation of systems, networks and technologies. The risks from lapses in this security can be significant including from a financial loss and reputational damage perspective.

Research carried out in developing this Internal Audit Plan 2020/21 has provided confirmation that cyber security continues to be a relevant and high risk area for organisations in 2020 as well as a highlighted focus for the internal audit function.

Following a request from the Audit and Risk Committee, a Cyber Security Review was undertaken in October 2019 as part of the Internal Audit Plan 2019/20. This review identified that the Information Communication and Technology (ICT) Unit has been proactive in engaging a number of information technology security consultant firms to assess its information security (includes cyber security). It was also confirmed that this Unit is in the process of addressing the recommendations to improve this security as made by these firms.

The Audit and Risk Committee, at the meeting held on 19 February 2020, requested a progress report be presented on the implementation of the abovementioned recommendations to improve information security.

This Cyber Security Review will examine and provide a report on the status of implementation of the recommendations from the information security assessments carried out as well as the adequacy of internal measures being undertaken by the ICT Unit to control cyber security threats.

Tenders

Tenders has been assessed by the Internal Audit and Risk Management Teams as a high risk area for the City. Potential risks of inadequate tendering processes include the City not achieving value for money in purchasing, non-compliance with relevant legislation and policy/procedures, duplication (tendering of same goods or services by different Units), and negative effects on service delivery.

At the Audit and Risk Committee meeting held on 19 June 2018, the Committee requested that additional audits on tenders be undertaken. This request was in response to a planned increase in the delegated authority of the Chief Executive Officer to approve tenders to a value of up to \$1 million (previously \$500,000). This increase in delegated authority was approved at the Ordinary Council meeting held on 26 June 2018. Inclusion of a tender audit within the Internal Audit Plan 2020/21 is in line with the abovementioned request of the Committee.

The Tenders Audit as included within the Internal Audit Plan 2020/21 will assess whether the tender evaluation and approval process is resulting in the acceptance of valid tenders. A Procurement Transformation Program is currently being implemented within the City. This review will provide assurance on the effectiveness of tender evaluation and approval processes in place as a result of implementation of the abovementioned program.

A Tenders Audit was scheduled to be undertaken during the 2020/21 financial year as per the three year projection of audits shown within the Internal Audit Plan 2019/20.

Information Technology (IT) Disaster Recovery

IT disaster recovery is the process for recovering systems following a major disruption. Research carried out in developing this Internal Audit Plan 2020/21 has confirmed that IT disaster recovery continues to be considered a high risk area for organisations and a highlighted focus for the internal audit function.

In the absence of effective disaster recovery capability the risks include the following:

- extended disruption or inability to deliver services that depend on systems;
- inability to recover systems and restore lost data;
- subsequent financial loss; and
- reputational damage, including loss of community confidence in the effective delivery of services.

A review of the City's IT Disaster Recovery plans and processes was scheduled to be undertaken during the 2020/21 financial year as per the three year projection of audits shown within the Internal Audit Plan 2019/20. This review has previously not been undertaken by Internal Audit and therefore is considered timely.

An assessment of the adequacy of the City's plans and processes for the effective recovery of its critical ICT systems and data in the event of a disruption is planned for this review.

Support for this review was obtained from the External Member of the Audit and Risk Committee.

Local Government Compliance Audit 2020

A Compliance Audit Return which assesses compliance with various sections of the *Local Government Act 1995* and Regulations is completed as part of the Local Government Compliance Audit. This return is required to be provided to the Department of Local Government, Sport and Cultural Industries for each calendar year.

This is a significant audit requiring sourcing of evidence of compliance for each legislative requirement on the return.

For reasons of independence and objectivity, the Local Government Compliance Audit has been carried out by Internal Audit since 2014.

Project Management

Project management continues to be recognised as a high risk area for the City as confirmed via feedback from the Risk Management Team. There are many types of risk in project management, however, the most common project risks are as follows:

- **Cost risk**, typically escalation of project costs due to poor cost estimating accuracy and scope creep;
- **Schedule risk**, the risk that activities will take longer than expected. Being behind schedule typically increases costs and also delays the receipt of project benefits; and
- **Performance risk**, the risk that the project will fail to produce results consistent with project specifications.

In response to the recognised high risk area of project management, during 2019 a team was created to work on facilitating an improvement in the project management maturity of the organisation. This team have been instrumental in establishing a project management system and processes within the City. A review of project management in 2020/21 is considered to be timely and is supported by the External Member of the Audit and Risk Committee.

This review will assess whether sound project management processes and controls are in place and being applied for the management of a sample of major projects.

Contract Management

Contract management is in the same category as tenders as a high risk area assessed by the Internal Audit and Risk Management Teams. Potential risks of inadequate contract management practices include contract cost blow-outs not being adequately controlled, contractor obligations under the contract not being met and contractor performance issues not being resolved resulting in delays or non completion of deliverables under the contract.

This review will examine how effectively the City is managing its contracts after contracts have been awarded. A Procurement Transformation Program is currently being implemented within the City. Assurance is to be obtained on the effectiveness of contract management processes in place as a result of implementation of the abovementioned program.

A review of contract management was scheduled to be undertaken during the 2020/21 financial year as per the three year projection of audits shown within the Internal Audit Plan 2019/20.

Data Analytics Review – Accounts Payable

Following the Organisational Capability and Compliance Assessment undertaken between March and May 2017, Deloitte provided the City with results of data analytical testing they carried out on accounts payable and payroll transactions/records using their own data analytics software. The results were reviewed by Internal Audit (as part of the Internal Audit Plan 2017/18) and found to be useful for identifying potential anomalies in these transactions/records which require further investigation.

As a result of the ICT Unit now having in place data analytical software (Microsoft Power BI), an opportunity is available to once again undertake the abovementioned reviews.

Research carried out in developing this Internal Audit Plan 2020/21 has confirmed that data analytical reviews can provide value to organisations and that such reviews should be an area of focus for the internal audit function.

It was identified during the Fraud and Corruption Controls Review July 2019 (carried out by Internal Audit) that the Australian Standard, AS8001-2008 Fraud and Corruption, recommends that data mining (the use of software to identify suspect transactions for investigation into potential fraudulent or corrupt conduct) should be part of an organisation's fraud detection system. Fraud presents a risk to the organisation not only in terms of financial loss but reputational damage as well.

A Data Analytics Review – Accounts Payable was scheduled to be undertaken during the 2020/21 financial year as per the three year projection of audits shown within the Internal Audit Plan 2019/20.

The objective of this review is to obtain evidence to provide assurance that accounts payable transactions are able to be adequately accounted for and valid vendors are recorded on the Finance 1 system.

2021 DRIVES24 (NSW)/VicRoads Security and Access Audits

Refer above 2020 DRIVES24 (NSW)/VicRoads Security and Access Audits for a description of this review.

Internal Audit Activity Table

An Internal Audit Activity Table is provided within Attachment 13.14B showing internal audits undertaken in the 2017/18, 2018/19 and 2019/20 financial years as well as the proposed audits for the 2020/21, 2021/22 and 2022/23 financial years.

For the 2020/21 financial year, a description of audit areas has been provided in the above section.

Proposed audit areas for the 2021/22 and 2022/23 financial years are summarised below.

Statutory/Compliance Audits

- DRIVES24 (NSW)/VicRoads Security and Access Audits; and Local Government Compliance Audit required to be undertaken during each financial year. A description of these audits is provided in the above section.
- Reviews required by legislation to be undertaken every three financial years i.e CEO Review of Systems and Procedures (Regulation 17 of the *Local Government (Audit) Regulations 1996*); and Financial Management Review (Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*). The CEO Review of Systems and Procedures and Financial Management Review is next scheduled to be undertaken in the 2021/22 financial year and 2022/23 financial year respectively.

Risk Based Audits

- Data Analytics Reviews – Accounts Payable and Payroll. A description of the Data Analytics Review for Accounts Payable is provided within the above section discussing proposed audits for the Internal Audit Plan 2020/21. Payroll is another major expense area for the City suited to the carrying out of a data analytical review. The objective of the Data Analytics Review for Payroll is to obtain evidence to provide assurance that payroll transactions and records identified from the data analytical testing are valid and able to be adequately accounted for. It was advised by the External Member of the Audit and Risk Committee as well as confirmed via research that data analytical reviews are more effective when they are repeatable. As a result, both the Data Analytics Review for Accounts Payable and Payroll have been scheduled for the 2021/22 and 2022/23 financial years.
- Tenders. Tenders is described as a high risk area for the City in the above section on proposed audits for the Internal Audit Plan 2020/21. As a result of the CEO delegation to approve tenders being increased in June 2018 to a value of up to \$1million, the Audit and Risk Committee has requested that more audits on tenders be undertaken. This audit has therefore been included to be undertaken in both the 2021/22 and 2022/23 financial years.
- Contract Management. Contract Management is described as a high risk area in the above section on proposed audits for the Internal Audit Plan 2020/21. An audit on Contract Management has also been scheduled for the 2022/23 financial year in order to provide assurance on the effectiveness of the City's practices in this high risk area.

- **Risk Management.** As mentioned on page 2 of this report the City's Risk Management Framework is being restructured. As a result of this restructure, an audit on Risk Management has been proposed by the External Member of the Audit and Risk Committee. The External Member has suggested that this audit take place in the 2021/22 financial year to allow sufficient time for a new framework to be embedded within the organisation. This audit will review and assess the City's new Risk Management Framework, including the identification, assessment, management and reporting of risks.
- **Asset Management.** Asset Management is considered a current high risk area for the City as determined via feedback from the Risk Management Team. A review of asset management is supported by the External Member of the Audit and Risk Committee. The risks from poor asset management include increased maintenance costs, decreased level of service to the community, increase in safety issues and public liability claims. Although a high risk area the City is making good progress with treatment actions to address a number of risks associated with asset management as demonstrated in the latest Risk Management Quarterly Update Report (November 2019). A review of the adequacy of relevant processes including asset data collection and recording, asset planning and maintenance as well as reporting on asset management is to be undertaken. This audit is scheduled for the 2022/23 financial year.

Stakeholder engagement

The following stakeholders were engaged in relation to this report:

- Corporate Strategy and Risk Advisor;
- Chief Executive Officer;
- External Member of the Audit and Risk Committee;
- Strategic Procurement Lead;
- Alliance Manager Information and Communications Technology (ICT) Services;
- Coordinator ICT (Analytics and Insights);
- Coordinator ICT (Technology Infrastructure);
- Coordinator ICT (Business Systems); and
- Supervisor, Legal Compliance & Infringement Services.

Strategic alignment

Strategic Community Plan

This item addresses the community's vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019 – 2029:

Aspiration:	Performance
Strategic Objective:	5.5 A financial business model underpinned by a culture of cost management, best value and strategic financial analysis that is subject to ongoing oversight, transparency and accountability.

Legal and statutory implications

Under Regulation 17 of the *Local Government (Audit) Regulations 1996* the CEO is to review certain systems and procedures including risk management, internal controls and legislative compliance.

- Connection with mandates in the *City of Perth Act 2016*

8(1)(a) - to provide for the good government of persons in the City of Perth, including residents, ratepayers and visitors

Risk implications

Impact of decision	
Organisation	High
Community	Low

The audits within the Internal Audit Plan 2020/21 Attachment 13.14A as well as proposed audits for the 2021/22 and 2022/23 financial years Attachment 13.14B have been selected based on a risk based approach with a focus on considered high risk areas of the City.

Approval implications

If Council does not adopt the recommendation of this report there will be no formal acceptance of the Internal Audit Plan 2020/21.

Financial implications

There are no financial implications related to this report.

Policy references

19.1 – Risk Management

Comments

It should be noted that the City of Perth Internal Audit Plan is flexible in that it may be updated during the financial year to cater for new risks or changing audit priorities.

The outcomes of the City of Perth Panel Inquiry may also emerge as a determinant of audit areas within Internal Audit Plans.

Cooperation and assistance received a number of staff in the development of the Internal Audit Plan is appreciated.

Officer and Audit and Risk Committee Recommendation
That Council <u>APPROVES</u> the City of Perth Internal Audit Plan 2020/21 as per Attachment 13.14A.

Item 13.15 – Internal Audit Plan 2019/20 - Payment Vouchers Review April 2020

File reference	P1026043-2
Report author	Niloha Mendoza, Assistant Internal Auditor
Other contributors	Mario Cheldi, Internal Auditor
Reporting Service Unit and Alliance	Internal Audit, Chief Executive Officer
Report author disclosure of interest	Nil
Date of report	22 April 2020
Nature of Council's role	Executive
Voting requirement	Simple Majority
Attachment/s	Attachment 13.15A – Payment Vouchers Review Report

Purpose

For Council to approve of the Payment Vouchers Review April 2020 completed in accordance with the Internal Audit Plan 2019/20.

Background

A Payment Vouchers Review has been included within the Internal Audit Plan 2019/20. This plan was approved by the Audit and Risk Committee and Council in May 2019.

In accordance with the abovementioned plan, this review was completed over the March/April 2020 period.

Details

The results of this review are detailed in Attachment 13.15A.

Stakeholder engagement

The following internal stakeholders were engaged in relation to this report:

- Manager Finance;
- Senior Financial Accountant;
- Senior Management Accountant;
- Accounts Payable Officer;
- Records Team;
- Senior Rates Coordinator; and
- Human Resources – Learning and Development Team.

Strategic alignment

Strategic Community Plan

This item addresses the community's vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019 – 2029:

Aspiration:	Performance
Strategic Objective:	5.5 A financial business model underpinned by a culture of cost management, best value and strategic financial analysis that is subject to ongoing oversight, transparency and accountability.

Legal and statutory implications

Under Regulation 17 of the *Local Government (Audit) Regulations 1996* the CEO is to review certain systems and procedures including risk management, internal controls and legislative compliance.

Connection with mandates in the City of Perth Act 2016

8(1)(a) - to provide for the good government of persons in the City of Perth, including residents, ratepayers and visitors

Risk implications

Impact of decision	
Organisation	Medium
Community	Low

Risk domain	Consequence	Likelihood	Risk rating
Financial	Minor	Likely	Medium
Legal and Regulatory/Ethical	Insignificant	Unlikely	Low
Reputation and External Stakeholders	Insignificant	Rare	Low
Service Delivery/Strategic Objectives	Insignificant	Rare	Low

The findings of this Payments Vouchers Review within Attachment 13.15A have been risk rated by the Internal Audit Team in accordance with the City's Risk Assessment Matrix.

Approval implications

If Council does not approve this report, there will be no formal acceptance of the Payment Vouchers Review completed in accordance with the Internal Audit Plan 2019/20 and the recommendations to improve controls as contained within the report of this review.

Financial implications

There are no financial implications related to this report.

Policy references

19.1 – Risk Management

Comments

The cooperation and assistance received from various staff members to enable the completion of this review is appreciated.

Officer and Audit and Risk Committee Recommendation
That Council <u>APPROVES</u> the Payment Vouchers Review April 2020 completed as part of the Internal Audit Plan 2019/20.

Item 13.16 – Policy – Fraud and Corruption Control

File reference	P1005611-3
Report author	Gary Clark, Acting Alliance Manager Governance
Other contributors	Nil
Reporting service unit and alliance	Governance, Corporate Services
Report author disclosure of interest	Nil
Date of report	6 April 2020
Nature of Council's role	Executive
Voting requirement	Simple Majority
Attachment/s	Attachment 13.16A – Draft Council Policy – Fraud and Corruption Control

Purpose

The purpose of this report is to consider the adoption of a Fraud and Corruption Control Policy.

Background

Acts of Fraud and Corruption can damage the City's capacity to serve the community through loss of financial capacity, loss of assets, loss of community trust and reputational damage.

The City's Internal Auditor completed a Fraud and Corruption Controls Review, in accordance with the Internal Audit Plan 2019/20, in July 2019. The review was adopted at the Audit and Risk Committee meeting held on 19 November 2019, and the Ordinary Council meeting held on 26 November 2019.

The City has a range of control measures in place to reduce the risk of fraud and corruption however the Fraud and Corruption Controls Review found that the "City is not adhering to best practice guidance, Australian Standard AS 8001-2008 Fraud and Corruption Control, which recommends a fraud and corruption control plan as an organisation's first step to control its fraud and corruption exposure." The review recommended that "A fraud and corruption control plan to be developed and implemented within the organisation."

Details

A review of other local government policies, plans and frameworks revealed a diverse approach to fraud and corruption control. The adoption of a Council Policy and the implementation of a Fraud and Corruption Control Plan by the Chief Executive Officer (CEO) appears to be the approach that best reflects the strategic role of Council and the implementation role of the CEO.

The Australian Standard for Fraud and Corruption Control (AS8001:2008), advises an approach of Planning and Resourcing, Prevention, Detection and Response as a framework for minimising

instances of fraud and corruption.

The Commonwealth Attorney-General's Department website describes good governance, engaged leadership and ethical culture as fundamentals for sound fraud control. Its systematic approach to fraud control contains the following elements in an ongoing cycle:

- Fundamentals for sound fraud control (Governance, Leadership and Culture);
- Risk management and planning;
- Prevention;
- Detection;
- Response; and
- Recording and reporting.

The draft Council Policy – Fraud and Corruption Control Attachment 13.16A has been developed to articulate the requirements for good governance, engaged leadership and ethical culture.

Through the Policy, the Fraud and Corruption Control Plan will describe:

- the Council's commitment to "no tolerance" for acts of fraud and corruption;
- the City's approach to building resilience to, and control of, fraud and corruption;
- the embedding of a strong and proactive fraud and corruption control culture within the City;
- the roles and responsibilities for building resilience to and the control of fraud and corruption;
- strategies implemented within the City to prevent, detect and respond to fraud and corruption; and
- protocols for the reporting of suspected fraud or corruption within and against the City including systematic analysis of behaviours and conduct to be mindful of and address.

The Fraud and Corruption Control Plan will be based on the following best practice resources:

- the Australian Standard for Fraud and Corruption Control (AS8001:2008);
- the Commonwealth Fraud Control Framework 2017;
- the State Office of the Auditor General's report on Fraud Prevention in Local Government 2019.
- the Western Australian Corruption and Crime Commission – Guidelines for Notification of Serious Misconduct;
- the Western Australian Public Sector Commission's guidance on reporting Minor Misconduct; and
- the Western Australian Public Sector Commission's guidance on promoting integrity in public authorities.

The Fraud and Corruption Control Plan strategies will be integrated with the City's Risk Management Framework to provide assurance that risks are identified and managed through compliance with control measures and internal audit. The implementation of the strategies will be accountable to Council through results reported to the Audit and Risk Committee.

The Risk Management Framework will detail:

- the fraud risks (internal and external) associated with the City's functions;
- the controls in place to minimise the opportunity for fraud, corruption and corruption; and
- their implementation details.

Stakeholder engagement

City of Perth staff including Governance, Internal Audit, Risk Management and Strategic Finance were consulted during the preparation of this report and the draft Council Policy.

Strategic alignment

Strategic Community Plan

This item addresses the community's vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019 – 2029:

Aspiration:	Performance
Strategic Objective:	There is no specific strategic objective relating to fraud and corruption control however good governance and risk management are essential determinants of organisational performance.

Legal and statutory implications

Public Interest Disclosure Act 2003

Corruption, Crime and Misconduct Act 2003

Local Government (Rules of Conduct) Regulations 2007

Connection with mandates in the City of Perth Act 2016

8(1)(a) - to provide for the good government of persons in the City of Perth, including residents, ratepayers and visitors

Risk implications

Impact of decision	
Organisation	Medium
Community	Medium

Risk domain	Consequence	Likelihood	Risk rating
Legal and Regulatory/Ethical	Major	Possible	Medium
Reputation and External Stakeholders	Major	Possible	Medium
Financial	Moderate	Unlikely	Low

The decision to approve the Council Policy - Fraud and Corruption Control has a high impact for the organisation. Failure to obtain this approval result may place the organisation at risk in this area. In addition, existing risk ratings for the above-mentioned risk domains may be adversely affected.

Approval implications

If the recommendation to adopt the Council Policy - Fraud and Corruption Control is not adopted, Council may need to consider alternative options for controlling fraud and corruption.

Financial implications

There are no financial implications to this report. The resource requirements for implementation of the Fraud and Corruption Control Plan will be identified during the development of the plan. It is expected that current staff will have the capacity to implement the plan.

Policy references

CP19.1 Risk Management

CP10.1 Code of Conduct

Comments

The draft Council Policy Attachment 13.16A recognises the leadership role of Elected Members and the role of the CEO in implementing the policy through a Fraud and Corruption Control Plan. Elected Members will support a culture of ethical behaviour through compliance with the Code of Conduct. The Council will provide oversight of implementation and performance through the Audit and Risk Committee.

The first draft of the Fraud and Corruption Control Plan is nearing completion. It will be submitted to Executive Leadership Team for review on Wednesday 6 May 2020.

The adoption of a Council Policy and the implementation of a Fraud and Corruption Control Plan will provide assurance that the City's approach to managing fraud and corruption risks is comprehensive, ongoing and effective.

Officer and Audit and Risk Committee Recommendation

That Council:

1. RECEIVES the draft Council Policy – Fraud and Corruption Control as detailed in Attachment 13.16A; and
2. Agrees to INITIATE a 21 day public consultation on the draft Council Policy – Fraud and Corruption Control.

Item 13.17 – Risk Management Quarterly Report – May 2020

File reference	P1013822-3
Report author	Chris Noble, Corporate Strategy and Risk Advisor
Other contributors	Tess Jackson, Risk and Business Continuity Officer Mario Cheldi, Internal Auditor
Reporting Service Unit and Alliance	Strategy and Risk, Chief Executive Officer
Report author disclosure of interest	Nil
Date of report	23 April 2020
Nature of Council's role	Executive
Voting requirement	Simple Majority
Attachment/s	Attachment 13.17A - Extreme and High Risk - Summary Report Attachment 13.17B - Extreme and High Risk - Treatment Action Status Confidential Attachment 13.17C - Extreme and High Risk – Confidential Treatment Action Status Attachment 13.17D - Risk Control Assurance Scorecards <i>Confidential attachments are distributed to Commissioners under separate cover</i>

Purpose

This report provides an update to the Audit and Risk Committee on the City's operational and strategic risk profile.

Background

This update report is a standard item for the Audit and Risk Committee meeting and is provided to facilitate appropriate and independent oversight to the management and control of the City's risk management processes.

The City's approach to the reporting and management of risks has been reviewed and overhauled over the past three months with the following key outcomes:

- City of Perth consolidated risk register (in Excel) which contains the majority of the City's Strategic and Operational risks. The register allows for filters to search for risks by owner and by risk rating;
 - *There are still some of the risks from the list that was handed over at the end of 2019, that are under review. These will be added to the Risk Register as the review of each is finalised, if appropriate.*

- Compliance, Audit and Risk (CGR) software has been formatted to meet the City's requirements and will be populated with the current risk register data as soon as the chart of Accounts has been integrated into HRIS;
 - *The same CGR software can be applied for OSH, Audit and Compliance outcomes reporting and tracking, as soon as it has been launched*
- Completed a review of all risk ratings and associated actions to achieve a more consistent and updated approach;
- Established a process for the regular update of risks and risk actions by the risk owners;
- Better integration of Risk Management into the City's Operations through the Service Unit Planning process, a dedicated intranet page for risk management and regular follow-up with key staff on their risk mitigation actions; and
- Initiated a control assurance process, which is actioned by the Internal Audit team that focusses on assessing controls that have been identified to mitigate risks.

Apart from the outcomes listed, there is still room for improvement regarding the level of integration between risk management and the auditing process. This will be addressed over the next period.

A review of the risk acceptance criteria will also be done over the next period and incorporated into a proposed updated Risk Management Framework, which is expected to be with the Audit and Risk Committee for approval at the next meeting.

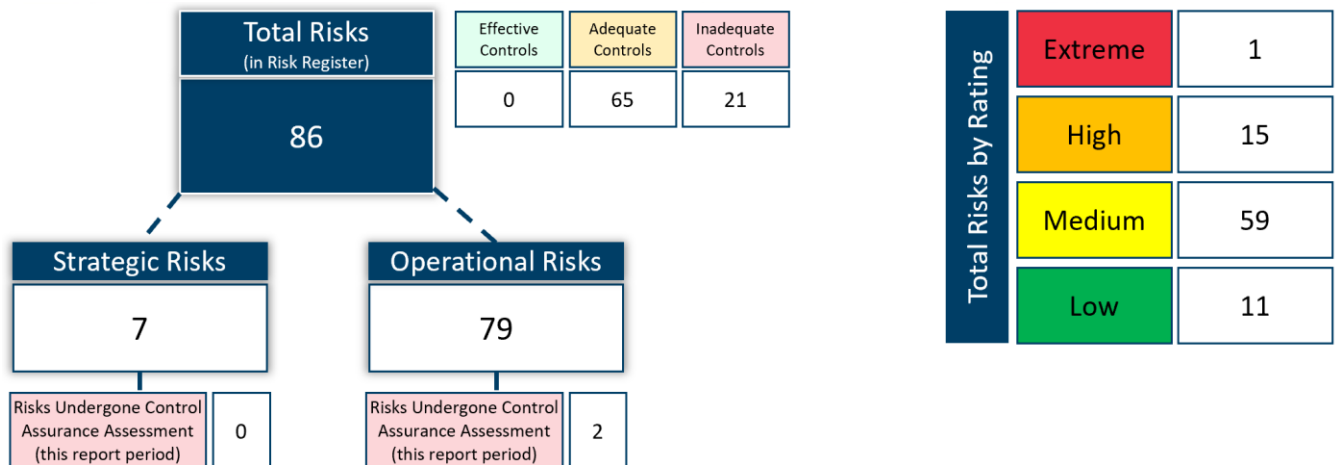
Details

The risk management update is segmented into four areas of focus:

- **Profile Summary** – an overview (as of report close off) of the City's risk profile (in the body of this document);
- **Extreme/High Risk Summary** – a summary of the City's extreme and high risk areas (Attachment 13.17A);
- **Treatment Action Status** – a summary of progress made towards delivering agreed treatment actions for extreme and high risks (Attachment 13.17B and Confidential Attachment 13.17C); and
- **Risk Control Assurance** – a scorecard summary of the risks that have undergone a control assurance process during the reporting period (since the last Audit and Risk Committee update report – Attachment 13.17D).

Profile Summary

The City has 86 risks within its risk profile, which is made up of seven strategic and 79 operational risks registered. The strategic risks are owned and reported on by the Executive Leadership Team, with the operational risks owned, treated and reported by Alliance Managers. The summary of the City's Risk Profile shown below.



*New or unrated risks not included in the risk register until full assessment is complete with risk owner agreement.

There have been three additional risks identified and assessed since the last risk management update and ten risks downgraded:

Additional Risks Identified:

Risk Name	Risk Description	Existing Rating	New Rating
COVID-19 Respond and Recover	Failure to adequately respond to and recover from COVID-19 Pandemic impacting the City's operations, financial sustainability and overall community well-being	N/A	Extreme

Downgraded Risks:

Risk Name	Risk Description	Existing Rating	New Rating
Financial Sustainability	Erosion of the City's Financial Sustainability	Extreme	High
Homelessness (Rough Sleeping)	Failure to provide adequate community support through programs and advocacy efforts addressing current homelessness, specifically rough sleeping.	Extreme	High
Procurement	Failure of the City's procurement approach, including policies and procedures, caused by lack of controls and oversight, resulting in poor value for money and legislative non-compliance."	High	Medium
Strategic Direction Execution	Unsuccessful Delivery of the City's Strategic Objectives.	High	Medium
Stakeholder Management	The inability to provide timely, relevant and accurate research, stakeholder activity, potential opportunities and areas of alignment (or misalignment), resulting in a lack of effective response to stakeholder needs, concerns or issues.	High	Medium
Audit Assurance	The inability to provide independent, objective assurance and consulting services to improve the effectiveness of risk management, control, and governance processes, resulting in non-compliance.	High	Medium
Advocacy and Inter-Governmental Relations	The failure to proactively plan, monitor and respond strategically to key issues that require a whole of government response, resulting in the inability to develop joint initiatives and capitalise on opportunities.	High	Medium
Strategic Asset Management	Failure to maintain assets in a proactive and systematic manner, caused by inadequate planning or process, resulting in underperforming or unsustainable assets.	High	Medium

It is anticipated that all risks will be reported to the Executive Leadership Team on a monthly basis, with any new risks identified subject to an appropriate communications protocol.

Extreme/High Risk Summary

The City currently has one extreme risk, located in the Strategic Risk Register, and 15 high risks found across both the Strategic and Operational Risk areas.

The City's only extreme risk has an adequate control rating, with only three high risks having adequate controls in place. There are currently no risks identified that are rated with having overall controls as effective.

The full summary of the City's risks rated as Extreme or High can be found in Attachment 13.17A.

Control Assured Risks

Over the current reporting period, two operational risks have gone through a control assurance process. The control assurance process is a new process facilitated by the Risk team and actioned by the Internal Audit team that focusses on assessing controls identified to mitigate risks.

The control assurance process reviews each control identified for a specific risk and assesses each control based on the following criteria:

- **Completeness** – The control appropriately responds to the entirety of the material issues related to the risk and its potential impacts;
- **Existence** – The control is documented, endorsed and accessible to those who need it;
- **Awareness** – There is appropriate awareness of the existence of the control and where to find it;
- **Understanding** – There is an appropriate degree of comprehension and competency around the interpretation and application of the control; and
- **Adherence** – The control is adhered to and its effective implementation is routinely evaluated.

This process is in its testing phase and is designed to provide an independent view on the adequacy of controls that are in place to mitigate or control a specified risk, outside of the City's management team.

The below risk controls have been assessed during the February to May period. The full scorecard(s) can be found in Attachment 13.17D of this report

Procurement:

The City's Internal Audit team provided an analysis on the controls identified to mitigate the failure of the City's procurement approach. The team found that all existing controls are adequate, with one control proposed to be elevated from inadequate to adequate. The scorecard has assisted in a downgrade of this risk from a high to a medium risk.

Statutory Compliance Management:

The City's Internal Audit team provided an analysis on the controls identified to mitigate the failure to effectively interpret, monitor, manage and apply the City's statutory requirements and obligations. The team found that most existing controls are adequate, with one control proposed to be elevated from adequate to effective. The scorecard has resulted in no change to the high rating of this risk.

Stakeholder engagement

All stakeholder engagement for items within the City's Risk Profile are of internal nature. The following officers have provided input or commentary that has shaped this update to the Audit and Risk Committee:

- Project Director Corporate Recovery;
- Alliance Manager Finance;
- Alliance Manager Infrastructure & Assets;
- Alliance Manager Community Safety and Amenity;
- Alliance Manager Human Resources;
- Corporate Strategy and Risk Advisor;
- Internal Auditor;
- Governance Coordinator;
- Integrated Strategic Planning Analyst;
- Risk and Business Continuity Officer; and
- CEO Alliance Project Officer.

Strategic alignment

Strategic Community Plan

This item addresses the community's vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019 – 2029:

Aspiration:	Performance
Strategic Objective:	An integrated strategic framework with clear line of sight between community vision and operational outcome.

This report provides opportunity for appropriate oversight by the Audit and Risk Committee to oversee the City's management of its risk profile.

Legal and statutory implications

Local Government Act 1995 - Regulation 17 of the Local Government (Audit) Regulations 1996

Connection with mandates in the City of Perth Act 2016

8(1)(a) - to provide for the good government of persons in the City of Perth, including residents, ratepayers and visitors

Risk implications

Impact of decision	
Organisation	Low
Community	Low

This report provides some control and mitigation to the following risks domains:

Risk domain	Consequence	Likelihood	Risk rating
Financial	Minor	Unlikely	Low
Legal and Regulatory/Ethical	Moderate	Rare	Low
Reputation and External Stakeholders	Minor	Rare	Low

There are no direct risk implications regarding this report.

Approval implications

This report is provided as a status for Council oversight. There are no implications should the Committee not approve officer recommendations.

Financial implications

There are no financial implications directly relating to this report.

Policy references

Council Policy 19.1 - Risk Management

Comments

The City is currently reviewing all elements of its Risk Management Approach, to ensure it provides appropriate and contemporary management and control of the City's Risk Profile, some of which has been used in the development of this report. Further enhancements will be implemented over the coming year(s).

Officer and Audit and Risk Committee Recommendation
That the Audit and Risk Committee <u>APPROVES</u> the Risk Management Update for May 2020.



City of Perth
City Planning Scheme No. 2

Amendment No. 42

*To create a Special Control Area over No. 1202 (Lot 50), No. 1204 (Lot 51) Hay Street and No. 80 (H65)
Colin Street, West Perth*



CITY of PERTH

Planning and Development Act 2005

**RESOLUTION TO PREPARE AMENDMENT
TO LOCAL PLANNING SCHEME**

***City of Perth City Planning Scheme No. 2
Amendment No. 42***

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Inserting after clause 39(1)(cc):

(cc) 1202-1204 Hay Street and 80 Colin Street Special Control Area

2. Inserting the following in Schedule 8 Special Control Areas:

29. 1202-1204 Hay Street and 80 Colin Street Special Control Area

29.1 Special Control Area

The following provisions apply to the land marked as Figure 29 being the 1202-1204 Hay Street and 80 Colin Street Special Control Area.

29.2 Objective

- a) To facilitate the coordinated development of the Special Control Area.
- b) To coordinate vehicle access to the Special Control Area to minimise the impact on pedestrians, cyclists and public transport.
- c) To promote retention, use and conservation of the heritage listed Ross Memorial Church.
- d) To ensure future development respects the cultural heritage significance of the Ross Memorial Church.
- e) To encourage the provision of functional, attractive and high quality public space and pedestrian facilities.
- f) To provide sunlight penetration onto the Ross Memorial Church and sunlight penetration into Hay Street and any public spaces.

29.3 Plot Ratio

- a) For the purpose of determining the plot ratio within the Special Control Area, the Special Control Area shall be treated as one site.
- b) Notwithstanding the Public Facilities Bonus Plot Ratio Plan, Clause 28(2)(a)(ii) applies to the Special Control Area where a public space and pedestrian facilities are provided within the Special Control Area.

29.4 Car Parking

- a) For the purpose of determining the tenant car parking allowance for the Special Control Area under the provisions of the Perth Parking Policy, the Special Control Area shall be treated as one lot.
- b) The tenant car parking facilities located on one site/lot within the Special Control Area may be leased or used by the tenants of another site/lot within the Special Control Area.
- c) Vehicle access should be consolidated and will not be permitted to and from Hay Street.

29.5 Heritage and Built Form

- a) The Ross Memorial Church shall be maintained, conserved and used in a manner guided by the Conservation Management Plan.
- b) Development shall be guided by the Statement of Significance and Conservation Plan for the Ross Memorial Church with any new development to be sited and designed with a scale, massing and grain to respect the cultural heritage significance of the Ross Memorial Church and its setting and curtilage.
- c) Development shall be designed to provide appropriate levels of sunlight penetration onto the Ross Memorial Church.
- d) Development shall be designed to promote informal surveillance of any public spaces provided on the site.
- e) Development shall provide interactive frontages facing the Ross Memorial Church and any public space provided on the site.
- f) The development shall incorporate high quality external finishes and materials.

29.6 Public Space

- a) The land surrounding the Ross Memorial Church is encouraged to be enhanced and expanded to provide a high quality public space.
- b) Any public space provided on the site shall remain under private ownership and management and be protected by an easement in gross.

29.9 Land Use

- a) The lower levels of the development shall provide active uses addressing any public space provided on the site and the Ross Memorial Church.
- b) The development of an appropriately designed and located supermarket is encouraged.

3. Inserting Figure 29 – 1202-1204 Hay Street and 80 Colin Street Special Control Area into Schedule 8 – Special Control Areas of the Scheme.



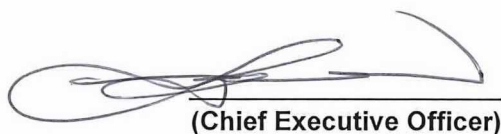
Figure 29: 1202-1204 Hay Street and 80 Colin Street, West Perth Special Control Area

4. Amending the West Perth Precinct Plan Map (P10) accordingly.

The amendment is a standard amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

- The amendment will have minimal impact on land in the scheme area that is not the subject of the amendment; and
- The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

Dated this 17th day of December 2019


(Chief Executive Officer)

SCHEME AMENDMENT REPORT

1.0 INTRODUCTION

The purpose of this amendment to City Planning Scheme No. 2 (CPS2) is to introduce a Special Control Area (SCA) over the land situated at 1202 (Lot 50), 1204 (Lot 51) Hay Street and 80 (Lot H65) Colin Street, West Perth (the subject site).

The proposed SCA will allow the subject site to be treated as one site for the purposes of calculating plot ratio and tenant car parking. It will also enable the subject site to be eligible for the public facilities bonus and introduce objectives/design criteria to guide the future development of the site.

2.0 BACKGROUND

2.1 LOCATION AND OWNERSHIP

The subject site is located at No 1202 – 1204 Hay Street and No 80 Colin Street, West Perth, as shown on the location plan included as **Figure 1**. The site comprises of three lots with a combined area 5,342m². A summary of the individual lot characteristics has been provided in **Table 1**.

Table 1: SCA Ownership

Lot	Address	Volume/Folio	Deposit Plan	Area	Landowner
Lot 50	1202 Hay Street	1986/91	75084	1991m ²	B & C Corporate Pty Ltd
Lot 51	1204 Hay Street	1986/92	75084	1788 m ²	Uniting Church of Australia Property Trust
Lot H65	80 Colin Street	1363/165	2045	1563 m ²	Hedgerow Pty Ltd

Figure 1: SCA Aerial Overview



2.1 SITE CONEXT AND CHARATERISTICS

The subject site is bound Hay Street to the south, Colin Street to the west, Mayfair Street to north and a mixed-use development to the east. The broader area is characterised by a mix of commercial development fronting Hay Street and office/residential development in the surrounding area.

Lot 51 on the subject site contains two single storey buildings, being the Ross Memorial Church and a mixed-use building (café and shop). Lot 50 and Lot H65 both contain two storey office buildings. The remaining portion of the subject site comprises of at-grade car parking and paving/landscaping treatment.

The Ross Memorial Church is listed on the CPS2 heritage list. The Statement of Significance identifies the adjoining building (also on Lot 51) as also having heritage value. This is due to the building being constructed with the bricks from the Presbyterian Hall (previously built on the site in 1913). The Ross Memorial Church and adjoining commercial building are illustrated in **Figure 2**.

A Conservation Management Plan (CMP) was prepared for the Ross Memorial Church in 2012. The CMP identifies the Ross Memorial Church as being as being a landmark in the community due to its prominent corner location and contribution to the streetscape. The CMP also acknowledges the Ross Memorial Church's contribution to the community's sense of place through its continuity of form and function since 1917.

Figure 2: Lot 51 Heritage Significant Buildings



3.0 PLANNING FRAMEWORK

3.1 STATE AND REGIONAL PLANNING CONTEXT

3.1.1 Metropolitan Region Scheme

The subject site is zoned 'Urban' under the Metropolitan Region scheme (MRS). Hay Street is located to the south of the subject site and is reserved as Other Regional Road under the MRS. The reservation does not impact on the SCA, which proposes to restrict vehicle access to Hay Street.

3.1.2 Perth Parking Policy 2014

The subject site is located within the Perth Parking Management Plan Area and is subject to the Perth Parking Policy 2014 (PPP). The PPP establishes the maximum number of commercial tenant car bays that can be located on a single lot. The PPP also restricts the sharing of commercial tenant bays across different lots.

3.2 LOCAL PLANNING STRATEGY

The City prepared its draft City Planning Strategy (Strategy) in 2019. The Strategy has undergone preliminary community consultation, however has not been adopted by Council or endorsed by the Western Australian Planning Commission.

The subject site is located in the West Perth Activity Centre – Retail Core under the Strategy. An extract of the West Perth Strategy map has been provided in **Figure 3**. A summary of the key provisions of the Strategy relevant to West Perth and the West Perth Activity Centre has been provided in the following **Table 2**.

Figure 3: Draft City Planning Strategy Map Extract



Table 2: Summary of draft City Planning Strategy (West Perth)

	Provision
Neighbourhood Vision	Leafy streetscapes and its close relationship with Kings Park have enabled West Perth to feel more like a village than the inner-city location that it is. Its streets are lined with beautifully restored heritage buildings, and its vibrant café-culture, which caters to its worker and residential community alike.
Hay Street Activity Centre	Support the neighbourhood centre to better meet the daily and weekly household needs of its residents and provide more diverse land uses that support an improved 24-hour economy.
West Perth Neighbourhood Actions	<p>Land Use: In preparing the new Scheme, consider development incentives to encourage the establishment of a supermarket in Hay Street West activity centre to support resident's ability to 'live local.'</p> <p>Land Use: Improve the economic viability and offering of the Hay St West activity centre to better meet the needs of the residents and workers, and consider the following in preparing the new Scheme:</p> <ul style="list-style-type: none"> • Planning mechanisms that better encourage active ground-floor land uses that contribute to a more vibrant and activated centre, including at night time. • Reviewing the alignment of the existing Town Centre and Commercial Zone boundaries to reduce dilution of activity. <p>Built Form: Exploring opportunities to establish a local plaza/urban space within the Hay Street West activity centre, which provides a meeting and gathering space to the community.</p>

3.2 LOCAL PLANNING SCHEME AND POLICIES

3.2.1 City Planning Scheme No. 2

The subject site is located within the Town Centre land use area. An extract of the CPS2 Scheme use area map is provided below in **Figure 4**. The use group Table of CPS2 lists the following preferred, contemplated and prohibited uses within the Town Centre Land Use Area:

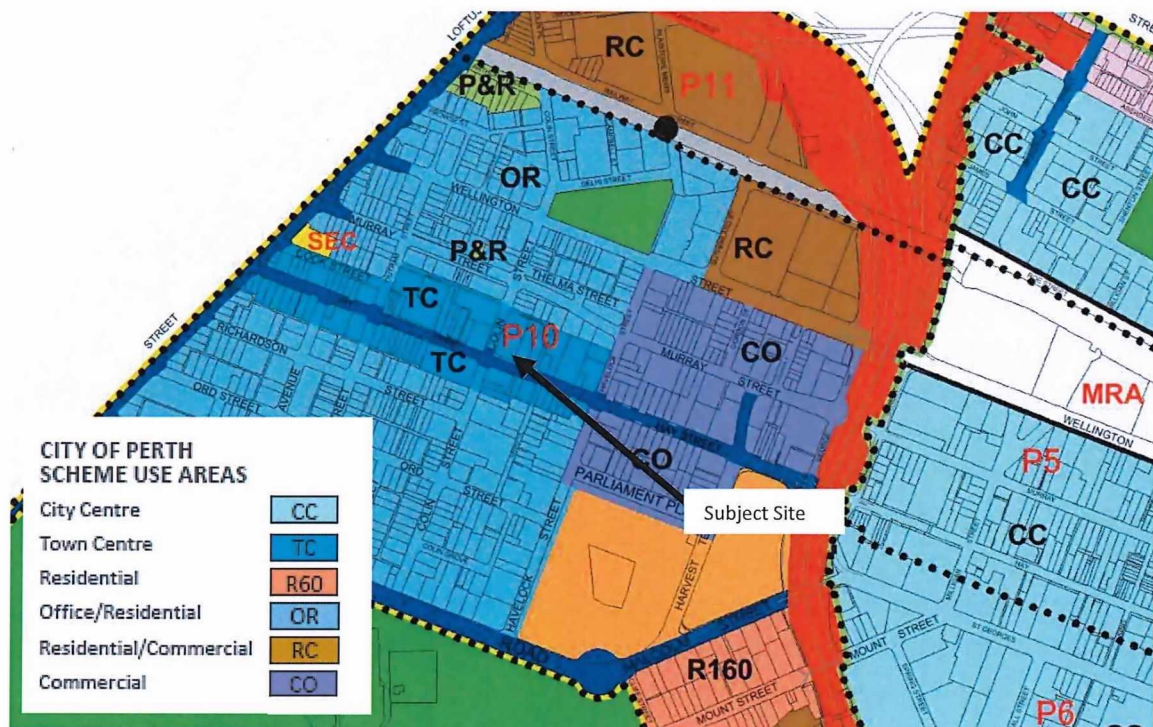
- Preferred uses: Business Services, Dining, Retail (Central), Retail (General); and
- Contemplated Uses: Community and Cultural, Entertainment, Industry – Service, Industry – Cottage, Mixed-Commercial, Residential;
- Contemplated uses except on the ground level of Hay: Civic, Education 1, Education 2, Healthcare 1, Healthcare 2, Home Occupation, Office, Recreation and Leisure, Storage;
- Contemplated subject to conditions: Residential, Special Residential; and
- Prohibited uses: Industry – Light.

Under CPS2, the subject site has a maximum plot ratio limit of 3.0: 1.0 for residential and special residential use groups, and 2.0: 1.0 for all other use groups. The subject site is eligible to apply for a special residential bonus plot ratio (up to a maximum 20 percent) and/or heritage bonus plot ratio (up to a maximum 20 percent). However, the overall maximum bonus plot ratio cannot

exceed 20 percent in total. The subject site, along with the remainder of West Perth, is not eligible to apply for a public facilitate plot ratio bonus.

A street building height of 14 metres with a nil street setback applies to the subject site. Additional height above this needs to be contained within a 45-degree height plane measured from Hay Street.

Figure 4: Scheme Use Map Extract



4.2.2 West Perth Precinct

The West Perth Precinct (P10) outlines the City's vision for West Perth and provides guidance on future land uses and built form outcomes. The Statement of Intent for the West Perth Precinct, provides the following vision for the subject section of West Perth:

"This town centre will provide a range of shopping and related services for residents, visitors and the work force and will accommodate development which is generally of a larger scale and height than that within the Office/Residential area. Visitor accommodation is also encouraged within the town centre.

Along Hay Street, Wellington Street - East of Havelock Street and in the commercial area, buildings should achieve a consistent edge to the street, continuing an urban character between the city centre and the landscaped garden setting of the residential/office area west of Havelock Street...

Buildings, places and objects having historical, architectural or other significance will be preserved and maintained. New development in the vicinity of heritage items will be sympathetically designed"

In addition, the Statement of Intent for the West Perth Precinct provides the following guidance for land uses within the Town Centre:

“This area shall be consolidated as a node of shopping and small-scale commercial facilities, primarily serving the needs of residents and workers in the adjoining office, residential and commercial areas. Shop uses shall be supplemented by a range of local service facilities. Generally only shops and restaurants will be permitted to front Hay Street, although a range of residential and visitor accommodation and commercial uses may be permitted on upper levels, or to the rear.”

5.0 PROPOSAL

5.1 OVERVIEW OF SCHEME AMENDMENT

The proposed scheme amendment will introduce a SCA over the subject site. The purpose of the SCA is to facilitate coordinated redevelopment of the subject site. The SCA will introduce the following provisions to provide guidance to the development of the site:

- Introduce overarching objectives to guide development within the SCA;
- Allow the SCA to be treated as one site (opposed to three lots) when calculating maximum plot ratio, and calculating and distributing car parking;
- Allow the SCA to be eligible to apply for a public facilities bonus (limited to public spaces and pedestrian facilities), and provide guidance on the form and location of the public spaces and pedestrian facilities;
- Restrict vehicle access to Hay Street; and
- Provide high-level guidance on the key built form, heritage and land use matters that need to be considered in the development of the SCA.

5.2 SCHEME AMENDMENT CLASSIFICATION

The *Planning and Development (Local Planning Schemes) Regulations 2015* include three categories for amending Local Planning Schemes - basic, standard and complex. The proposed amendment will have minimal impact on the CPS2 area outside of the proposed SCA and will not result in any significant environmental, social, economic or governance impacts. Given this, the amendment is considered to be a standard amendment.

5.3 PLANNING JUSTIFICATION

5.3.1 Plot Ratio

The proposed SCA will provide for the consolidated redevelopment of three individual lots, creating a larger and more regular shaped development site. This will facilitate better built form outcomes, as the bulk and scale of the development can be managed across the SCA. Without the SCA, the extent of development would be limited to each individual lot. This reduces the ability for building bulk to be tapered away from the Ross Memorial Church and Hay Street frontage.

The proposed SCA will also provide greater opportunities for large format commercial development, which is currently limited within the West Perth Activity Centre due to the smaller

land holdings. The provision of a diverse retail offering is consistent with both the West Perth Precinct Plan and draft Strategy, which envisions a range of shopping and related services to the meet the daily needs of residents.

The proposed SCA does not increase the base plot ratio currently available for development on the individual lots. However, it does provide more flexibility for plot ratio to be distributed differently across the lots. This allows the development to utilise its available plot ratio while also responding to the site characteristics and constraints. The provision of coordinated development across the SCA will facilitate both commercial and residential growth. This is consistent with the draft Strategy which seeks to support the viability of the West Perth Activity Centre with residential growth.

Similarly, the SCA does not increase the level of bonus plot ratio that can be afforded to the site. Rather, the SCA introduces an additional category in which bonus plot ratio can be sought. The overall amount of bonus plot ratio remains capped at 20 percent, in accordance with CPS2. The applicant has provided indicative development concepts demonstrating that the additional 20 percent bonus plot ratio can be applied without compromising the built form outcomes sought through CPS2.

5.3.2 Heritage

The SCA has included provisions to reinforce the existing requirements for the retention and conservation of the Ross Memorial Church, and for all future development to be designed with consideration to the cultural heritage significance of the church. This is consistent with the West Precinct Plan and the City's Heritage Policy, which envisions new developments being sympathetic to places of heritage significance.

5.3.3 Public Spaces and Pedestrian Facilities

An action of the draft Strategy is to investigate planning mechanisms to encourage a public plaza within the West Perth Activity Centre. The Ross Memorial Church has a generous front setback to Hay Street, which includes a raised planting area with mature tree canopy. This area naturally acts as an informal place for community gathering. Through enabling the site to be eligible for a public facilities bonus, the expansion and transformation of this area into a high quality public space will be encouraged. This aligns with actions of the draft Strategy. It also provides benefits to the Ross Memorial Church through increasing the curtilage surrounding the church.

5.3.4 Land Use

The draft Strategy identifies the need to investigate planning mechanisms to encourage the development of a supermarket in the West Perth Activity Centre. The CPS2 currently does not include a bonus for supermarket development. However, this is being considered as part of the preparation of the new City Planning Scheme No. 3. Due to the size of the proposed SCA, there is an opportunity for a supermarket to be developed, should the landowner pursue this land use. In recognition of the draft Strategy, the SCA has included a provision encouraging the development of a supermarket.

6.0 CONCLUSION

The proposed scheme amendment is generally consistent the statutory planning framework provided by CPS2 and the strategic vision for the Hay Street Activity Centre under the West Perth Precinct Plan and draft City Planning Strategy. Given this, the proposed scheme amendment is considered suitable for initiation.

**Planning and Development Act 2005
RESOLUTION TO AMEND LOCAL PLANNING SCHEME**

City of Perth City Planning Scheme No. 2

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Inserting after clause 39(1)(cc):

(cc) 1202-1204 Hay Street and 80 Colin Street Special Control Area

2. Inserting the following in Schedule 8 Special Control Areas:

29. 1202-1204 Hay Street and 80 Colin Street Special Control Area

29.1 Special Control Area

The following provisions apply to the land marked as Figure 29 being the 1202-1204 Hay Street and 80 Colin Street Special Control Area.

29.2 Objective

- a) To facilitate the coordinated development of the Special Control Area.
- b) To coordinate vehicle access to the Special Control Area to minimise the impact on pedestrians, cyclists and public transport.
- c) To promote retention, use and conservation of the heritage listed Ross Memorial Church.
- d) To ensure future development respects the cultural heritage significance of the Ross Memorial Church.
- e) To encourage the provision of functional, attractive and high quality public space and pedestrian facilities.
- f) To provide sunlight penetration onto the Ross Memorial Church and sunlight penetration into Hay Street and any public spaces.

29.3 Plot Ratio

- a) For the purpose of determining the plot ratio within the Special Control Area, the Special Control Area shall be treated as one site.
- b) Notwithstanding the Public Facilities Bonus Plot Ratio Plan, Clause 28(2)(a)(ii) applies to the Special Control Area where a public space and pedestrian facilities are provided within the Special Control Area.

29.4 Car Parking

- a) For the purpose of determining the tenant car parking allowance for the Special Control Area under the provisions of the Perth Parking Policy, the Special Control Area shall be treated as one lot.

- b) The tenant car parking facilities located on one site/lot within the Special Control Area may be leased or used by the tenants of another site/lot within the Special Control Area.
- c) Vehicle access should be consolidated and will not be permitted to and from Hay Street.

29.5 Heritage and Built Form

- a) The Ross Memorial Church shall be maintained, conserved and used in a manner guided by the Conservation Management Plan.
- b) Development shall be guided by the Statement of Significance and Conservation Plan for the Ross Memorial Church with any new development to be sited and designed with a scale, massing and grain to respect the cultural heritage significance of the Ross Memorial Church and its setting and curtilage.
- c) Development shall be designed to provide appropriate levels of sunlight penetration onto the Ross Memorial Church.
- d) Development shall be designed to promote informal surveillance of any public spaces provided on the site.
- e) Development shall provide interactive frontages facing the Ross Memorial Church and any public space provided on the site.
- f) The development shall incorporate high quality external finishes and materials.

29.6 Public Space

- a) The land surrounding the Ross Memorial Church is encouraged to be enhanced and expanded to provide a high quality public space.
- b) Any public space provided on the site shall remain under private ownership and management and be protected by an easement in gross.

29.9 Land Use

- a) The lower levels of the development shall provide active uses addressing any public space provided on the site and the Ross Memorial Church.
- b) The development of an appropriately designed and located supermarket is encouraged.

3. Inserting Figure 29 – 1202-1204 Hay Street and 80 Colin Street Special Control Area into Schedule 8 – Special Control Areas of the Scheme.



Figure 29: 1202-1204 Hay Street and 80 Colin Street, West Perth Special Control Area

4. Amending the West Perth Precinct Plan Map (P10) accordingly.

EXISTING WEST PERTH PRECINCT PLAN (P10)



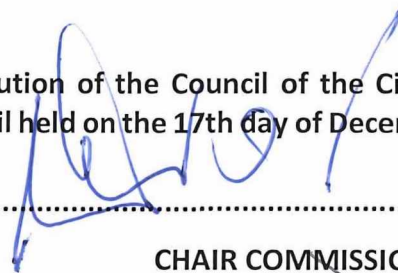
PROPOSED WEST PERTH PRECINCT PLAN (P10)



FORM 6A

COUNCIL ADOPTION

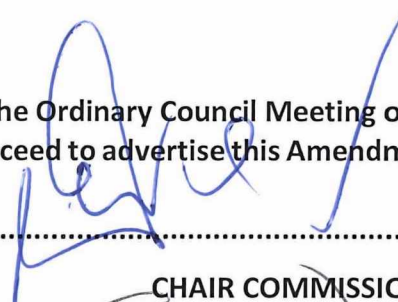
This Standard Amendment was adopted by resolution of the Council of the City of Perth at the Ordinary Council Meeting of the Council held on the 17th day of December 2019.



.....
CHAIR COMMISSIONER


.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the City of Perth at the Ordinary Council Meeting of the Council held on the 17th day of December 2019, proceed to advertise this Amendment.


.....
CHAIR COMMISSIONER


.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended [for support/ not to be supported] by resolution of the City of Perth at the Ordinary Council Meeting of the Council held on the ____ day of _____, 2020 year and the Common Seal of the City of Perth was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
CHAIR COMMISSIONER

.....
CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

.....
DELEGATED UNDER S.16 OF
THE P&D ACT 2005

DATE.....

APPROVAL GRANTED

.....

MINISTER FOR PLANNING

DATE.....

**CITY OF PERTH, WESTERN AUSTRALIA
 LOCAL HERITAGE SURVEY**
PLACE RECORD FORM

PLACE REFERENCE NO. (inHerit): 2235
CITY PLACE NO: H0597_002
NAME: Ross Memorial Church
OTHER NAMES: West Perth Presbyterian Church
PIN NO. (Landgate): 174773
ADDRESS: 1204 Hay Street, cnr Colin Street, West Perth
LAND DESCRIPTION: Place of Worship at Lot 51 (1204), Hay Street on Diagram 75084, Vol/Folio 1986/92.
CONSTRUCTION DATES/PERIODS: 1916
PLACE TYPE: Individual Building – Place of Worship
USE (ORIGINAL): Religious - Church
USE (CURRENT): Religious - Church
HERITAGE LISTINGS: City of Perth CPS 2, 08/06/2009


1204 Hay Street, Perth

ARCHITECT James Hind
BUILDER Robert Gamble
ASSOCIATIONS There have been many ministers serving at the Ross Memorial Church for a complete list refer to the Archives of the Uniting Church of Australia.

Robert Gamble (1872-1935) was a successful builder in Perth in the early 20th century and was responsible for the construction of the Congregational and Presbyterian Churches in Claremont, the Presbyterian and Baptist Churches in North Perth and the Methodist Ladies College at Claremont. He was also twice elected to the position of Mayor of North Perth. (Battye: 653)

Architect James Hine (1849-1928) trained in England and practiced in Cape Town before moving to Bathurst NSW in 1883 then WA in 1895. He established a successful practice in Perth and designed St Andrew's Presbyterian Church in Perth, the Congregational Church in Subiaco and the Methodist Ladies College, Claremont amongst his body of work. (Battye: 630)

Sir John Forrest (1847-1918) surveyor, explorer and politician; was premier of Western Australia from 1890 to 1901. He was one of the most influential members of Western Australian and Australian politics and at the time he laid the foundation stone for the Ross Memorial Church he was a member of the Federal parliament but in the declining years of his health and influence.



**ARCHITECTURAL
STYLE:**

Federation Gothic

**PHYSICAL
DESCRIPTION:**

The Ross Memorial Church is located on the corner lot with a separate building on the lot on the eastern side which includes a small meeting hall and a retail complex.

The church is constructed of red brick and tile in the Federation Gothic style with decorative moulding on three of the facades. The building is of a symmetrical design with a steeply pitched roof. The façade facing Hay Street is in English bond brickwork and has been recently tuckpointed. The cement moulding on this façade has been painted. The remainder of the exterior is undergoing a programme of restoration including tuck pointing, painting and improved water disposal.

The windows are all leadlight with predominantly a simple herringbone pattern. Two rose windows are located on the opposite walls of the transept. Four of the windows near the altar have been replaced with decorative stained glass works. The doors are timber paneled and appear to have the original door furniture.

Internally the church consists of a narthex, nave with arcaded aisles on each side, transept, sanctuary, vestry and church office. The organ is centrally located in the sanctuary. The nave and sanctuary are incorporated in one volume under the high-pitched gable. The roof is a trussed rafter roof consisting of elaborately carved trusses made of jarrah. Timber boards line the roof.

The internal surfaces are rendered and patterned to resemble stone blocks. Doors and windows are framed with moulded stucco. A painted frieze is located on the wall behind the communion table. The timber floor is on a gentle slope toward the communion table and is in good condition. Areas of heavy traffic are carpeted. The pews, altar, altar furniture including a lectern are of a similar design featuring a light coloured timber.

There are memorial boards and plaques positioned around the church and there is a good collection of memorabilia relating to the history of the church on display.

**CONSTRUCTION
MATERIALS:**

Red brick and tile.

HISTORY:

The Ross Memorial Church has its origins with the West Perth Congregation which was founded in 1896 as a mission outreach of St Andrew's Presbyterian Church in Perth. A mission hall was established on land bound by Wellington, Havelock and Murray Streets followed by a church in 1897. With rapid growth the church became a separate charge in 1898. As membership rose above 200, land was purchased at the corner of Hay and Colin Streets. A hall was built in 1913 on the site of the present day retail complex.

On 1 July 1916 a foundation stone for a new church was laid by Rt Hon. Sir John Forrest assisted by Lady Forrest. The new church was designed by architect James Hine and built by Robert Alexander Gamble and opened in 1917.



The church was named in honour of Rev Daniel Ross who was inducted as Minister of the congregation in 1912 and oversaw the construction of the new church. Rev Ross died in May 1918 and the church was renamed in his honour and a memorial tablet was placed in the east transept of the church. The pews, altar, altar furniture and the organ were built and installed at the time of original construction. A pew from the original Wellington Street church has been retained in the church.

Since its construction the interior of the Ross Memorial church has undergone minimal change. Most significant have been the addition of several stained glass windows either donated or in honour of families in the congregation. A low brick wall was built around the church in 1953 in honour of the pioneers of the West Perth Presbyterian Church. The section of this wall facing Hay street has since been removed.

In the late 1980s the hall on the site was demolished and the retail complex was built on the site. At the rear of the present day restaurant is a meeting room which is used by the congregation. The last minister to serve at Ross Memorial Church was Rev Kenneth Williams who is the current moderator for the Uniting Church in Western Australia. Ross Memorial Church is within the charge of the Wesley Church and continues to function as a place of worship for the Korean Parish of WA.

HISTORIC THEME/S: HCWA Themes
(406) Social & Civic Activities – Religion

STATEMENT OF SIGNIFICANCE:

Ross Memorial Church, West Perth is a brick and tile church constructed in 1917 for the Presbyterian church of Western Australia to a design by architect James Hine in the Federation Gothic style. It has cultural heritage significance for the following reasons;

- The place is located on a prominent corner in West Perth and the church is a landmark in the community for its contribution to the streetscape;
- Ross Memorial Church has value as it demonstrates the establishment of West Perth as a residential area and contributes to the community's sense of place for its continuity of form and function since 1917;
- Ross Memorial Church is associated with architect James Hine who was an influential figure in the architecture profession in Western Australia in the early 20th century;
- Ross Memorial Church is closely associated with Rev Daniel Ross who was an important figure in the establishment and development of the Presbyterian Church in Western Australia; and
- The adjacent commercial complex has value for its association with the Presbyterian hall built on the site in 1913 as it has used the bricks from that structure in its construction.

NATURE OF SIGNIFICANCE:

Aesthetic Value:

Ross Memorial Church is a good representative example of the Federation Gothic style. It demonstrates the form and detail of the style and later additions have not had an impact on the aesthetic characteristics of the place.

Ross Memorial Church is located on a prominent corner in West Perth and the church is a landmark in the community. Together with the adjacent commercial complex the two properties on the site make a valuable contribution to the streetscape.

Historic Value:

Ross Memorial Church has value as it demonstrates the establishment of West Perth as a residential area.

Ross Memorial Church is closely associated with Rev Daniel Ross who was an important figure in the establishment and development of the Presbyterian Church in Western Australia.

Ross Memorial Church is associated with architect James Hine who was an influential figure in the architecture profession in Western Australia in the early 20th century.

Scientific Value:

Ross Memorial Church has the potential for use as a research site for its contribution to the understanding of materials and building construction methods.

There is some potential for the surrounding site and the building to reveal archaeological deposits which would provide understanding of former practices at the site.

Social Value:

Ross Memorial Church was built when West Perth was a residential suburb and the church demonstrates this original form and character of the suburb.

The place is valued by the Uniting Church community in Western Australia for its association with the origins of the Uniting Church in the Presbyterian Church of Western Australia.

The place is valued by the community of Perth for its contribution to the sense of place as it is included on the places of cultural heritage significance register.

DEGREE OF SIGNIFICANCE:

Rarity:

Ross Memorial Church is not rare in metropolitan Perth as an example of a brick and tile, federation gothic church from the early decades of the 20th century. There are other examples of this type of church and several are designed by architect James Hine.

Representativeness:

The place is a good example of the design skills of architect James Hine working in the early 20th century. The form and detail of the building is consistent with the period and the practices within the Presbyterian Church at the time of construction in 1918.

Condition:

In general Ross Memorial Church is in good condition. There were serious areas of deterioration in the paintwork and brickwork which were remediated in 2015. The source of water damage on the western side of the building was determined and the damaged east transept gable was the subject of remedial action.

Integrity:

Ross Memorial Church has a high level of integrity as the church continues to be used for the purpose for which it was designed.

Authenticity:

Since its construction Ross Memorial Church has undergone minimal change therefore the place has a high level of authenticity. The majority of the original fabric is still in situ and any changes have been minor and in keeping with the original intent of the building. The setting of the place was altered with the addition of a low scale retail complex on the south east corner of the lot. However the location and scale of this recent addition has not had a significant impact on the views of the place and its setting.

**LEVEL OF
SIGNIFICANCE
WITHIN PLACE:**

Considerable Significance

- All of the Ross Memorial Church building
- Walls
- Floor structure and timber floor
- Roof structure, lining and cladding
- Doors, windows and openings
- Original furniture including pews, pulpit, choir balustrades and chairs

Some Significance

- The memorial brick wall and pillar on the Colin Street boundary
- The bricks from the original hall used in the façade of the commercial development
- Roof tiles

Little Significance

- All of the commercial complex
- All of the site including current landscaping and planting

Intrusive

There are no zones or elements considered to be intrusive

MAIN SOURCES:

Battye, J.S. (ed) *The Cyclopaedia of Western Australia* Hesperian Press WA, 1985 facsimile edition of Hussey and Gillingham Ltd, 1913.

Morison, Margaret Pitt 'Immigrant Architects in Western Australia 1885-1906', unpublished document, Battye Library.

Australian Dictionary of Biography, online edition

<http://www.adb.online.anu.edu.au/adbonline.htm>

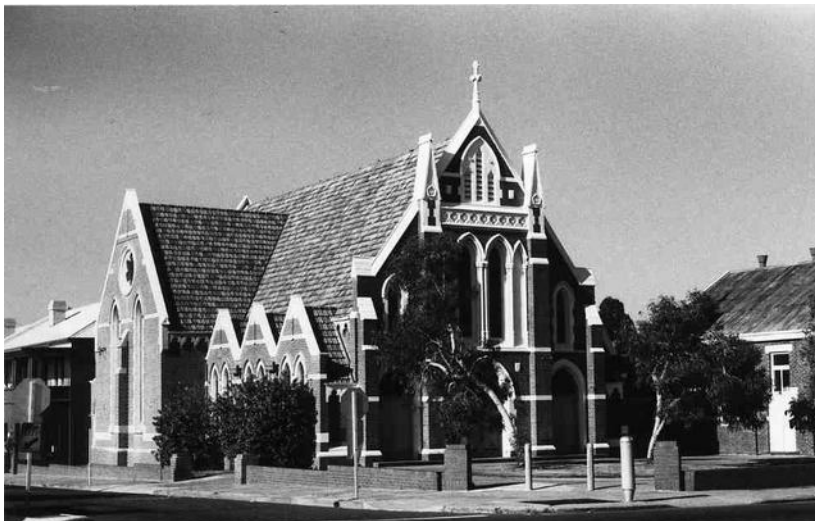
City of Perth Heritage Listing (2009)

United Church Inventory (1996)

Heritage Council (WA) Accelerated Assessment Program

Hocking Heritage Studio Ross (2011) Memorial Church, West Perth - Conservation Management Plan May 2012

ASSESSMENT DATE: Hocking Planning and Architecture (2009).



Ross Memorial Church, West Perth C1954



Ross Memorial Church 1998

Summary of Submissions - Amendment No.42 to City Planning Scheme No. 2

Summary of Submissions (3 in total)				
Date Received		Submitter	Comment	City's Response/Action
1.	20/02/2020	Commercial Landowner - Aaron Antonas No.1195 Hay Street. West Perth	Supportive of the proposal.	Noted.
2.	2/04/2020	Commercial Landowner – John Young No. 1205 Hay Street, West Perth	Concerns regarding additional plot ratio being used on No. 1202 Hay Street, resulting in excessive building height overshadowing to the adjoining lots. Concerns regarding traffic and egress to the site. Requests a structure plan is prepared to guide the development of the site.	Although Amendment No. 42 allows for the flexible distribution of plot ratio across the SCA, it does not permit future development to vary the existing height plane and setback requirements of CPS2. The same height plan, setback and access requirements would be applicable to the subject site whether it was developed as three individual lots or one SCA. The subject site is not identified under the CPS2 or within any State planning policy as requiring a structure plan. As development standards, Scheme Uses Areas and land use permissibilities are provided with the CPS2, there is no planning rational for a structure plan being required.
3.	14/04/2020	Commercial Landowner –	Concerns the proposed Special Control Area (SCA) may have a detrimental impact on the nearby	Amendment No. 42 does not propose a specific land use for the SCA, although a supermarket is encouraged

		<p>No. Rowena Birrell No. 79 Colin Street, West Perth</p>	<p>shops, should an office or retail land use be pursued.</p> <p>Notes there is already high vacancy rates of offices in West Perth, which is impacting on the viability of retail.</p> <p>Concerns further development of offices and retail may further undermine the viability of existing shops.</p>	<p>to be developed on the site to service the local community.</p> <p>Commercial competition between similar land uses is not a planning matter and cannot be considered in the planning process. Noting CPS2 does not have retail or office floor space limits for the West Perth Town Centre.</p> <p>Land use permissibility on the subject site will continue to be guided by CPS2 and assessed at the development application stage.</p>
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Applicant's Response to submissions

Summary of Submissions (3 in total)				
Date Received		Submitter	Comment	Applicant's Response
1.	20/02/2020	<p>Commercial Landowner - Aaron Antonas</p> <p>No.1195 Hay Street. West Perth</p>	Supportive of the proposal.	Noted.
2.	2/04/2020	Commercial Landowner – John Young	Concerns regarding additional plot ratio being used on No. 1202 Hay Street, resulting in excessive building height overshadowing to the adjoining lots. Concerns regarding traffic and egress to the site.	The maximum and bonus plot ratio under the SCA is the same as currently provided for under CPS2, noting that the additional bonus provision does not increase the overall level of bonus that currently applies to the site. The built form provisions under the SCA are the same as CPS2 and therefore overshadowing will be a

		No. 1205 Hay Street, West Perth	Requests a structure plan is prepared to guide the development of the site.	consideration of any development on the subject site. It is noted that to the south of the site is Hay Street. A structure plan is not required for the site as the plot ratio, setbacks and building height is the same as contained within CPS2 and therefore no further development guidance is required.
3.	14/04/2020	Commercial Landowner – Rowena Birrell No. 79 Colin Street, West Perth	<p>Concerns the proposed Special Control Area (SCA) may have a detrimental impact on the nearby shops, should an office or retail land use be pursued.</p> <p>Notes there is already high vacancy rates of offices in West Perth, which is impacting on the viability of retail.</p> <p>Concerns further development of offices and retail may further undermine the viability of existing shops.</p>	<p>The site is located within the Town Centre Use Area which identifies that the area '...will continue to accommodate a high proportion of offices, however, commercial, mixed residential and commercial and residential areas will also be contained in the Precinct.This town centre will provide a range of shopping and related services for residents, visitors and the work force and will accommodate development which is generally of a larger scale and height than that within the Office/Residential area.' Therefore, office and shop uses are actively encouraged in the area. The vacancy rate and competition between shops is not a valid planning consideration, particularly where the site is located within a Town Centre.</p>



City of Perth
City Planning Scheme
No.2

Amendment No. 43

RESOLUTION TO PREPARE AMENDMENT TO LOCAL PLANNING SCHEME

CITY OF PERTH

CITY PLANNING SCHEME NO. 2

AMENDMENT NO. 43

RESOLVED that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Inserting a new Special Control Area under clause 39(1) as follows:

(dd) 707 Murray Street Special Control Area

2. Inserting the following in Schedule 8 Special Control Areas:

30. 707 Murray Street Special Control Area

30.1 Special Control Area

The following provisions apply to the land marked as Figure 30 being the 707 Murray Street Special Control Area.

30.2 Objective

- a) To accommodate the floor space requirements of a supermarket-led development that will assist in meeting the daily and weekly shopping needs of the community.
- b) To ensure that the development on the site exhibits high design quality that will positively contribute to the desired character and amenity of the surrounding locality and create a landmark entry statement to the local government area.

30.3 Plot Ratio

Where a development incorporates a supermarket within the Retail (General) use group with a minimum floor area of 3,000m²:

- (a) the maximum plot ratio for development on the lot may be increased from that shown on the Plot Ratio Plan to a maximum of 4.0 : 1.0 subject to the built form achieving compliance with clause 27(2) of this Scheme and a high standard of architectural, urban and landscape design appropriate to the prominent location of the site; and
- (b) bonus plot ratio under clause 28 of this Scheme and transfer of plot ratio under clause 30 of this Scheme shall not be permitted.

30.4 Design Principles and Built Form

Where development incorporates a supermarket within the Retail (General) use group with a minimum floor area of 3,000m², variations to the building setback and landscaping requirements applicable under the Scheme may be permitted where necessary to accommodate a functional supermarket floorplate subject to ensuring that the built form will:

- (a) meet the requirements of clause 36 of this Scheme;
 - (b) make a positive contribution to the adjoining streetscapes, pedestrian amenity, and the character of the locality generally;
 - (c) not have an undue adverse impact on the amenity of adjoining properties;
 - (d) contribute to a sense of arrival into the local government area; and
 - (e) incorporate high-quality landscaping.
3. Deleting the term 'Permitted' from the column heading in the Additional Use table in Schedule 5.
 4. Inserting the following in Schedule 5 - Additional Uses:

Additional Use	Location	Particulars of Land	Use
A3	707 Murray Street, West Perth, being the land at the corner of Thomas Street and Murray Street.	Lot 500 on Certificate of Title Volume 2968, Folio 961.	Retail (General). Storage where operated in combination with Retail (General).

5. Inserting Figure 30 – 707 Murray Street Special Control Area into Schedule 8 – Special Control Areas of the Scheme.

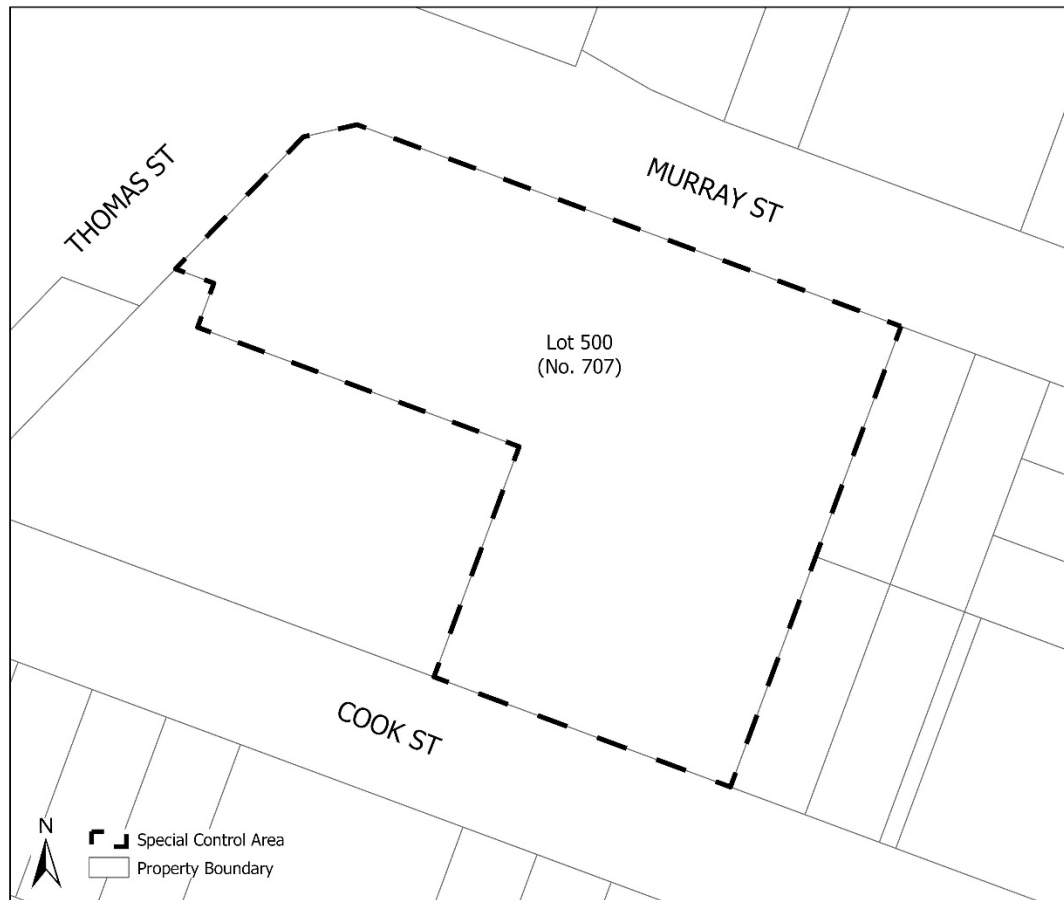


Figure 30: 707 Murray Street Special Control Area

6. Amending the West Perth Precinct Plan Map (P10) accordingly.

The amendment is standard under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:

- the amendment would have minimal impact on land in the scheme area that is not the subject of the amendment; and
- the amendment does not reflect in any significant environmental, social, economic or governance impacts on land in the scheme area.

Dated this __ day of ____ 2020

CHIEF EXECUTIVE OFFICER

SCHEME AMENDMENT REPORT

1.0 INTRODUCTION

The purpose of this amendment to City Planning Scheme No. 2 (CPS2) is to introduce Additional Uses and a Special Control Area (SCA) over the land situated at 707 (Lot 500) Murray Street, West Perth (the subject site). The proposed scheme amendment will facilitate a supermarket-led mixed use development of high design quality on the subject site.

2.0 BACKGROUND

2.1 LOCATION

The subject site is located between Thomas Street, Murray Street and Cook Street, West Perth, as shown on the location plan included as Figure 1. A summary of the lot characteristics is provided in the following table.

Table 1: SCA Lot Characteristics

Lot	Address	Volume/Folio	Deposit Plan	Area	Landowner
Lot 500	707 Murray Street	2968/961	414831	5666m ²	Fabcot Pty Ltd

Figure 1: SCA Location Plan



2.2 GOVERNMENT SALE

In June 2019, the State Government sold the lot to Fabcot Pty Ltd, a subsidiary of Woolworths Group Limited. A State Government media release at the time of sale indicated that the future development of the site may include a shopping centre and residential apartments, providing valuable amenity for West Perth residents, while activating the site and encouraging further urban infill in the area.

2.3 SITE CONTEXT AND CHARACTERISTICS

The subject site currently accommodates a car park which, was formerly used by the Princess Margaret Hospital. The site abuts two commercial properties to the east and a Western Power substation to the west.

The locality is characterised by a Town Centre fronting Hay Street and office/residential development in the surrounding area. The Town Centre accommodates development of medium intensity, with nil setbacks at the pedestrian level and additional levels setback from all boundaries. The broader locality is well landscaped, with setbacks maintained between buildings and to the street to accommodate trees and other vegetation, particularly along Murray Street.

3.0 PLANNING FRAMEWORK

3.1 STATE AND REGIONAL PLANNING CONTEXT

3.1.1 Metropolitan Region Scheme

The subject site is zoned 'Urban' under the Metropolitan Region scheme (MRS). Thomas Street is located to the north-west of the subject site and is reserved as Other Regional Road under the MRS. The Western Power substation is reserved as Public Purposes under the MRS.

3.1.2 Perth Parking Policy

Under the Perth Parking Management Act, 1999 the site is subject to the Perth Parking Policy 2014 (PPP). The PPP establishes the maximum number of non-residential tenant car bays that can be permitted on a lot. A maximum of 113 tenant bays may be permitted on the subject site under the PPP.

3.2 LOCAL PLANNING STRATEGY

The City has prepared a draft City Planning Strategy (Strategy). The Strategy has undergone preliminary community consultation, and modifications are now being finalised prior to it being presented to the Council and the Western Australian Planning Commission for approval of formal community consultation.

Under the Strategy, the subject site is identified as one of several growth areas within West Perth which are intended to accommodate a higher intensity of mixed-use developments with an emphasis on residential growth. A review of base plot ratios and targeted use of incentives within these growth areas to encourage increased residential development is being undertaken as part of the development of a new City Planning Scheme.

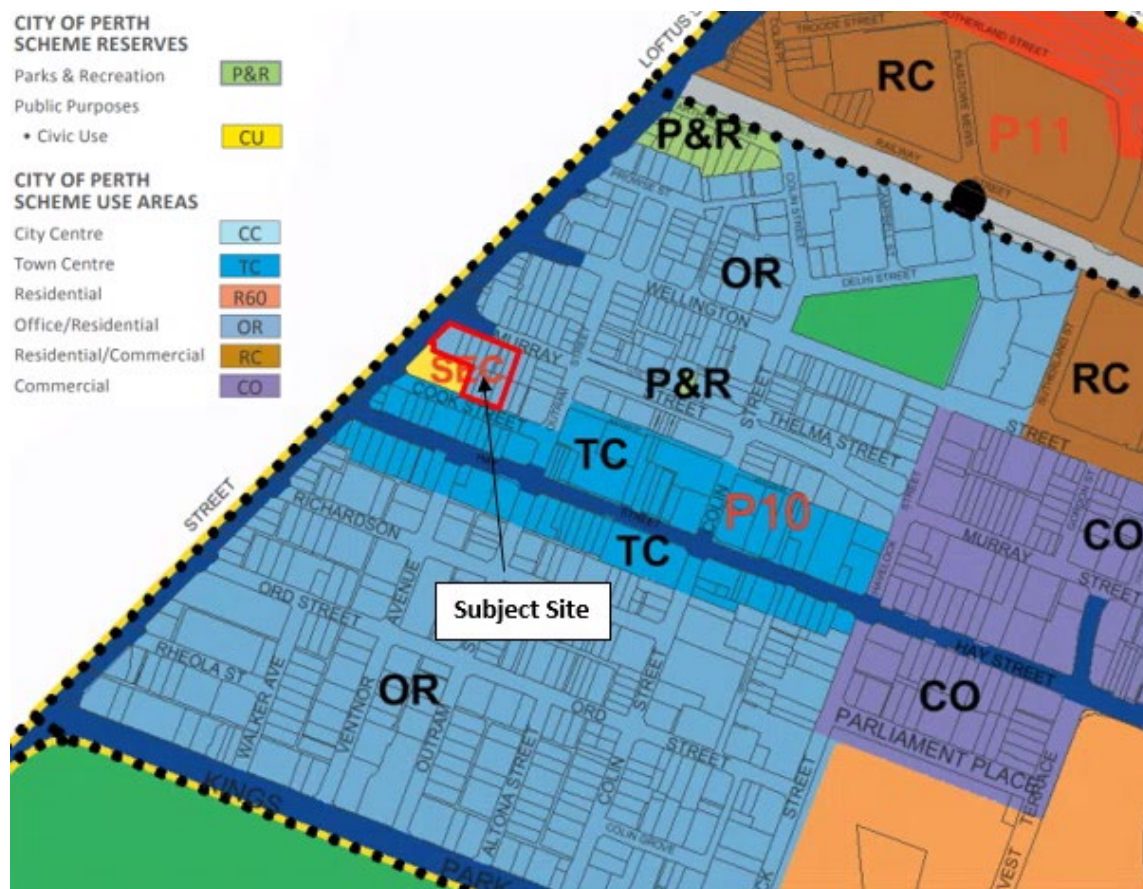
The Strategy also proposes the consideration of incentives for a supermarket in the Hay Street West Town Centre. The subject site is directly adjacent to this Town Centre.

3.3 LOCAL PLANNING SCHEME AND POLICIES

3.3.1 City Planning Scheme No. 2

The subject site is located within the Office/Residential Use Area under CPS2 as shown in Figure 2.

Figure 2: CPS 2 Scheme Map



Under CPS2, the following provisions apply to the subject site:

- Retail (General) and Storage are both prohibited use groups.
- Maximum plot ratio of 2.0 : 1.0 for Residential and Special Residential use groups, and 1.33 : 1.0 for all other use groups. The subject site is eligible for transfer plot ratio (up to a maximum 20 percent).
- Maximum building height of 29 metres is permitted under CPS2.

3.3.2 West Perth Precinct Plan

The West Perth Precinct Plan (P10) outlines the City's vision for the West Perth Office/Residential Use Area and provides guidance on future land uses and built form outcomes. Some of the key Precinct Plan objectives for the Office/Residential area are provided below:

“This area will provide for a wide range of office and residential activities together with restaurants (including cafes) and other uses which serve the immediate needs of the work force and residents and add to the area's vitality and attraction.

Buildings shall be set in landscaped surrounds to create an open spacious character quite distinct from the continuous built edge of the primary office district in the city centre. Buildings shall be well set back from boundaries and evoke a sense of prestige which should be further enhanced by permanent, in-ground landscaping.

The protection and enhancement of the amenity of existing and future residential development in and around the Precinct is important. Ensuring the compatibility of commercial and residential uses is therefore necessary and building design will avoid conflict between the two uses. Car parks should not visually detract from the public environment and preferably should not be visible from streets and public spaces. Below ground or undercroft parking is the preferred option.”

In addition, the West Perth Precinct Plan provides the following development standards:

- Building setbacks as follows:
 - 4.5 metres from primary street.
 - 4.0 metres from rear lot boundaries.
 - 3.0 metres from side boundaries.
- A minimum of 25% of a site must be landscaped area.

4.0 PROPOSAL

4.1 OVERVIEW OF SCHEME AMENDMENT

The proposed scheme amendment will introduce the following provisions to CPS2:

- Retail (General) and Storage as contemplated use groups over the subject site; and
- A SCA over the subject site with the following provisions:
 - Increased maximum plot ratio of 4.0 : 1.0 for a development incorporating a large supermarket subject to built form performance criteria.
 - Built form performance criteria for development incorporating a supermarket to allow a flexible approach to setbacks and landscaping requirements while ensuring the development positively contributes to the streetscapes and locality generally.

The amendment also includes a minor administrative modification to remove the word ‘permitted’ from the Additional Use Table in Schedule 5 of CPS2.

The scheme amendment provisions outlined above are intended to facilitate mixed use development including a full-line Woolworths supermarket and e-store. The applicant has submitted an outline of the vision for the site which includes the following:

- A supermarket of approximately 3,500sq.m, including back of house areas.
- An ‘e-store’ area of approximately 900sqm intended to be a warehouse-like facility to pack goods for online orders.
- An online order pick-up area.
- Approximately 250 car bays to service the supermarket and other uses.
- Allowance for limited speciality retail, including a small liquor store.
- Associated loading and servicing areas.

- Allowance for additional development in a small tower above (land uses yet to be confirmed).

The proposed scheme provisions are required to achieve the development vision above.

4.2 SCHEME AMENDMENT CLASSIFICATION

The *Planning and Development (Local Planning Schemes) Regulations 2015* include three categories for amending Local Planning Schemes - basic, standard and complex. The proposed amendment will have minimal impact on the locality outside of the proposed SCA and will not result in any significant environmental, social, economic or governance impacts. Given this, the amendment is considered to be a standard amendment.

4.3 PLANNING JUSTIFICATION

The core purpose of the proposed Scheme Amendment is to enable the delivery of a full-line, viable supermarket-led development which will provide significant public benefit to the surrounding locality. As outlined in Figure 3, there are no minor or major supermarkets within West Perth, or in the immediate surrounding areas.

The City of Perth has an aspirational target of 90,000 residents by 2050, with approximately 15-20% of this growth anticipated in West Perth. Additionally, the City anticipates approximately 180,000sqm of commercial floorspace growth within West Perth by 2036. The draft Strategy has identified the need for a supermarket within the locality and this need will intensify as the local population increases.

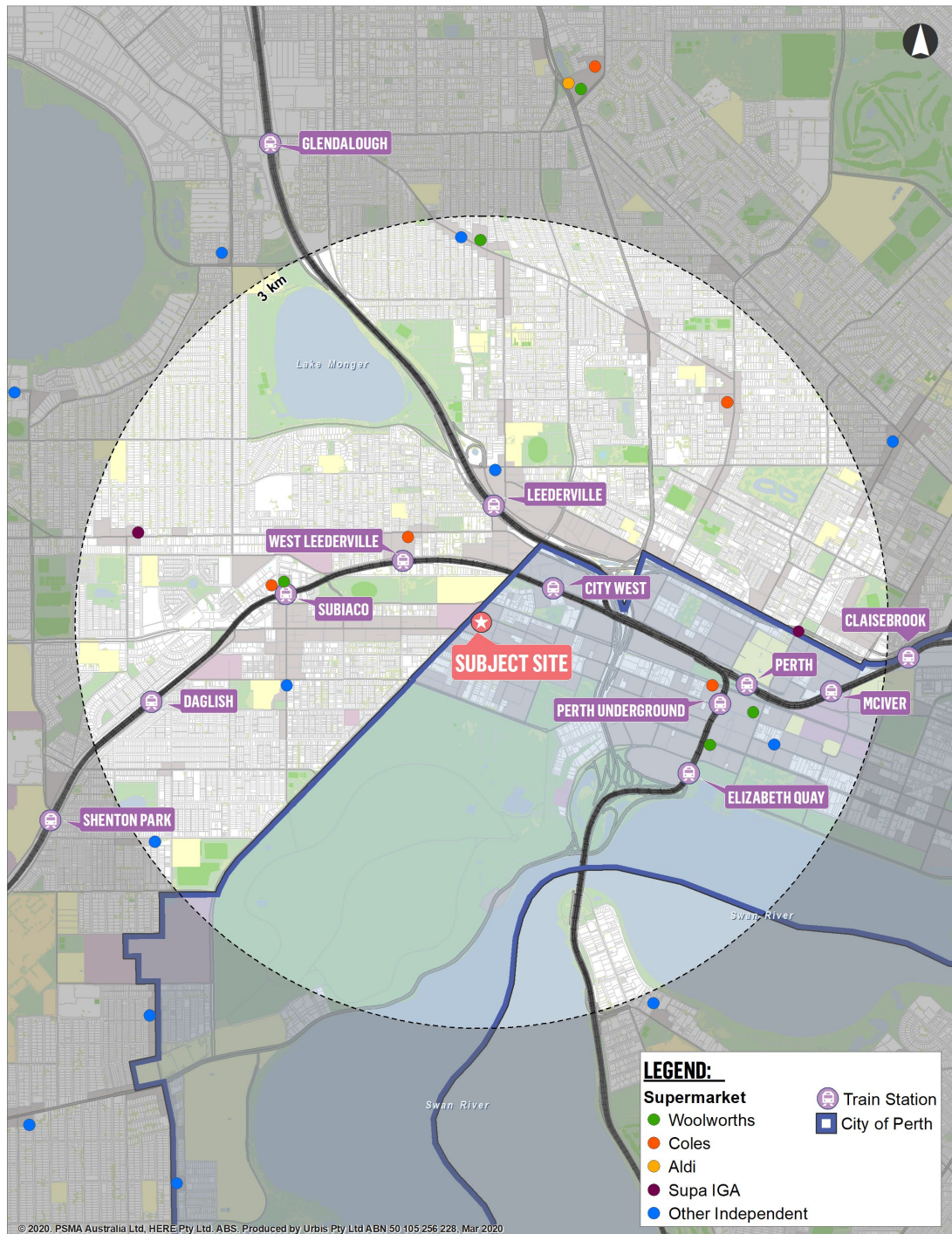
Supermarkets are important to population growth and the sustainability of communities because they:

- help to meet the daily and weekly household shopping needs of the community;
- generate high levels of footfall, supporting complementary businesses and uses around them and bringing activity and vibrancy to the locality;
- prevent spending and employment leakage to other areas, keeping economic activity and employment opportunities local; and
- reduce travel distances and increase the likelihood of the community utilising more sustainable modes of travel for shopping.

Due to its size, location and lack of buildings, the subject site represents a unique development opportunity for West Perth that could contribute to a sense of arrival to the area. The additional plot ratio opportunities and built form principles will enable a landmark development which maximises the site's potential and assists in meeting the City's aspirational growth targets.

Specific justification for each of the scheme amendment provisions is provided below.

Figure 3: Supermarket Context Plan



4.3.1 Additional Uses

Retail (General)

The subject site is immediately north of the Hay Street West Town Centre Use Area under CPS2, with Retail (General) currently prohibited outside of this Town Centre.

The proposed addition of Retail (General) as a contemplated use group on the subject site is considered appropriate for the following reasons:

- A supermarket is consistent with the definition of Retail (General) under CPS2.
- State Planning Policy 4.2 – Activity Centres captures the entirety of West Perth within the Capital City activity centre, with no restrictions on total retail floorspace.
- The draft Strategy identifies the strategic need for a supermarket in West Perth to meet the daily needs of the growing community but there are limited sites within the Town Centre that would be suitable for a supermarket development as it is largely comprised of small narrow landholdings with a fine grain built form character.
- The subject site is a large, vacant lot adjoining the Town Centre with a landowner experienced in supermarket delivery. It therefore represents a realistic opportunity to facilitate a full line supermarket in West Perth in the near future.
- The subject site is well positioned for access by the volume of vehicles likely to be generated by a supermarket.
- The subject site adjoins the Town Centre to the south and appropriate pedestrian connections could be facilitated over time, with the potential redevelopment of the properties to the south between Hay and Cook Streets.

Under the provisions of CPS2 the additional use would be contemplated and approval would not be as of right. While the SCA provisions enable a supermarket-led development, the specific nature and scale of any proposed Retail (General) use and its appropriateness on the site would be considered by the Council when determining a development application.

Storage

The development vision for the site includes an e-store component of the supermarket which is a warehouse-like facility used for the packing of goods for online orders that may be either picked up manually by customers or delivered. The e-store would run in conjunction with the predominant Retail (General) use and is reflective of modern supermarket operations.

Under CPS2, Retail (General) means *‘a premises used to sell goods by retail’* while Storage means *‘a premises used for the storage of goods, whether or not commercial transactions involving the sale of the goods are carried out in or on that building or land’*.

Because the e-store involves a delivery component, with no physical retail transaction made on site, its definition may be open to interpretation. The applicant has therefore requested that Storage be included as an additional contemplated use where operated in combination with Retail (General).

A supermarket with a warehouse component that provides for the needs of the community is generally supported, but the specific nature and scale of this facility would be assessed when a development application is lodged with the City. Linking the permissibility of Storage to Retail (General) will avoid a standalone warehouse or storage facilities being developed.

Initiation of Additional Uses

Clause 19(3) of CPS2 specifies that the local government is not to initiate an amendment for an Additional Use unless it is satisfied that:

- (a) a development involving the proposed additional use would be consistent with:
 - i. the orderly and proper planning of the locality;

- ii. the conservation of the amenities of the locality;
- iii. the statement of intent set out in the relevant precinct plan; and
- iv. clause 67 of the Deemed Provisions; and

- (b) the use of the specific lot for that purpose would not have any undue adverse effect on:
 - i. the occupiers and users of the development;
 - ii. the property in, or the inhabitants of, the locality; or
 - iii. the likely future development of the locality.

The proposed additional uses will enable the delivery of a supermarket which is consistent with the City's strategic vision for West Perth. This scheme amendment also includes built form objectives to ensure that any supermarket development positively contributes to the locality and has no undue adverse impact on neighbouring properties. The proposal is therefore considered to be consistent with the above requirements of clause 19(3).

4.3.2 Plot Ratio

The SCA proposes a maximum plot ratio of 4.0 : 1.0 for development that incorporates a full-sized supermarket subject to appropriate built form and high quality design. This increase in plot ratio is considered appropriate for the following reasons:

- The subject site's current maximum plot ratio of 1.33 : 1.0 for non-residential uses would likely limit the development of the site to a one to two storey supermarket building, which would fail to capitalise on the unique redevelopment opportunity that the site presents.
- The subject site is a large vacant lot at a gateway to the West Perth neighbourhood, adjacent to the Town Centre. The redevelopment of the site presents an opportunity to create a landmark mixed use development to contribute to the City's growth aspirations for West Perth and encourage more intense and active development surrounding the site. Allowing an increased maximum plot ratio for a development incorporating a full-sized supermarket would allow integrated land uses surrounding and above the supermarket to create a vibrant mixed-use hub to activate the locality.
- A 4.0 : 1.0 supermarket-led development could be integrated with the scale and character of the surrounding locality as:
 - Strategic design principles have been established under the SCA to ensure that built form on the site would positively contribute to adjoining streetscapes, pedestrian amenity, and the locality generally while protecting the amenity of adjoining properties.
 - The landowner's development vision for the site includes a large amount of public fee paying car parking to service the supermarket. While under CPS2 provisions this will contribute to the plot ratio of the development, the majority of the car parking is proposed within basement levels below the adjacent streets, which will reduce the scale of the development.
 - The CPS2 29 metre maximum building height will continue to apply to the site.
- The increased plot ratio is linked to the delivery of a supermarket, which the City has identified as a strategic need. Development that does not include a supermarket will not be eligible for the increased plot ratio and the existing provisions will apply. This

approach is consistent with the City's principles of incentivising strategic community outcomes.

- The draft Strategy designates the subject site as a 'Growth Area', where maximum plot ratios are to be re-evaluated as part of the preparation of a new City Planning Scheme. Given the aspirational growth targets set for West Perth under the draft Strategy, it is highly likely that an increased maximum plot ratio would be recommended for a prime redevelopment site such as this.
- Development WA has developed concept design guidelines for the Subi East precinct on Thomas Street adjacent to the subject site. These guidelines identify built form of up to 25-30 storeys which is significantly greater than that allowed under the existing City's planning framework and this SCA.

4.3.3 Design Principles and Built Form

Full line supermarkets require large floorplates to be functional, generally a minimum of 3000m² in area. Accommodating this on the L-shaped site creates design challenges and some variation of the applicable CPS2 building setback and landscaping provisions is likely to be sought by the landowner at development application stage.

There is discretion under CPS2 to vary the landscaping and building height provisions and any development application would be subject to the City's design review and approval processes. However, the SCA envisages variations and provides additional guidance to clearly indicate that they will only be supported as part of built form and high quality design that positively contributes to the site and the surrounding locality.

4.3.4 Administrative Modification to Schedule 5

Clause 19 of CPS2 specifies that all additional uses under Schedule 5 are to be taken as Contemplated. However, the Additional Use Table in Schedule 5 refers to Permitted Use which may lead to misinterpretation. This scheme amendment therefore proposes to remove the term 'permitted' from the Additional Use Table in Schedule 5 to ensure that it does not contradict Clause 19 of CPS2.

5.0 CONCLUSION

The proposed scheme amendment proposes land use and plot ratio variations to facilitate a high quality supermarket-led development on a unique site. This is consistent with the City's strategic vision for West Perth and therefore the proposed scheme amendment is considered suitable for initiation.

PLANNING & DEVELOPMENT ACT 2005

RESOLUTION TO AMEND LOCAL PLANNING SCHEME

CITY OF PERTH

CITY PLANNING SCHEME NO. 2

AMENDMENT NO. 43

RESOLVED that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Inserting a new Special Control Area under clause 39(1) as follows:

(dd) 707 Murray Street Special Control Area

2. Inserting the following in Schedule 8 Special Control Areas:

30. 707 Murray Street Special Control Area

30.1 Special Control Area

The following provisions apply to the land marked as Figure 30 being the 707 Murray Street Special Control Area.

30.2 Objective

- a) To accommodate the floor space requirements of a supermarket-led development that will assist in meeting the daily and weekly shopping needs of the community.
- b) To ensure that the development on the site exhibits high design quality that will positively contribute to the desired character and amenity of the surrounding locality and create a landmark entry statement to the local government area.

30.3 Plot Ratio

Where a development incorporates a supermarket within the Retail (General) use group with a minimum floor area of 3,000m²:

- a) the maximum plot ratio for development on the lot may be increased from that shown on the Plot Ratio Plan to a maximum of 4.0 : 1.0 subject to the built form achieving compliance with clause 27(2) of this Scheme and a high standard of architectural, urban and landscape design appropriate to the prominent location of the site; and
- b) bonus plot ratio under clause 28 of this Scheme and transfer of plot ratio under clause 30 of this Scheme shall not be permitted.

30.4 Design Principles and Built Form

Where development incorporates a supermarket within the Retail (General) use group with a minimum floor area of 3,000m², variations to the building setback and landscaping requirements applicable under the Scheme may be permitted where necessary to accommodate a functional supermarket floorplate subject to ensuring that the built form will:

- c) meet the requirements of clause 36 of this Scheme;
 - d) make a positive contribution to the adjoining streetscapes, pedestrian amenity, and the character of the locality generally;
 - e) not have an undue adverse impact on the amenity of adjoining properties;
 - f) contribute to a sense of arrival into the local government area; and
 - g) incorporate high-quality landscaping.
3. Deleting the term 'Permitted' from the column heading in the Additional Use table in Schedule 5.
 4. Inserting the following in Schedule 5 - Additional Uses:

Additional Use	Location	Particulars of Land	Use
A3	707 Murray Street, West Perth, being the land at the corner of Thomas Street and Murray Street.	Lot 500 on Certificate of Title Volume 2968, Folio 961.	Retail (General). Storage where operated in combination with Retail (General).

5. Inserting Figure 30 – 707 Murray Street Special Control Area into Schedule 8 – Special Control Areas of the Scheme.

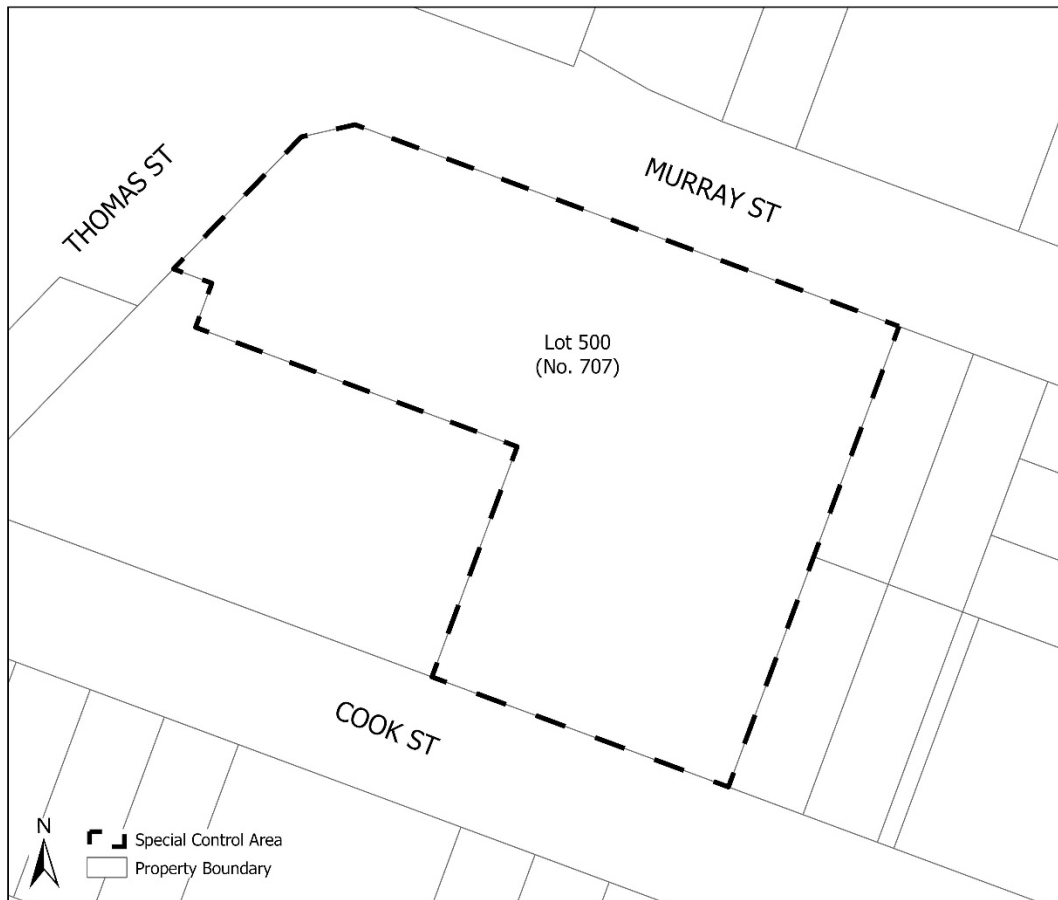


Figure 30: 707 Murray Street Special Control Area

6. Amending the West Perth Precinct Plan Map (P10) accordingly.

The amendment is standard under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:

- the amendment would have minimal impact on land in the scheme area that is not the subject of the amendment; and
- the amendment does not reflect in any significant environmental, social, economic or governance impacts on land in the scheme area.

FORM 6A

COUNCIL ADOPTION

This [Standard/] Amendment was adopted by resolution of the Council of the [LOCAL GOVERNMENT] at the [NAME] Meeting of the Council held on the [day] day of [month], 20[year].

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the [LOCAL GOVERNMENT] at the [NAME] Meeting of the Council held on the [day] day of [month], 20[year], proceed to advertise this Amendment.

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended [for support/ not to be supported] by resolution of the [LOCAL GOVERNMENT] at the [NAME] Meeting of the Council held on the [number] day of [month], 20[year] and the Common Seal of the [LOCAL GOVERNMENT] was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

.....
DELEGATED UNDER S.16 OF
THE P&D ACT 2005

DATE.....

FORM 6A CONTINUED

APPROVAL GRANTED

.....

MINISTER FOR PLANNING

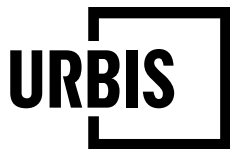
DATE.....

SCHEDULE 1 - EXISTING CITY CENTRE PRECINCTS PLAN (P10)



SCHEDULE 2 - PROPOSED CITY CENTRE PRECINCTS PLAN (P10)





LEVEL 14
1 WILLIAM STREET
PERTH WA 6000

URBIS.COM.AU
Urbis Pty Ltd
ABN 50 105 256 228

19 March 2020

Chief Executive Officer
City of Perth
Council House
27 St Georges Terrace
PERTH WA 6000

ATT: Rob Farley, Alliance Manager, City Planning, Planning and Economic Development
Alliance

Dear Rob,

PROPOSED SCHEME AMENDMENT TO FACILITATE WOOLWORTHS WEST PERTH

Further to our recent discussions, Urbis is pleased to submit this CPS2 scheme amendment request to the City on behalf of our client Fabcot Pty Ltd. The proposed amendment will enable the future development of a Woolworth-based mixed used development at 707 Murray Street, West Perth by inserting additional uses and a new special control area into the scheme.

Urbis looks forward to progressing this matter – providing the first supermarket facility in West Perth and enabling a substantial investment into the City on what is currently an unused surface car park.

Please contact me should you have any queries. We will continue to engage with you and your team actively as Fabcot and Urbis together with Cottee Park architects progress the design of the development.

Kind regards,

A handwritten signature in blue ink, appearing to read "Sean Morrison".

Sean Morrison
Associate Director
+61893460510
smorrison@urbis.com.au

Enc: Scheme Amendment Package

URBIS

SCHEME AMENDMENT REQUEST

Woolworths West Perth
707 Murray Street, West Perth

URBIS STAFF RESPONSIBLE FOR THIS REPORT WERE:

Director	Kris Nolan
Associate Director	Sean Morrison
Project Code	P0018905
Report Number	Final

All information supplied to Urbis in order to conduct this research has been treated in the strictest confidence. It shall only be used in this context and shall not be made available to third parties without client authorisation. Confidential information has been stored securely and data provided by respondents, as well as their identity, has been treated in the strictest confidence and all assurance given to respondents have been and shall be fulfilled.

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You must read the important disclaimer appearing within the body of this report.

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CONTENTS

Executive Summary.....	1
1. Background and Affected Area	2
1.1. Government Sale	2
1.2. Affected Area	2
1.3. Use and Current Controls	3
2. Proposed Development	7
2.1. Essential elements.....	7
2.2. Current Development Scheme	7
2.3. Planning Compliance	8
3. Proposed Amendments.....	9
3.1. Schedule 5 – Additional Uses	9
3.2. Schedule 8 – SCA Provisions	10
4. Public Benefit and Planning Merit	14
5. Conclusion	20
Disclaimer.....	21
 Appendix A Proposed Additional Use	
Appendix B Proposed SCA	
Appendix C Certificate of Title and Deposited Plan	
Appendix D Indicative Development plans	

EXECUTIVE SUMMARY

This scheme amendment request has been prepared by Urbis on behalf of Fabcot Pty Ltd (Fabcot) (related to Woolworths Group Limited (Woolworths)) to the City of Perth for changes to its City Planning Scheme No.2 (CPS2).

The proposed scheme amendment affects a 0.56ha site in West Perth now known as 707 Murray Street, West Perth (subject site), at the corner of Murray Street and Thomas Street, being a former Princess Margaret Hospital (PMH) staff car park.

The site was sold by the State Government to Fabcot in mid-2019 following a competitive process, with the government outlining at the time of the sale that the intent of Fabcot was to develop a shopping centre and other land uses. At the time of the sale and currently, the subject site has a low plot ratio allowance (1.33:1) for commercial development, large setback controls, and land use controls that prohibit a supermarket development.

This scheme amendment seeks to allow for a retail-based mixed use redevelopment of the site, including built form controls that allow for a built form more akin to that permitted in town centres or the core CBD, to enable the site to fit a full-sized supermarket and other components.

These changes are proposed via new Additional Uses in Schedule 5 of CPS2 and a new schedule in Schedule 8 of CPS2 for a Special Control Area affecting the site.

This submission follows several meetings with the City, including related specifically to the scheme amendment on 19 November 2019, 4 February 2020, and 12 March 2020. It was agreed in these meetings that the proposal would be considered a 'standard' amendment for the purposes of the Planning and Development (Local Planning Schemes) Regulations 2015.

Fabcot intends to move forward to the planning approval process and subsequent construction of development on-site as soon as possible. On that basis, the City's assistance on initiating the amendment and providing a recommendation to the WA Planning Commission as soon as practicable is requested.

Urbis and Fabcot look forward to working with the City in facilitating the delivery of this essential community service in West Perth.

1. BACKGROUND AND AFFECTED AREA

1.1. GOVERNMENT SALE

In mid-2019, the Treasurer; Minister for Finance; Aboriginal Affairs; Lands Ben Wyatt announced the sale of a major redevelopment site in West Perth to Fabcot.

Fabcot is a wholly owned subsidiary of Woolworths Group Limited – effectively being the development arm of Woolworths that drives supermarket-led developments.

In the media statement announcing the sale, it was stated that, subject to development approval, the future development of the site may include a shopping centre and residential apartments, with the benefits of providing valuable amenity for West Perth residents, activating an underutilised site and encouraging further urban infill in the area.

1.2. AFFECTED AREA

At the time of sale, the subject site consisted of 12 lots, however these have since been amalgamated into a single lot.

The area subject to this amendment is lot 500 on Deposited Plan 414831, with an area of 5,666sq.m, refer to **Figure 1**. A certificate of title and deposited plan of the subject site is provided at **Appendix C**.

The lot has effective frontage to Thomas Street, Murray Street and Cook Street.

The lot abuts two commercial properties to the east, and a Western Power substation to the west.

Whilst the site is in the City of Perth and immediately north of the West Perth Town Centre, the following key constraints will affect the future development of the site:

- The aforementioned substation, which is currently being upgraded with additional infrastructure, will be adjacent to the site for likely the long term at a minimum.
- Thomas Street is an Other Regional Road with significant traffic volumes. Main Roads data from 2018/19 for Thomas Street north of Murray shows 51,390 vehicles use this road on an average weekday. The future of Thomas Street is uncertain, with indicative plans for its widening further south and surrounding sites, including the subject site, having ceded land over time for potential widening ever where the road is already 6-lanes wide. Therefore any meaningful interface to this road is difficult given its traffic volumes and potential (but unknown) reconfiguration.
- Thomas and Cook streets have effectively nil active frontages in surrounding lots, with front setbacks typically used for car parking and landscaping. Therefore any amenity will need to be created within any future development of the site and there is no key existing key feature or site in which the subject site should relate to.

1.3. USE AND CURRENT CONTROLS

The site was previously occupied by single residential housing however since the late 1960s/early 1970s has been progressively used for car parking for Princess Margaret Hospital, with the car park reaching its current extent in the early 1990s.

The current site is zoned Urban in the Metropolitan Region Scheme (MRS) and Office/Residential in CPS2 – refer to **Figure 2** and **Figure 3**.

Of note in relation to the current controls:

- Retail (General) is an X (prohibited) land use category.
- Plot ratio is limited to 1.33:1 for non-residential development, and up to 2:1 when containing residential/special residential development.
- 25% of the site area is required for landscaping.
- Setbacks of 4.5m to the primary street (Murray Street) and 3m to the secondary street (Cook Street) are required.
- Setbacks of 4m to side boundaries are required.

The controls, the same of which apply to much of West Perth, reflect the 'garden city' intent for West Perth established in CPS2. This has generally facilitated West Perth's transition from former low density housing to office 'buildings in landscape'. The trend is not particularly evident in the areas surrounding the subject site, with most surrounding development pre-dating CPS2.

Figure 1 - Site Location Aerial

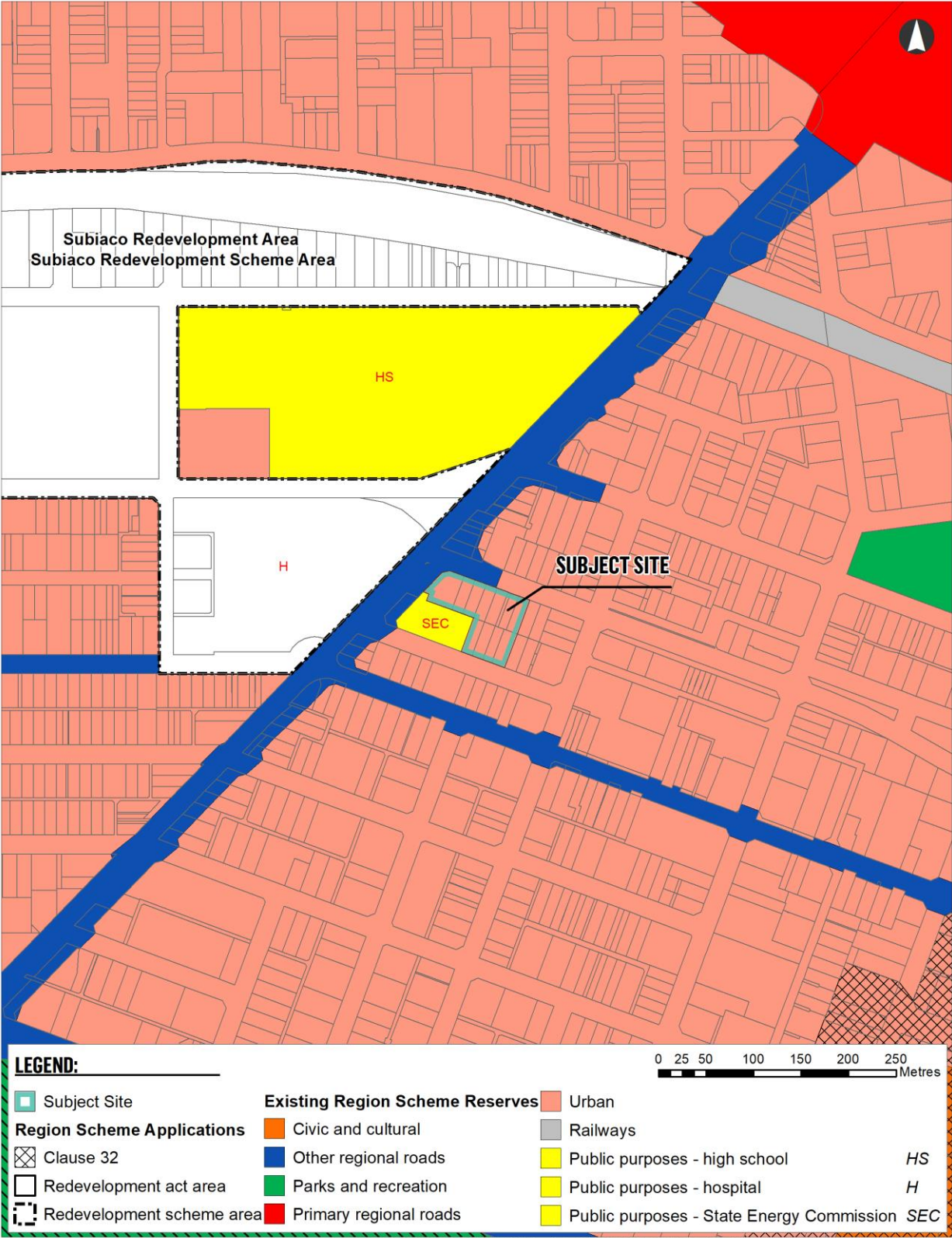


AERIAL

 Subject Site

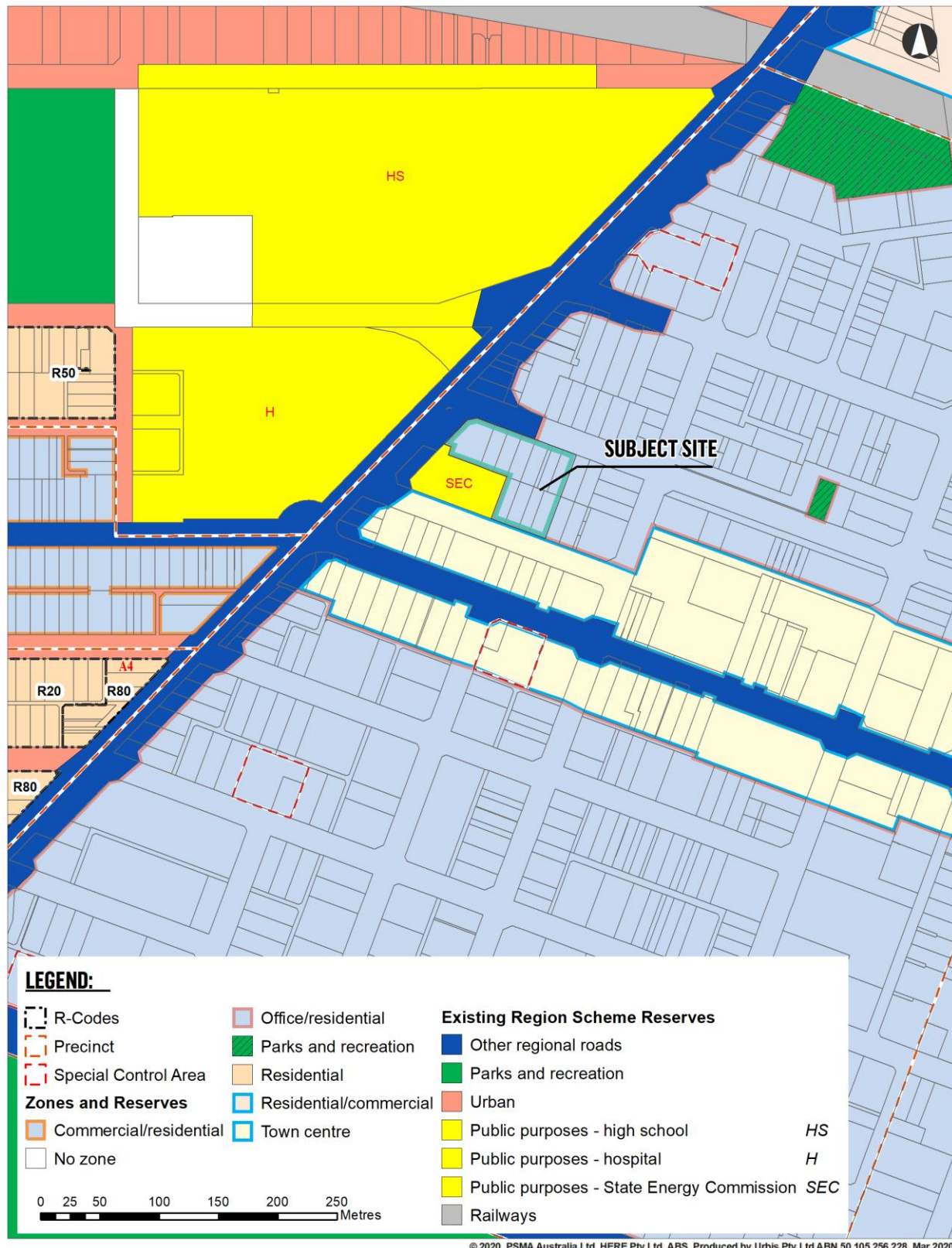
0 10 20 40 60 80 100 Metres

Figure 2 - MRS Map



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Figure 3 - CPS2 Map



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LOCAL PLANNING SCHEME

2. PROPOSED DEVELOPMENT

2.1. ESSENTIAL ELEMENTS

The full scope and exact details of Fabcot's proposed development of the subject site is yet to be resolved.

There are a number of key elements, however, that must be allowed or future-proofed for as the planning process moves forward, including:

- A full-size supermarket of approximately 3,500sq.m, including back of house areas.
- An area for a potential future 'e-store' component of approximately 900sq.m to allow for automated online delivery fulfilment. This would be a warehouse-like facility, largely driven by robotics, that would pack dry goods for online orders. Any fresh produce from online orders would be picked from within the supermarket and combined with dry goods for collection.
- Approximately 250 car bays (similar to the ~220 bays already on-site) to service the supermarket and other uses, reflecting the site's position on a major road and intended role to service larger, weekly shopping of the broader catchment as well as smaller, more frequent urban shopping trips.
- An online order pick-up area.
- Allowance for limited speciality retail, including a small liquor store.
- Adequate loading capacity and infrastructure to support the supermarket and e-store, and other uses.
- Allowance for additional development, likely commercial, in a small tower above.

2.2. CURRENT DEVELOPMENT SCHEME

The L-shaped site creates a challenging design opportunity, and Cottee Parker is engaged to progress with the design of the building.

In **Appendix D**, conceptual drawings are provided and represent the best-informed potential development of the site at this point in time. This scheme entails the following key components:

- A pedestrian arcade between Murray Street and Cook Street, feeding into a plaza forecourt to Cook Street to provide a direct and open interface to the West Perth Town Centre. Main pedestrian entry into the development is via Murray Street into this route, and via Cook Street via the plaza.
- A full-sized Woolworths at the Cook Street level, together with a small number of speciality tenancies adjacent to Woolworths opening to the plaza and arcade, including a liquor store internal to the arcade.
- 1-2 levels of commercial office space (of approximately 2,000sq.m) sleeving upper levels above the supermarket fronting Murray Street.
- Two-levels of car parking in basements below the Cook Street level. The upper level of car parking is level with Murray Street due to its lower level from Cook Street.
- Upper level loading facility and other back of house areas. At this level would be a future proofed area for an 'e-store' as well as some commercial floorspace for offices or similar.
- Depending on the market circumstances at the time, there may be additional commercial development in a tower form on the eastern portion of the site. This would be able to be serviced via lifts opening to the plaza to Cook Street.

2.3. PLANNING COMPLIANCE

The scheme as proposed is inconsistent with the existing planning framework in a number of ways which has informed this scheme amendment request:

▪ Land Use

- Retail (General) uses are proposed, including the supermarket, liquor store and other retailers that will likely occupy speciality tenancies. The Retail (General) land use category is prohibited on the subject site.
- The e-store component could arguably be included in the Storage land use category as it is effectively a form of warehousing. This land use category is prohibited on the subject site.

▪ Plot Ratio

- Depending on what proportion of car parking may be allocated as tenant or public car parking (a maximum of 113 bays are permitted on site under the Perth Parking Policy) the proposed plot ratio may vary significantly.

Assuming that all bays are classified as public car parking bays (and therefore counting toward plot ratio), the current development scheme (as outlined above) would have a plot ratio of approximately 3:1 – before including any potential commercial tower form above the podium.

As noted, current controls limit the site to a maximum plot ratio of 1.3:3:1 for non-residential development.

▪ Building Footprint

- Predominantly driven by the spatial configuration and requirements of the supermarket, the development requires almost full site coverage, in contrast to the 25% landscaping requiring in the P10 West Perth precinct.

▪ Built Form

- Similarly, to the above, the site coverage driven by the supermarket results in a built representing a more typical podium arrangement with nil setbacks to all boundaries found in other parts of the site, as opposed to the large setbacks required from all boundary.

▪ Interface

- Whilst the development scheme as proposed incorporates a plaza and active interface to much of Cook Street, the level change across the site and positioning of the supermarket at the Cook Street level results in car parking being proposed (but completely screened) to the edge of Murray Street. Whilst there is no explicit planning provision prohibiting this, this outcome is not consistent with the garden city principles established for West Perth.

The combination of the above compliance matters means that a scheme amendment is required to provide a viable path forward for the development, noting that plot ratio limits and land use permissibility cannot be varied in the development application process.

3. PROPOSED AMENDMENTS

The following sections outline the specific amendments being sought to CPS2, and an explanation of why provisions have been proposed or crafted in a particular manner.

The schedule insertions are in addition to any consequential changes to the Scheme Map and Precinct Plan as required.

Refer to **Appendix A** and **Appendix B** for a clear version of the proposed amendments.

3.1. SCHEDULE 5 – ADDITIONAL USES

Table 1 Schedule 5 Additions

Amendments/Insertions	Explanation
<p>1. Inserting the following in Schedule 5 Additional Uses</p> <p><u>Additional Use</u></p> <p>A3</p> <p><u>Location</u></p> <p>707 Murray Street, West Perth, being the land at the corner of Thomas Street and Murray Street (5,666sq.m in area).</p> <p><u>Particulars of Land</u></p> <p>Lot 500 on Certificate of Title Volume 2968, Folio 961</p> <p><u>Permitted Use</u></p> <p>Retail (General)</p> <p>Storage (where related to Retail (General) only).</p>	<p>These additional use provisions allow for the supermarket and speciality retail uses (including the sale of liquor) to be established on-site.</p> <p>The allowance for the Storage land use category is to enable the 'e-store' component outlined in the section 2 of this report. Linking the permissibility of this category to the retail uses is proposed so that permitting this use does not enable other common warehouse or storage facilities that are not appropriate in the area.</p>

3.2. SCHEDULE 8 – SCA PROVISIONS

It is proposed to insert the following in Schedule 8 Special Control Areas, including an appropriate reference in clause 39 (1) of CPS2.

Table 2 Schedule 8 SCA Provisions

Provision	Explanation
<p><u>30.1 Special Control Area</u></p> <p>The following provisions apply to the land marked as Figure 30 being the 707 Murray Street, West Perth Special Control Area.</p>	N/A.
<p><u>30.2 Objectives</u></p> <ul style="list-style-type: none"> ▪ To provide for the revitalisation of a unique, undeveloped site in West Perth. ▪ To enable the development of new supermarket-based retail and e-commerce facilities for the West Perth locality and broader inner-city area, to support residential growth and complement the West Perth town centre. ▪ To improve public car parking provision in the West Perth locality. ▪ To maintain pedestrian connectivity in the locality between Murray Street and Cook Street. 	<p>These objectives outline clearly the intent to enable a supermarket-led redevelopment of the site, with the underpinning aim of supporting residential development.</p> <p>The objectives are intended to ensure that the core purpose of achieving a new supermarket will be a key driver in future design outcomes and decision making.</p> <p>The latter two provisions are intended to begin setting expectations in relation to the volume of car parking that may eventuate on the site, and the desire to maintain a pedestrian linkage through the site in line with the current development scheme.</p>
<p><u>30.3 Plot Ratio</u></p> <p>For development incorporating a full-line supermarket with over 3,000sq.m of floor area, the following variations to Map 4 of CPS2 apply (notwithstanding clause 27 or clause 36 (1)(b)):</p> <ul style="list-style-type: none"> ▪ A Maximum Plot Ratio of 4:1 applies. 	<p>This provision enables existing plot ratio amounts to be exceeded to the level required.</p> <p>Whilst it is clear in clause 39 (3) that provisions of a special control area prevail over other provisions where there are inconsistencies, references to clauses restricting plot ratio amounts being exceeded have been included for clarity's sake.</p> <p>The provision is proposed in such a way so that the increase in plot ratio is only achievable where development involves a supermarket as this uplift is being sought for that purpose.</p>

Provision	Explanation
<u>30.4 Car Parking and Access</u>	<p>Whilst the SCA area is already one lot only and the intent is for Woolworths to retain full ownership of the future development, these standard provisions have been included to avoid future potential complications. These avoid issues with any potential subdivision including community title creation.</p> <p>The restriction on any vehicle movements from Thomas Street is logical to avoid conflict with the Other Regional Road and the pedestrian underpass to the Subi East redevelopment area.</p> <p>The reference to car parking retention signals the intent to provide a similar volume of car parking to that existing, and the contribution the site can play to supporting to the town centre and future businesses in Subi East with its car parking provision on site.</p>
<ul style="list-style-type: none"> ▪ For the purpose of determining the tenant car parking allowance for the Special Control Area under the provisions of the Perth Parking Policy, the Special Control Area shall be treated as one lot. ▪ The tenant car parking facilities located on one site/lot within the Special Control Area may be leased or used by the tenants of another site/lot within the Special Control Area. ▪ No vehicle access or egress is permitted to Thomas Street. ▪ Retention of car parking supply on-site is encouraged. 	

Provision	Explanation
<p><u>30.5 Design Principles and Built Form</u></p> <ul style="list-style-type: none"> ▪ Development should provide a high-quality landscape treatment to Thomas Street. ▪ Car parking at or near street level (including to the street boundary) may be permitted where: <ul style="list-style-type: none"> a. Sufficient pedestrian shelter is provided to the street. b. Appropriate built form and architectural variation is provided so as to the screen car parking from public view and to ensure appropriate pedestrian amenity. ▪ The West Perth landscape setting objectives are able to be achieved on-site through alternate measures such as architectural landscape provision, and provision of landscaping not at street level. ▪ An on-site pedestrian connection between Murray Street and Cook Street is to be provided as part of any redevelopment of the site. ▪ For development incorporating a full-line supermarket with over 3,000sq.m of floor area, built form of the following nature may be considered: <ul style="list-style-type: none"> a. Full site coverage. b. Nil setbacks to all street, side and rear frontages for all podium level development. 	<p>The provisions areas intended to set expectations for the development outcomes as envisaged in the current development scheme, but not in a manner that will unduly tie Woolworths or the City in any future development application process.</p> <p>For example, whilst the current development scheme envisages street car parking at street level at the street boundary, the proposed provision does not permit it outright, instead it is put forward as an outcome that may be permitted where certain parameters are met to minimise its impact or otherwise ensure appropriate pedestrian comfort and amenity.</p> <p>The landscaping provision acknowledges that alternate means of aligning with the landscape objectives of the West Perth precinct will be required given it is not possible in the context of the current development scheme.</p> <p>The pedestrian connection provision is intended to ensure that such a connection is provided in any development outcome, noting the significant block lengths in the locality and to ensure linages to the town centre.</p> <p>The latter built form provisions sets out clearly that full site coverage and nil setbacks may eventuate as a result of a supermarket-led development. The provisions are linked to a supermarket outcome because it is the scale and dimensions of a supermarket that will drive this particular built form outcome.</p>

Figure 4 - 707 Murray Street West Perth Special Control Area



**707 MURRAY STREET WEST PERTH SCA
WOOLWORTHS WEST PERTH SITE DIAGRAM**

DATE: 17.03.2020
JOB NO: P0018905
DWG NO: FIG-1
REV: A

4. PUBLIC BENEFIT AND PLANNING MERIT

The proposed scheme amendment will enable development with significant public benefit to occur.

As outlined in **Figure 5**, there are no minor or major supermarkets within West Perth, or indeed in the west end of the core CBD or eastern parts of Subiaco.

The City of Perth has an aspirational target of 90,000 residents in the City of Perth boundaries by 2050, a tripling of the population from the 2016 census.

West Perth already has approximately 5,000 residents and tens of thousands of workers. Using a typical industry standard of 1 full-line supermarket per ~10,000 residents, the area is already well underserved when taking into account the worker population (and not even taking into account that West Perth should be serving other parts of the inner city outside of the City of Perth).

The draft City Planning Strategy has identified broad swathes of West Perth as 'growth areas' – including along Kings Park Road, along the full length of Hay Street, and covering the subject site itself. These growth areas are intended to accommodate the higher intensity of residential growth. The strategy also has an objective of exploring scheme measures to incentivise a supermarket in the West Perth town centre within the next 0-5 years.

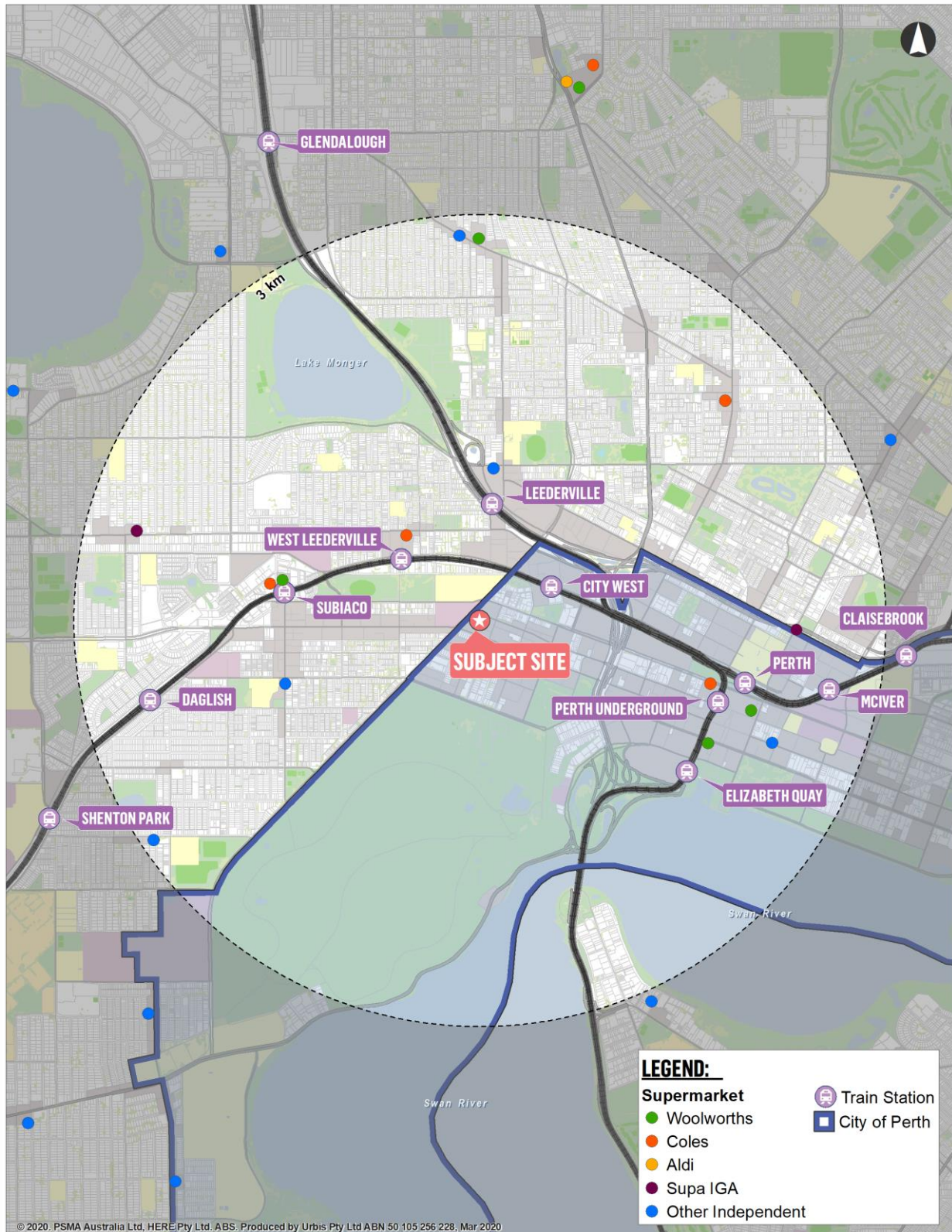
The proposed scheme amendment has one core purpose – to enable the delivery of a full-line, viable supermarket-led development. It is aligned with the City's population targets and in facilitating a supermarket in West Perth.

Supermarkets are an essential service and are interrelated to residential growth because:

- They provide essential services to the community.
- Their scalable operations (higher turnover etc.) allow for growth in the surrounding population, but also importantly signal to potential future residents that this essential service is available.
- They generate high levels of footfall, bringing activity to surrounding streets and supporting complementary businesses and uses around them.
- The above effect helps prevent spending and employment leakage to other areas, keeping economic activity and employment opportunities local. A typical Woolworths would employ over 100 staff members.
- Having essential services closer to where people live reduces travel distances – improving the quality of life for residents and increasing the attractiveness and likelihood of utilising more sustainable modes of travel for local shopping journeys.

Table 1 provides a response to a number of key issues raised in the pre-lodgement process for the City's consideration.

Figure 5 - Inner City Supermarkets



CONTEXT

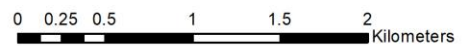


Table 3 Key Planning Issues and Justification

Issue	Response
<p>Land Use and the West Perth Town Centre</p> <p>The scheme amendment will allow for a major retail facility on the edge of the West Perth Town Centre (outside its scheme boundary).</p>	<p>This is appropriate because:</p> <ul style="list-style-type: none"> State Planning Policy 4.2 outlines the Capital City activity centre as all West Perth, East Perth, Perth, and Northbridge. Major developments, including scheme amendments or structure plans that facilitate them, in the Capital City do not require Retail Sustainability Assessments. For the purposes of the policy, the Capital City is one large, continuous activity centre where the full range of Capital City activity centre characteristics will be provided. Notwithstanding the above, the subject site is immediately north of the technical boundary of the town centre, and the development as currently conceived appropriately fronts and interacts with the town centre via a plaza, pedestrian connection and speciality stores. Over time, it is expected that areas to the south will change to take advantage of the desire lines and footfall generated by the supermarket. There are no other existing supermarket proposals in West Perth nor sites as readily available and suitable for near-term development. Large, single-ownership sites in West Perth without existing substantial development on-site are non-existent. The subject site is the best opportunity for a supermarket from a major operator in the short to medium term in the locality. The scale and nature of the proposed facility is suited to its location on the edge of the town centre. As it will service broader parts of the inner city, including online pick up and online deliveries, it will have a higher number of car parks and freight movements than would be the case for a central city supermarket. Its ability to therefore be readily accessible on foot or via cycling adjacent to the town centre from local residents, but also adjacent Thomas Street for car trips and freight is appropriate.
<p>Built Form and Landscape Variations</p> <p>The scheme amendment will allow for development with nil setbacks and potentially near full site coverage, in contrast to existing deep soil planting required in the scheme.</p>	<p>This is appropriate because:</p> <ul style="list-style-type: none"> The built form outcome proposed is like most other parts of the City – being nil setback development to all boundaries for podium levels. It is not an unusual built form outcome and does not set an undesirable precedent. The essential dimensions and proportions of a full-line supermarket effectively drive this outcome – fitting a 3,000sq.m+ regularly sized box on-site is not possible without substantial variations. It is for this reason that the variations are linked to supermarket-led development, explicitly in provisions and in the objectives. Proposed provisions encourage alternate means of achieving some of the landscape objectives of West Perth to that of deep soil planting. This can be achieved innovatively through on-building greenery or via landscape on upper levels. The current development concept will evolve over time, and opportunities for deep soil planting will be explored, including on to Murray Street. The scheme amendment does not absolve the need for development on site to depart completely from the vision for West Perth.

Issue	Response
<p>Street-Level Interface</p> <p>The scheme amendment will allow for circumstances where car parking may be at street level and adjacent to the street boundary.</p>	<p>This is appropriate because:</p> <ul style="list-style-type: none"> Surrounding development is not sensitive, it is almost entirely commercial with little to no active interfaces. Side-boundary development of the substation clearly does not require any setbacks for amenity reasons, and adjacent development to the east is all commercial development. The variations will not impact the amenity of any residential properties. The development will still go through a rigorous assessment process including through the City's Design Advisory Committee. Development on-site has the capacity to be designed to the same standard as other parts of the City with similar built form controls.
<p>Plot Ratio</p> <p>The scheme amendment allows for development at a scale double of that of the existing plot ratio limit (4:1 vs 2:1), and even greater than the limit to non residential development (1.33:1).</p>	<p>This is appropriate because:</p> <ul style="list-style-type: none"> The uses proposed are all plot ratio intensive. Retail tenancies, public car parking and commercial offices are 80-100% plot ratio intensive. This contrasts with residential development for example, where 60% or less of a floorplate may count as plot ratio. As explained earlier, the current development scheme, with only 2-levels of development above Cook Street, and 3 levels above Murray Street, is likely to measure as approximately 3:1 plot ratio. Development of this scale, well below the 29m height limit that applies, is not extremely out of character or out of proportion – it is nature of the land uses. Whilst development proposed is not consistent with current setback controls, the increased plot ratio will likely only enable development at least at a height envisaged by the scheme. The provisions are linked to the delivery of a supermarket, in recognition of the intensity of the supermarket and supporting public car parking. Development in Subi East will be at a much greater scale than currently permitted on the subject site and surrounds. Indicative concept imagery, noting design guidelines and the like are not yet public, illustrate what appear to be 25

Issue	Response
<p>Pedestrian Connection to Subi East</p> <p>The City has queried how the development will integrate with the Subi East renewal area.</p>	<p>to 30 storey towers on the PMH site immediately west of the subject site. In that context the plot ratio is not out of scale.</p> <ul style="list-style-type: none"> ▪ The draft City Planning Strategy designates the West Perth Town Centre and the subject site as a 'Growth Area', where maximum plot ratios are expected to be increased. A maximum plot ratio of 4:1 would place the site at a similar level to much of Northbridge or the Stirling Street precinct. As a result, the change may be pre-emptive of forthcoming changes and is not out of context with many other parts of the scheme area. <ul style="list-style-type: none"> ▪ The Subi East Vision Document (January 2019) outlines that improved intensity in the West Perth town centre will provide local amenity for future residents of Subi East. Therefore retaining pedestrian connections between the town centre and Subi East will be important. ▪ There is an existing pedestrian underpass under Thomas Street that linked the on-site car park to the hospital. It is understood that the tunnel will be retained and enhanced by Development WA. ▪ Fabcot is in discussions with Development WA in terms of how it may input or assist with this upgrade, given the clear desire to improve access to the development as much as possible. This is, however, considered not relevant to the scheme amendment process, and an item for potential consideration in any future development application process.

Figure 6 - Subi East Indicative Concept



5. CONCLUSION

This scheme amendment will facilitate the delivery of a full-line supermarket adjacent to the West Perth Town Centre at 707 Murray Street.

It will be the only supermarket in West Perth, will and support the existing and emerging residential and worker population.

This standard amendment incorporates additional uses and a Special Control Area to facilitate the current development scheme as outlined in preliminary drawings prepared by Cottee Parker.

The City's speedy progression of this amendment is requested, as Fabcot/Woolworths is keen to deliver this essential community infrastructure in the City of Perth as soon as possible.

DISCLAIMER

This report is dated 19 March 2020 and incorporates information and events up to that date only and excludes any information arising, or event occurring, after that date which may affect the validity of Urbis Pty Ltd (**Urbis**) opinion in this report. Urbis prepared this report on the instructions, and for the benefit only, of Fabcot Pty Ltd (**Instructing Party**) for the purpose of Scheme Amendment Request (**Purpose**) and not for any other purpose or use. To the extent permitted by applicable law, Urbis expressly disclaims all liability, whether direct or indirect, to the Instructing Party which relies or purports to rely on this report for any purpose other than the Purpose, and to any other person which relies or purports to rely on this report for any purpose whatsoever (including the Purpose).

In preparing this report, Urbis was required to make judgements which may be affected by unforeseen future events, the likelihood and effects of which are not capable of precise assessment.

All surveys, forecasts, projections and recommendations contained in or associated with this report are made in good faith and on the basis of information supplied to Urbis at the date of this report, and upon which Urbis relied. Achievement of the projections and budgets set out in this report will depend, among other things, on the actions of others over which Urbis has no control.

In preparing this report, Urbis may rely on or refer to documents in a language other than English, which Urbis may arrange to be translated. Urbis is not responsible for the accuracy or completeness of such translations and disclaims any liability for any statement or opinion made in this report being inaccurate or incomplete arising from such translations.

Whilst Urbis has made all reasonable inquiries it believes necessary in preparing this report, it is not responsible for determining the completeness or accuracy of information provided to it. Urbis (including its officers and personnel) is not liable for any errors or omissions, including in information provided by the Instructing Party or another person or upon which Urbis relies, provided that such errors or omissions are not made by Urbis recklessly or in bad faith.

This report has been prepared with due care and diligence by Urbis and the statements and opinions given by Urbis in this report are given in good faith and in the reasonable belief that they are correct and not misleading, subject to the limitations above.

APPENDIX A

PROPOSED ADDITIONAL USE

A.1 PROPOSED ADDITIONAL USE

Inserting the following in Schedule 5 Additional Uses

Additional Use	Location	Particulars of Land	Permitted Use
A3	707 Murray Street, West Perth, being the land at the corner of Thomas Street and Murray Street (5,666sq.m in area).	Lot 500 on Certificate of Title Volume 2968, Folio 961	Retail (General) Storage (where related to Retail (General) only).

APPENDIX B

PROPOSED SCA

B.2 PROPOSED SCA

It is proposed to insert the following in Schedule 8 Special Control Areas, including an appropriate reference in clause 39 (1) of CPS2.

City of Perth City Planning Scheme No. 2.

Schedule 8

Special Control Area 30.0
707 Murray Street, West Perth

Version #	Decision Reference	Synopsis

30.0 707 Murray Street West Perth Special Control Area

30.1 Special Control Area

The following provisions apply to the land marked as Figure 30 being the 707 Murray Street, West Perth Special Control Area.

30.2 Objectives

- To provide for the revitalisation of a unique, undeveloped site in West Perth.
- To enable the development of new supermarket-based retail and e-commerce facilities for the West Perth locality and broader inner-city area, to support residential growth and complement the West Perth town centre.
- To improve public car parking provision in the West Perth locality.
- To maintain pedestrian connectivity in the locality between Murray Street and Cook Street.

30.3 Plot Ratio

For development incorporating a full-line supermarket with over 3,000sq.m of floor area, the following variations to Map 4 of CPS2 apply (notwithstanding clause 27 or clause 36 (1)(b)):

- A Maximum Plot Ratio of 4:1 applies.

30.4 Car Parking and Access

- For the purpose of determining the tenant car parking allowance for the Special Control Area under the provisions of the Perth Parking Policy, the Special Control Area shall be treated as one lot.
- The tenant car parking facilities located on one site/lot within the Special Control Area may be leased or used by the tenants of another site/lot within the Special Control Area.
- No vehicle access or egress is permitted to Thomas Street.
- Retention of car parking supply on-site is encouraged.

30.5 Design Principles and Built Form

- Development should provide a high-quality landscape treatment to Thomas Street.
- Car parking at or near street level (including to the street boundary) may be permitted where:
 - Sufficient pedestrian shelter is provided to the street.
 - Appropriate built form and architectural variation is provided so as to the screen car parking from public view and to ensure appropriate pedestrian amenity.
- The West Perth landscape setting objectives are able to be achieved on-site through alternate measures such as architectural landscape provision, and provision of landscaping not at street level.
- An on-site pedestrian connection between Murray Street and Cook Street is to be provided as part of any redevelopment of the site.
- For development incorporating a full-line supermarket with over 3,000sq.m of floor area, built form of the following nature may be considered:
 - Full site coverage.
 - Nil setbacks to all street, side and rear frontages for all podium level development.

Figure 30 – 707 Murray Street West Perth Special Control Area



707 MURRAY STREET WEST PERTH SCA
WOOLWORTHS WEST PERTH SITE DIAGRAM

DATE: 17.03.2020
 JOB NO: P0018905
 DWG NO: FIG-1
 REV: A

APPENDIX C

CERTIFICATE OF TITLE AND DEPOSITED PLAN

WESTERN



AUSTRALIA

REGISTER NUMBER 500/DP414831	
DUPLICATE EDITION 1	DATE DUPLICATE ISSUED 16/7/2019

RECORD OF CERTIFICATE OF TITLE **UNDER THE TRANSFER OF LAND ACT 1893**

VOLUME
2968FOLIO
961

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 500 ON DEPOSITED PLAN 414831

REGISTERED PROPRIETOR: **(FIRST SCHEDULE)**

FABCOT PTY LTD OF 1 WOOLWORTHS WAY BELLA VISTA NSW 2153

(TF O181231) REGISTERED 26/6/2019

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: **(SECOND SCHEDULE)**

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
 * Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
 Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

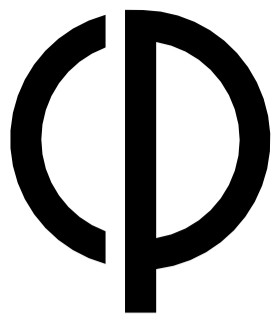
The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP414831
 PREVIOUS TITLE: LR3170-382
 PROPERTY STREET ADDRESS: 707 MURRAY ST, WEST PERTH.
 LOCAL GOVERNMENT AUTHORITY: CITY OF PERTH

KEITH PIPER
 LICENSED SURVEYOR
 P. O. BOX 530
 WANNEROO, W.A. 6946
 FAX - 94056884
kaspiper@westnet.com.au

APPENDIX D

INDICATIVE DEVELOPMENT PLANS



WOOLWORTHS WEST PERTH

INDICATIVE DEVELOPMENT CONCEPT





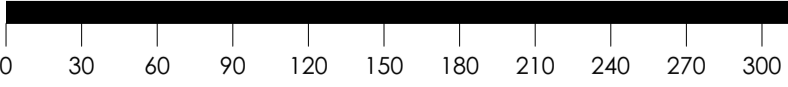
PRELIMINARY CONCEPT

1 SITE LOCATION PLAN
SCALE 1:3000 @ A1
SCALE 1:6000 @ A3

INDICATIVE DEVELOPMENT CONCEPT

COTTEEPARKER

PERTH
T 61 8 6112 0100
COTTEE PARKER ARCHITECTS PTY LTD
ABN 77 010 924 106
COTTEEPARKER.COM.AU



SCALE 1:3000 @ A1
SCALE 1:6000 @ A3

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WOOLWORTHS WEST PERTH

Cnr Thomas & Murray Street, West Perth
CLIENT - WOOLWORTHS

DRAWING TITLE
SITE LOCATION PLAN

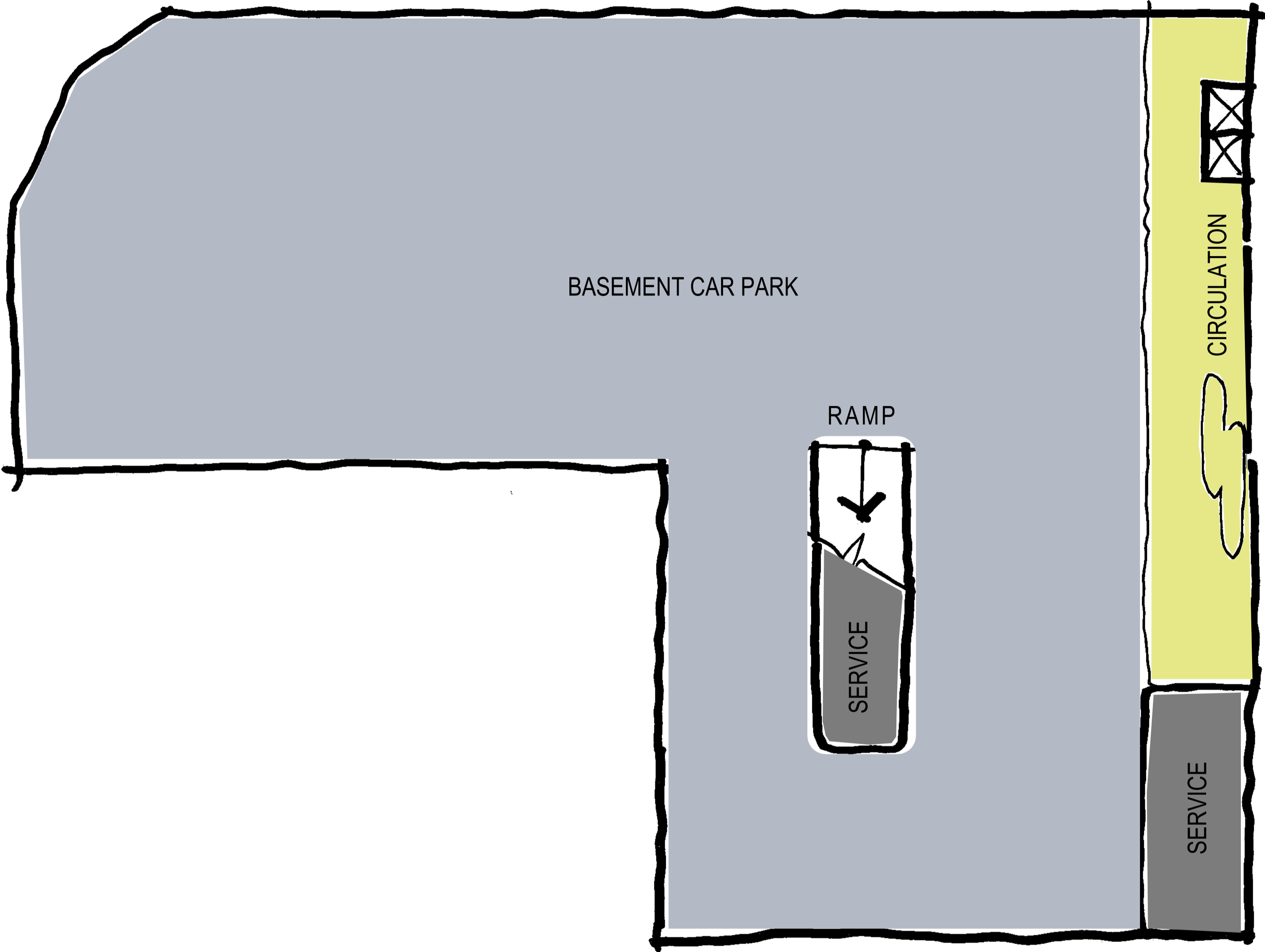
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JOB No
6105

PRESENTATION SET
SK 20200313

ISSUE
SK02

A

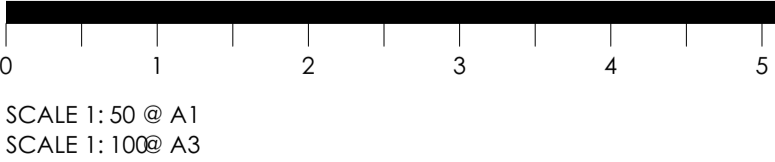


PRELIMINARY CONCEPT

COTTEEPARKER 
PERTH
T 61 8 6112 0100
COTTEE PARKER ARCHITECTS PTY LTD
ABN 77 010 924 106
COTTEEPARKER.COM.AU



1 BASEMENT LEVEL
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SCALE 1:100 @ A3



INDICATIVE DEVELOPMENT CONCEPT

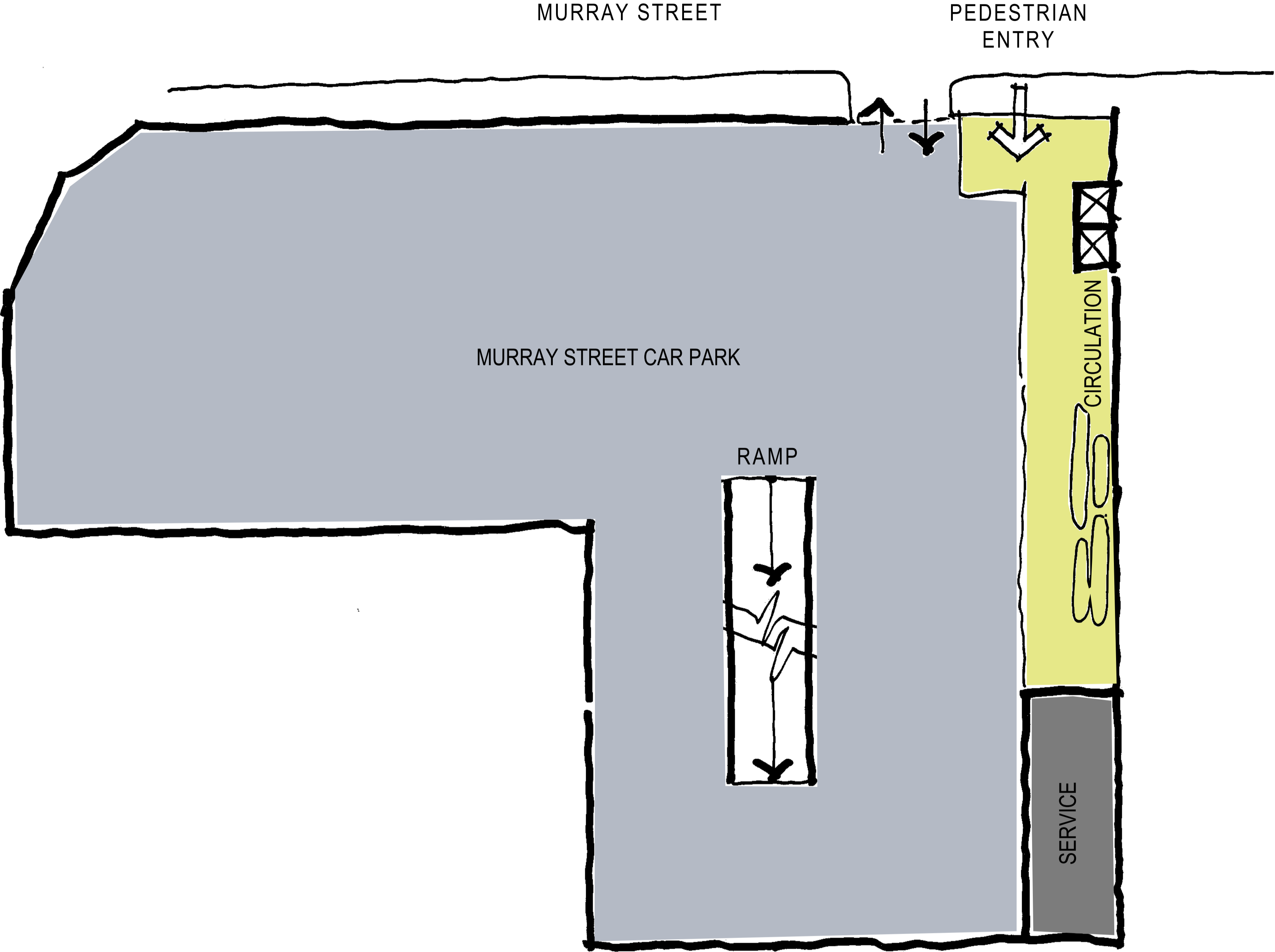
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Cnr Thomas & Murray Street, West Perth
CLIENT - WOOLWORTHS

DRAWING TITLE
BASEMENT LEVEL
DRAWING No SK03
ISSUE A

SK

JOB No
6105

PRESENTATION SET
SK 20200313



PRELIMINARY CONCEPT

COTTEEPARKER 
PERTH
T 61 8 6112 0100
COTTEE PARKER ARCHITECTS PTY LTD
ABN 77 010 924 106
COTTEEPARKER.COM.AU



1 MURRAY STREET LEVEL
SCALE 1:50 @ A1
SCALE 1:100 @ A3

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SCALE 1:50 @ A1
SCALE 1:100 @ A3

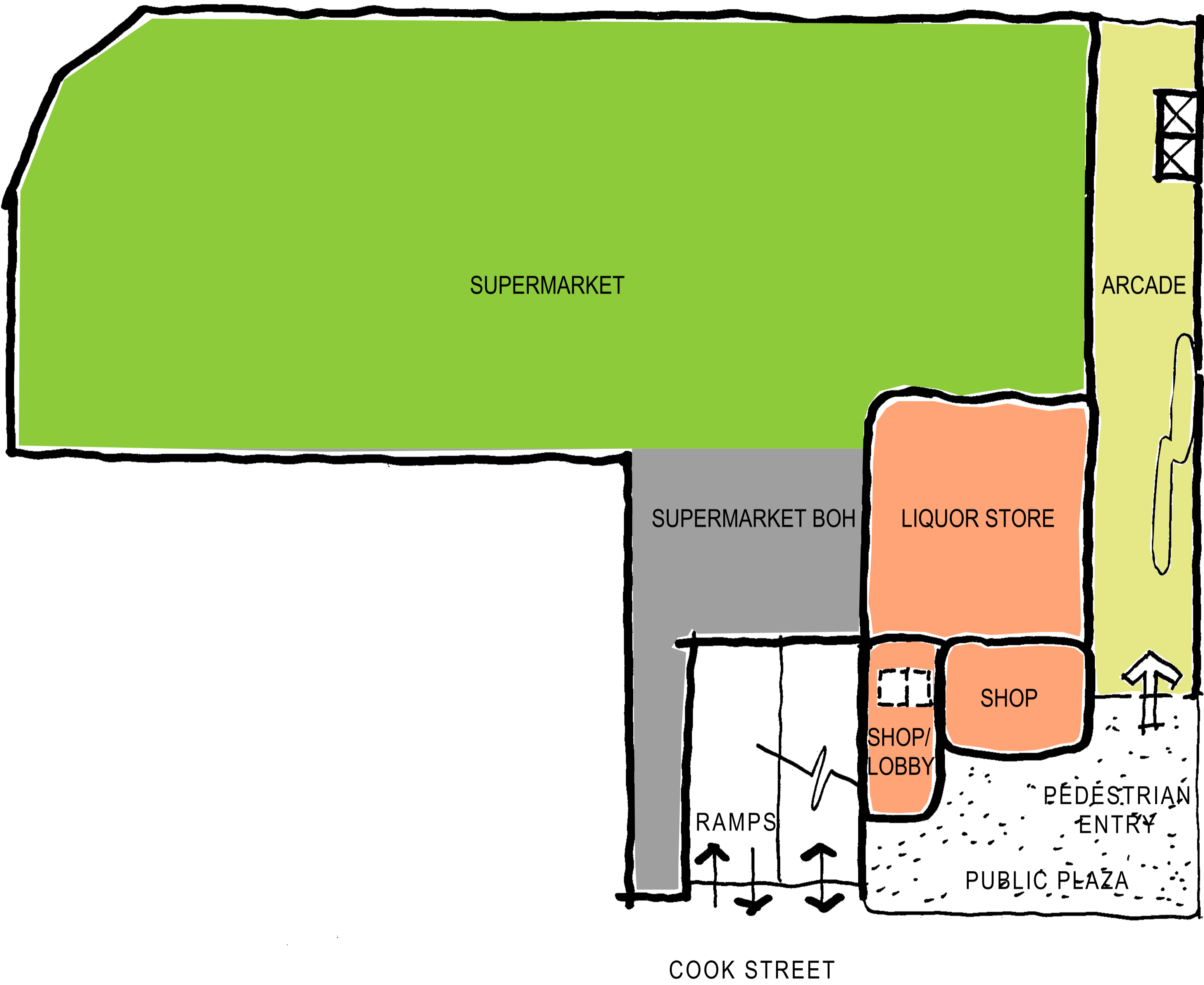
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Cnr Thomas & Murray Street, West Perth
CLIENT - WOOLWORTHS
DRAWING TITLE
MURRAY STREET LEVEL
DRAWING No **SK04** ISSUE **A**

SK

JOB No
6105

PRESENTATION SET
SK 20200313



PRELIMINARY CONCEPT

COTTEEPARKER 

PERTH
T 61 8 6112 0100
COTTEE PARKER ARCHITECTS PTY LTD
ABN 77 010 924 106
COTTEEPARKER.COM.AU



1 COOK STREET LEVEL
SCALE 1:50 @ A1
SCALE 1:100 @ A3

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SCALE 1:50 @ A1
SCALE 1:100 @ A3

INDICATIVE DEVELOPMENT CONCEPT

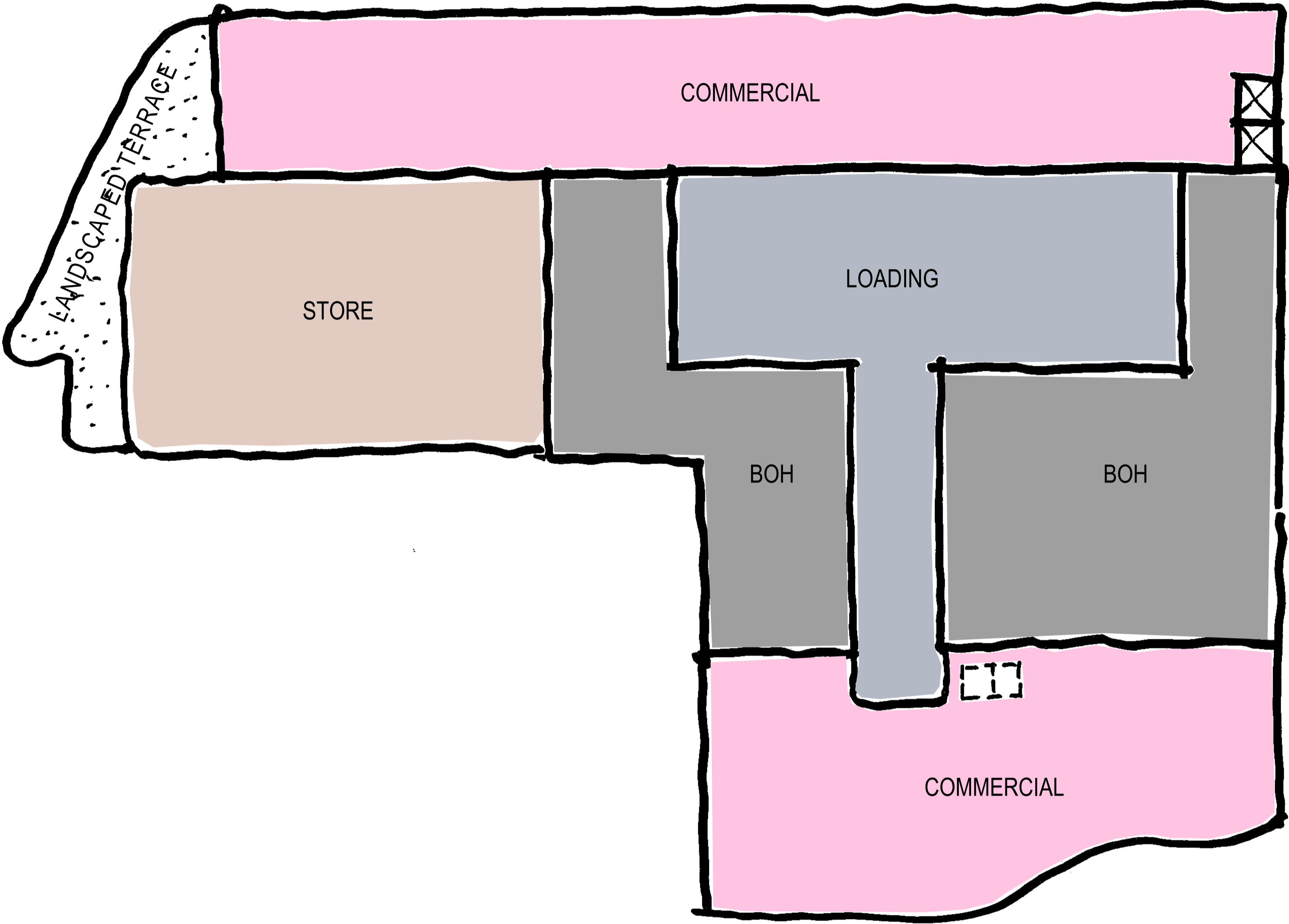
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Cnr Thomas & Murray Street, West Perth
CLIENT - WOOLWORTHS
DRAWING TITLE
COOK STREET STREET LEVEL
ISSUE
A

SK

JOB No
6105

PRESENTATION SET
SK 20200313

DRAWING No
SK05



PRELIMINARY CONCEPT

COTTEEPARKER 

PERTH
T 61 8 6112 0100
COTTEE PARKER ARCHITECTS PTY LTD
ABN 77 010 924 106
COTTEEPARKER.COM.AU



1
-
LOADING DOCK LEVEL
SCALE 1:50 @ A1
SCALE 1:100 @ A3

0 1 2 3 4 5
SCALE 1:50 @ A1
SCALE 1:100 @ A3

INDICATIVE DEVELOPMENT CONCEPT

WOOLWORTHS WEST PERTH
Cnr Thomas & Murray Street, West Perth
CLIENT - WOOLWORTHS

LOADING AND COMMERCIAL LEVEL

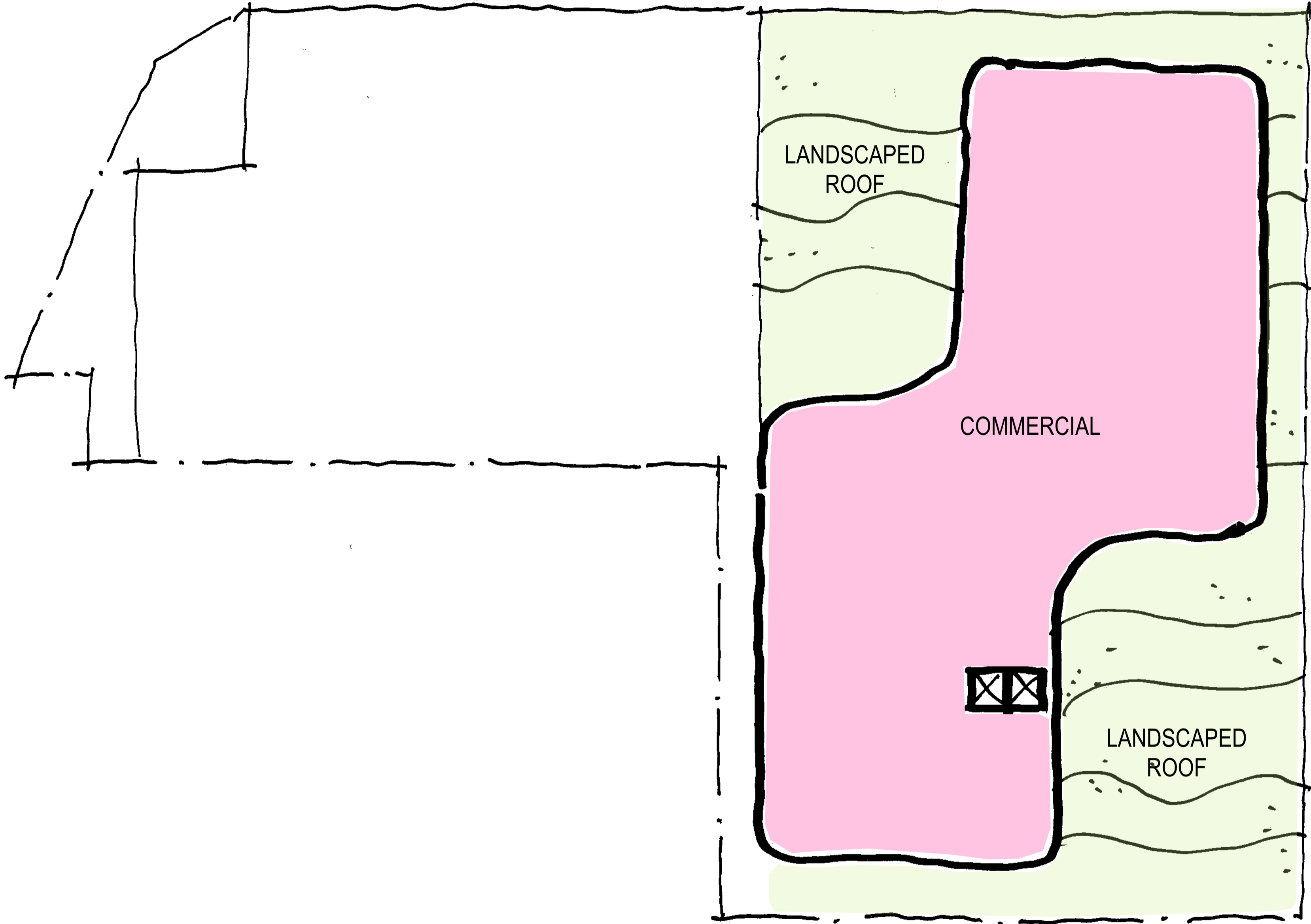
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JOB No
6105

PRESENTATION SET
SK 20200313

DRAWING No
SK06

ISSUE
A



PRELIMINARY CONCEPT

COTTEEPARKER 
PERTH
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1 COMMERCIAL TOWER LEVEL
SCALE 1:50 @ A1
SCALE 1:100 @ A3

0 1 2 3 4 5
SCALE 1:50 @ A1
SCALE 1:100 @ A3

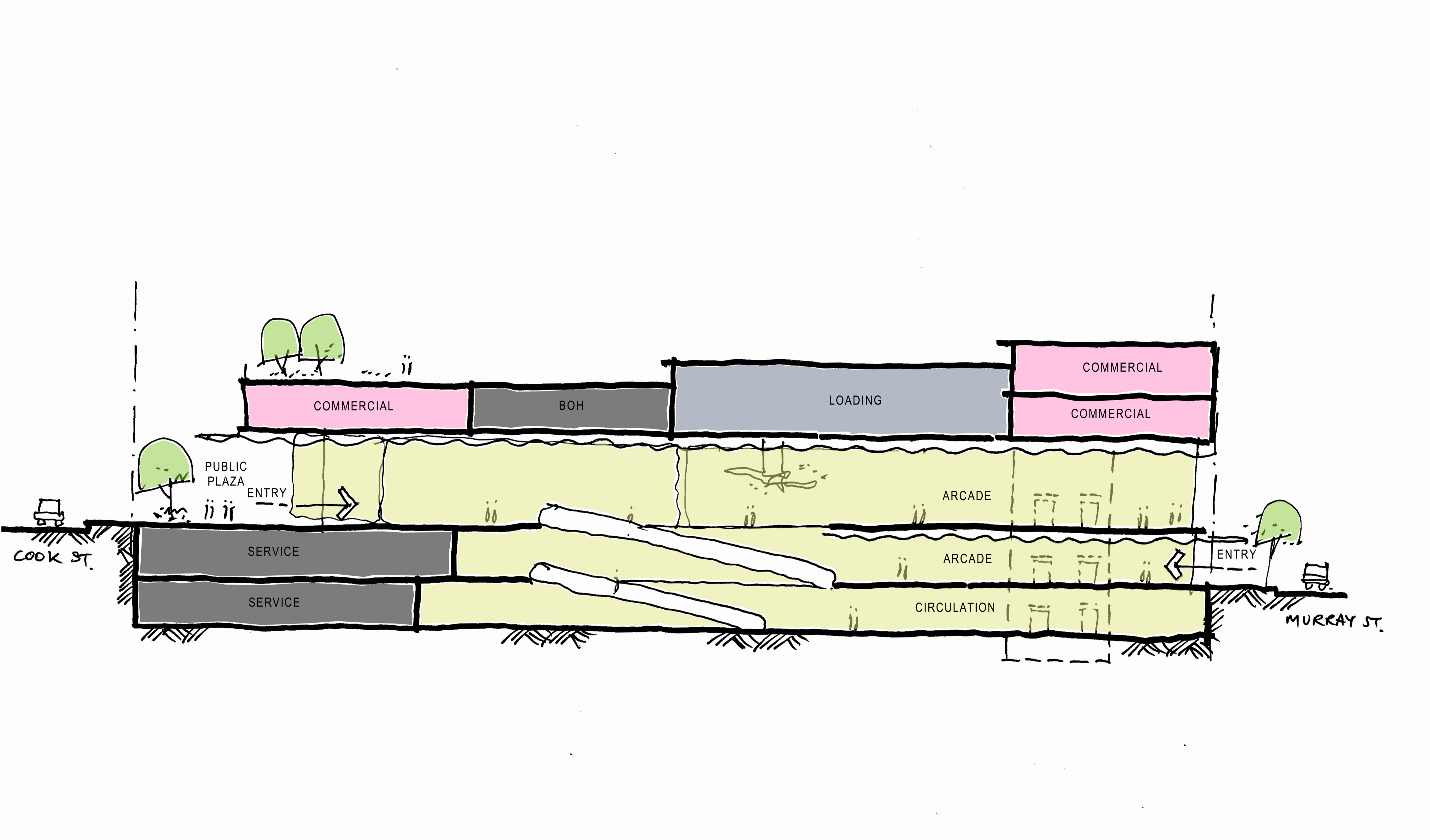
INDICATIVE DEVELOPMENT CONCEPT

WOOLWORTHS WEST PERTH
Cnr Thomas & Murray Street, West Perth
CLIENT - WOOLWORTHS
DRAWING TITLE
COMMERCIAL TOWER LEVEL
DRAFTING No ISSUE
SK07 A

SK

JOB No
6105

PRESENTATION SET
SK 20200313



PRELIMINARY CONCEPT

INDICATIVE DEVELOPMENT CONCEPT

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WOOLWORTHS WEST PERTH

Cnr Thomas & Murray Street, West Perth
CLIENT - WOOLWORTHS

DRAWING TITLE

SECTION THROUGH ARCADE

SK

JOB No
6105

PRESENTATION SET
SK 20200313

DRAWING No
SK08

ISSUE
A



STREET VIEW - FROM THOMAS ST / MURRAY ST CORNER

PRELIMINARY CONCEPT

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INDICATIVE DEVELOPMENT CONCEPT

WOOLWORTHS WEST PERTH
Cnr Thomas & Murray Street, West Perth

CLIENT - WOOLWORTHS

DRAWING TITLE
3D VIEW

SK

JOB No
6105

PRESENTATION SET
SK 20200313

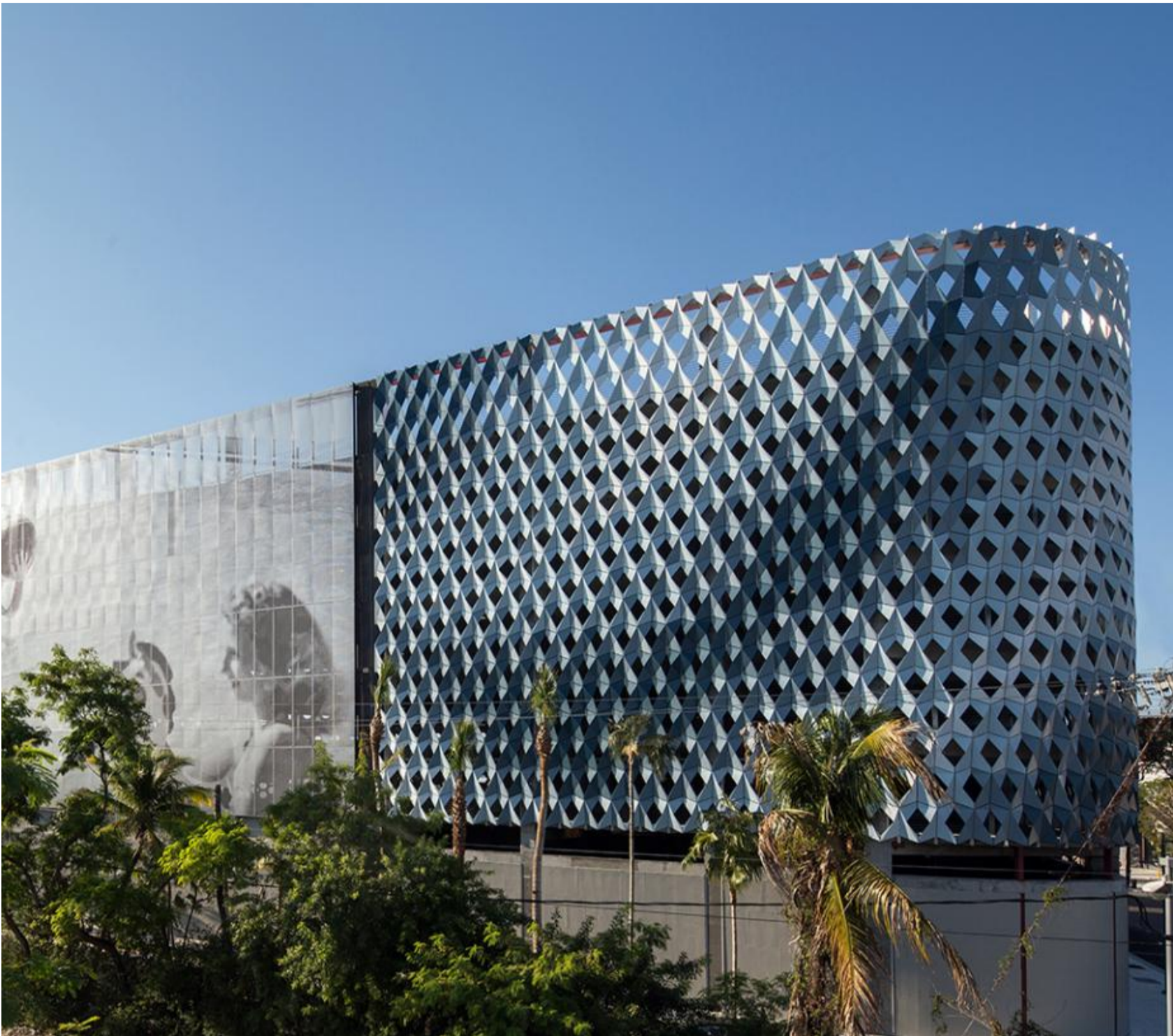
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FACADE 'VEIL' EXAMPLE - LAYERING OF SURFACES, MATERIAL & COLOURS TO PROVIDE 'ACTIVATED' FACADE THAT CHANGES EXPRESSION THROUGH DAY & NIGHT



LANDSCAPE 'MOMENTS' TO GROUND PLANE + PODIUM TERRACES PROVIDE AMENITY & EMBRACES WEST PERTH 'GARDEN SUBURB' VISION



FACADE 'VEIL' EXAMPLE - WRAPS & UNIFIES THE VARIOUS PODIUM FUNCTIONS & FACILITATES LANDMARK MOMENT ON THOMAS STREET / MURRAY STREET CORNER



FACADE 'VEIL' EXAMPLE - SEMI-OPEN TO ALLOW 'DAPPLED' LIGHT TO GLAZED FACADE & AIR FLOW INTO CARPARK



FACADE 'VEIL' EXAMPLE - SCULPTURAL & DYNAMIC SCREEN PEELS BACK AT KEY PEDESTRIAN & VEHICULAR ENTRY POINTS TO PROVIDE WAYFINDING MARKERS

PRELIMINARY CONCEPT

INDICATIVE DEVELOPMENT CONCEPT



'LANEWAY' ARCADE CONNECTING MURRAY STREET & COOK STREET



'LANEWAY' ARCADE WITH NATURAL LIGHT, OUTLOOK VIEWS & PUBLIC ART OPPORTUNITIES



COOK STREET PLAZA WITH PUBLIC ACTIVATION OPPORTUNITIES



COOK STREET PLAZA WITH ALFRESCO ACTIVATION OPPORTUNITIES

PRELIMINARY CONCEPT

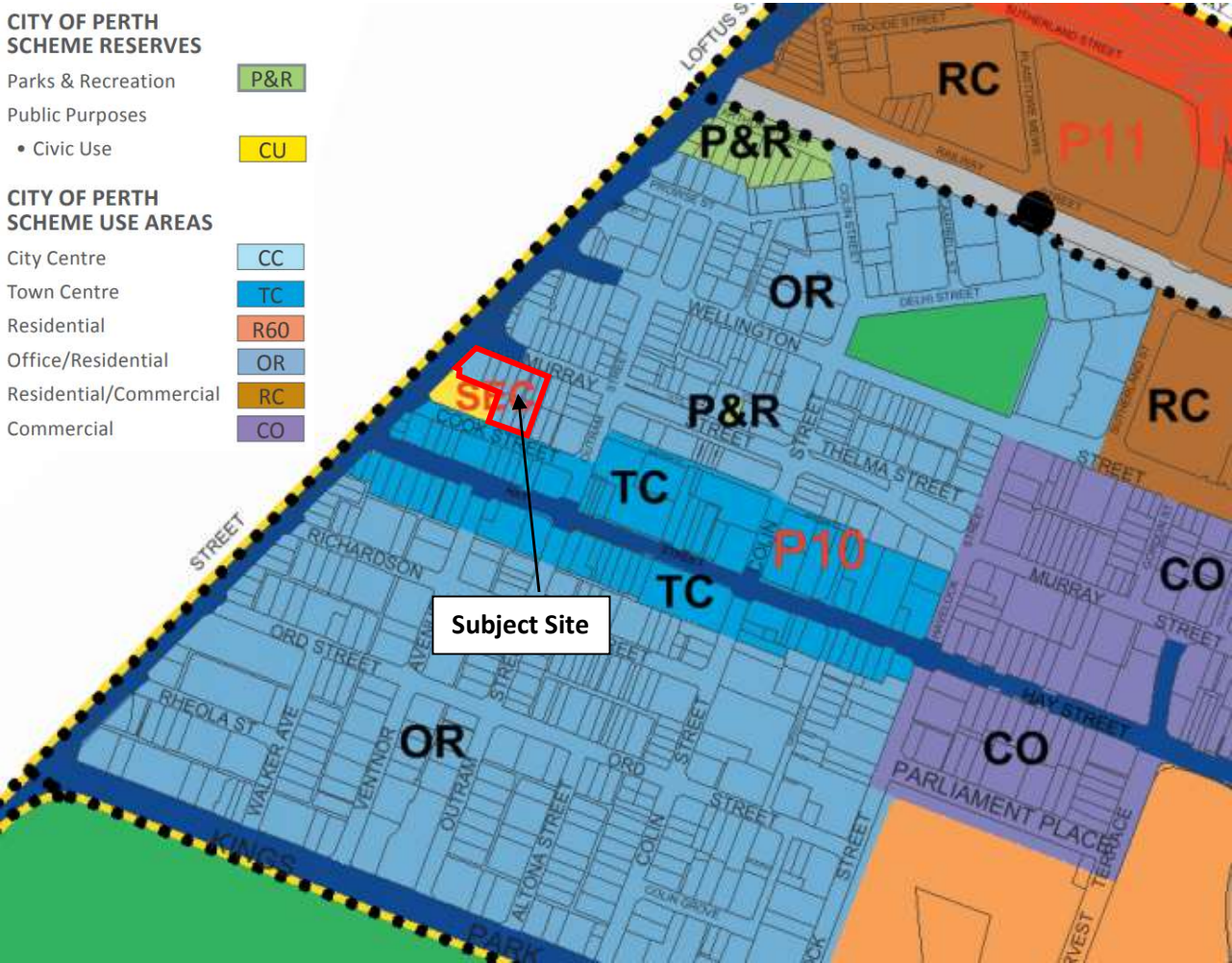
INDICATIVE DEVELOPMENT CONCEPT



Location Plan**707 (Lot 500) Murray Street, West Perth**

Extract of City Planning Scheme No. 2 Map 707 (Lot 500)

Murray Street, West Perth



ATTACHMENT A

City of Perth
City Planning Scheme

No. 2

Amendment No. 44

Proposed Special Control Area over the land situated at 707-725 (Lots 14 and 101) Wellington Street and 482-488 (Lots 1, 2 and 66) Murray Street, Perth



CITY of PERTH

Planning and Development Act 2005

RESOLUTION TO PREPARE AMENDMENT TO LOCAL PLANNING SCHEME

CITY OF PERTH

CITY PLANNING SCHEME NO. 2

AMENDMENT NO. 44

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act* 2005, amend the above Local Planning Scheme by:

1. Inserting a new Special Control Area under clause 39(1) as follows:

(ee) 707-725 Wellington Street and 482-488 Murray Street Special Control Area.

2. Inserting the following in Schedule 8 Special Control Areas:

31. 707-725 Wellington Street and 482-488 Murray Street Special Control Area

31.1 Special Control Area

The following provisions apply to the land marked as Figure 31 being the 707-725 Wellington Street and 482-488 Murray Street Special Control Area.

31.2 Objective

To facilitate the development of the Special Control Area as a whole in a coordinated manner.

31.3 Plot Ratio

- a) For the purpose of calculating plot ratio within the Special Control Area, the Special Control Area shall be treated as one site and in accordance with the Plot Ratio Plan.
- b) For the purpose of calculating bonus plot ratio within the Special Control Area, the Special Control Area shall be treated as one site and in accordance with the Maximum Bonus Plot Ratio Plan.

31.4 Car Parking

- a) For the purpose of determining the tenant car parking allowance for the Special Control Area under the provisions of the Perth Parking Policy, the Special Control Area shall be treated as one lot.
 - b) The tenant car parking facilities located on one site/lot within the Special Control Area may be leased or used by the tenants of another site/lot within the Special Control Area.
3. Inserting Figure 31 – 707-725 Wellington Street and 482-488 Murray Street Special Control Area into Schedule 8 – Special Control Areas of the Scheme.

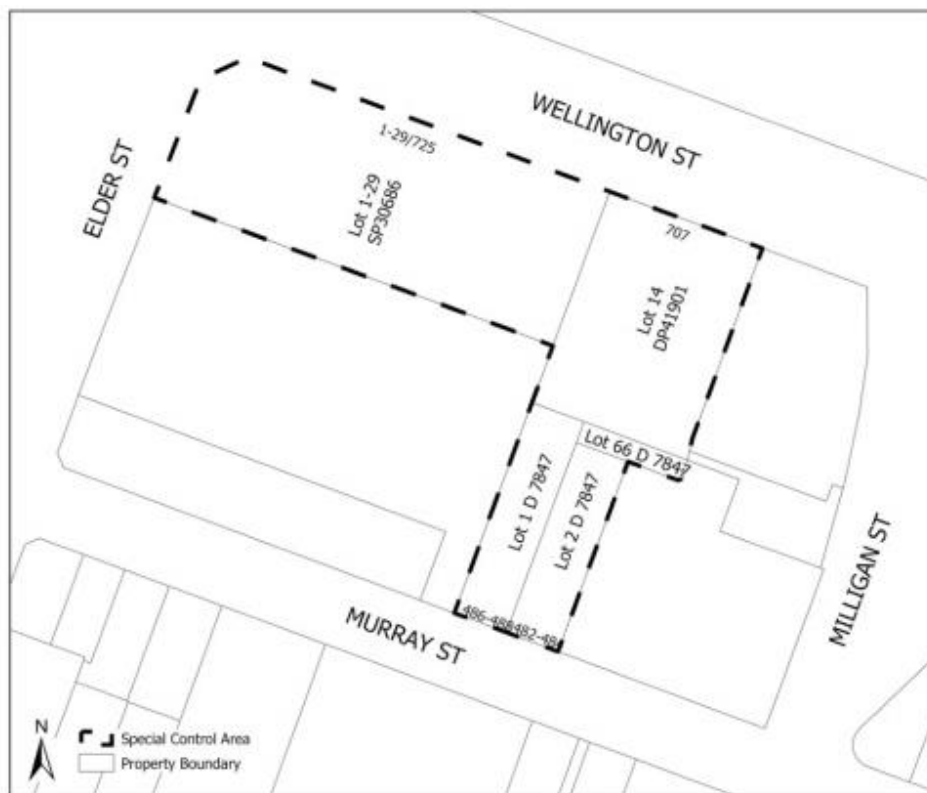


Figure 31: 707-725 Wellington Street and 482-488 Murray Street Special Control Area

4. Amending the City Centre (CC) Precinct Plan Map (P1 to 8) accordingly.

The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

- The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment; and

- The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

Dated this 26th day of May 2020

(Chief Executive Officer)

1.0 INTRODUCTION

The purpose of this amendment to City Planning Scheme No. 2 (CPS2) is to introduce a Special Control Area (SCA) over the land situated at 707-725 (Lots 14 and 101) Wellington Street and 482-488 (Lots 1, 2 and 66) Murray Street, Perth.

The proposed SCA will allow the subject site to be treated as one site for the purposes of calculating plot ratio and tenant car parking.

2.0 BACKGROUND

2.1 Location and Ownership

The subject site is located at No 707-725 Wellington Street and 482-488 Murray Street, Perth, as shown on the location plan included as Figure 1. The site comprises of five lots with a combined area of 9,850m². A summary of the individual lot characteristics has been provided in Table 1.

Table 1: SCA Ownership

Lot	Address	Volume Folio	Area (m ²)	Landowner
101	725 Wellington St	2957/277	5160	Claridges (Perth) Pty Ltd
14	707 Wellington St	2229/623	2742	Bonaventure (Perth) Pty Ltd
1	486-488 Murray St	1443/962	931	Goldvista (Perth) Pty Ltd
2	482-484 Murray St	1053/729	835	Goldvista (Perth) Pty Ltd
66	No Address	2229/623	182	Goldvista (Perth) Pty Ltd

Figure 1 SCA Aerial Overview



2.2 Site Context and Characteristics

The subject site is bound Wellington Street to the north, Elder Place to the west, Murray Street to the south and mixed-use developments to the east. The broader area is characterised by a mix of commercial, residential, car parking and entertainment uses (Perth Arena).

The site at 725 Wellington Street was previously occupied by 29 grouped dwellings, however, following approval of a demolition application, the dwellings have been demolished and the site is currently landscaped awaiting development. The site at 707 Wellington Street contains the existing Four Points By Sheraton Hotel. The sites at 482 to 488 Murray Street contain low scale commercial buildings.

The landowner lodged an integrated development over the subject site with the Perth Local Development Assessment Panel (LDP) in 2019. The development includes:

- The refurbishment of the hotel façade and the activation of the pedestrian link on the western site of the hotel;
- The construction of a residential building fronting Murray Street accommodating 155 multiple dwellings and ground level commercial units; and
- The construction of a commercial building fronting Wellington Street accommodating public and commercial tenancies in the podium and office levels above.

As part of the documentation, the applicant identified that it is proposed to create a SCA over the site to address planning, land use and land tenure.

The Perth LDP approved the application at its meeting held on 20 February 2020 subject to a number of conditions. Condition 9 states:

'The subject lots being amalgamated into one lot on one Certificate of Title or alternatively a Special Control Area being established over the site to enable the applicable development standards and requirements to be applied to the site as though it was a single lot, and being initiated prior to the building permit stage and finalised prior to occupation of the buildings.'

The application was granted a 20% bonus plot ratio bonus for the provision of residential development and a 10% bonus plot ratio for the provision of a public plaza, childcare centre and public end of trip facilities.

3.0 LOCAL PLANNING CONTEXT

3.1 State & Regional Planning Context

3.1.1 Metropolitan Region Scheme

The subject site is zoned 'Central City Area' under the Metropolitan Region Scheme (MRS). The Mitchell Freeway Primary Regional Road Reservation is located to the west of Elder Street. The reservation does not impact on the SCA.

3.1.2 Perth Parking Policy 2014

The subject site is located within the Perth Parking Management Plan Area and is subject to the Perth Parking Policy 2014 (PPP). The PPP establishes the maximum number of commercial tenant car bays that can be located on a single lot. The PPP also restricts the sharing of commercial tenant bays across different lots.

3.2 Local Planning Strategy

The City prepared its draft City Planning Strategy (Strategy) in 2019. The Strategy has undergone preliminary community consultation, however, has yet to be adopted by Council or endorsed by the Western Australian Planning Commission (WAPC).

The subject site is located in Central Perth. The Central Perth Strategy map has been provided in Figure 2. A summary of the vision of the Strategy relevant to Central Perth has been provided in Table 2.

Figure 2: Draft City Planning Strategy Map Extract

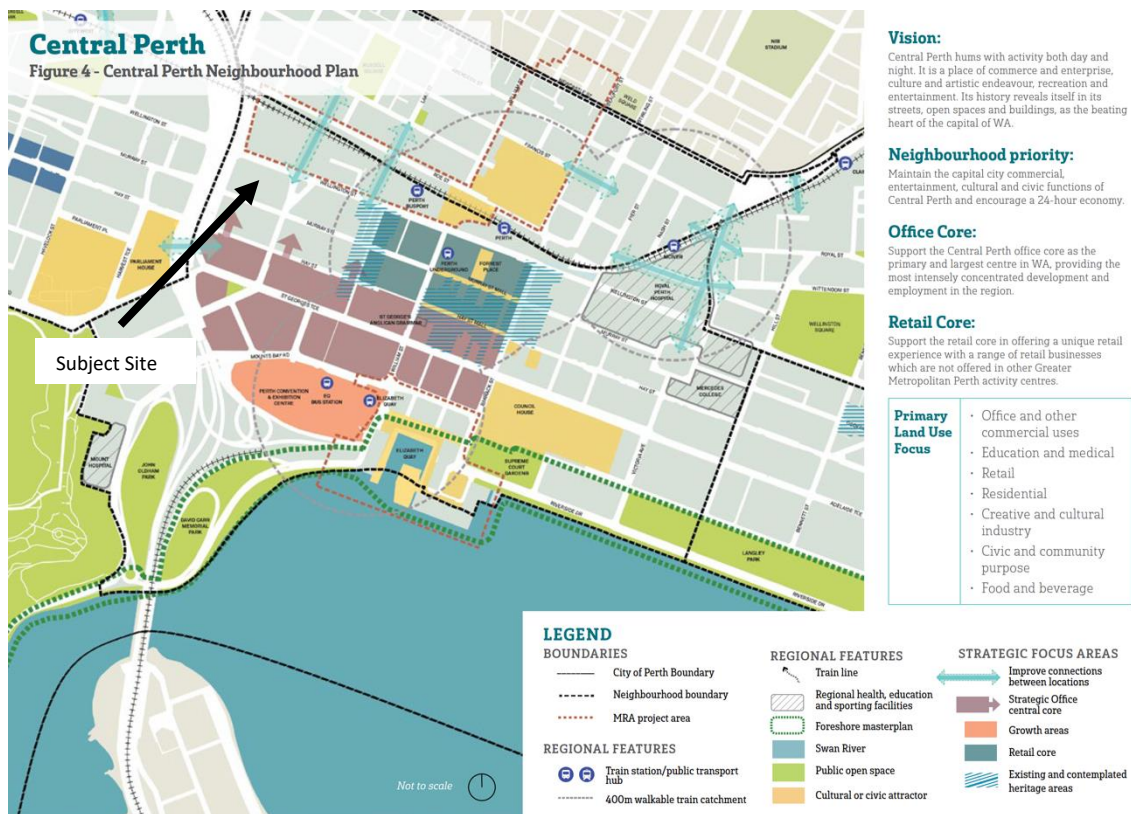


Table 2: Summary of draft City Planning Strategy (Central Perth)

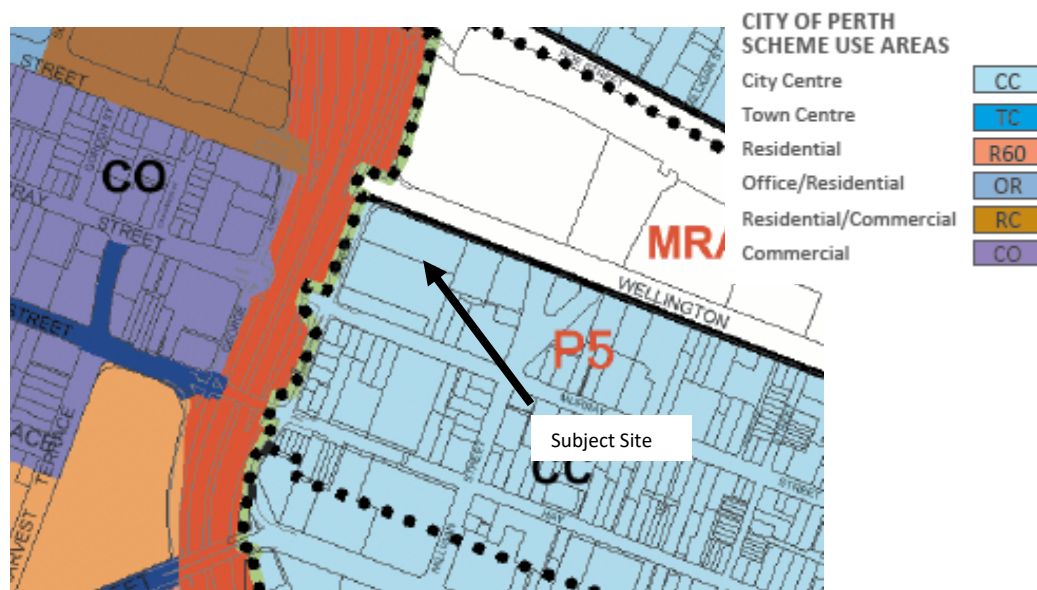
	Provision
Neighbourhood Vision	Central Perth hums with activity both day and night. It is a place of commerce and enterprise, culture and artistic endeavour, recreation and entertainment. Its history reveals itself in its street, open spaces and buildings, as the beating heart of the capital of WA
Neighbourhood Priority	Maintain the capital city commercial, entertainment, cultural and civic functions of Central Perth and encourage a 24-hour economy.

3.3 Local Planning Schemes and Policies

3.3.1 City Planning Scheme No. 2

The subject site is located within the City Centre land use area. An extract of the CPS2 Scheme use area map is provided below in Figure 3.

Figure 3: Scheme Use Map Extract



3.3.2 Citiplace Precinct (P5)

The Citiplace Precinct (P5) outlines the City's vision for the area and provides guidance on future land uses and built form outcomes. The Statement of Intent for the Citiplace Precinct provides the following vision:

'The Citiplace Precinct will be enhanced as the retail focus of the State providing a range of retail and related services more extensive than elsewhere in the metropolitan region. It will provide for a metropolitan and state-wide market as well as for the convenience of the city's residents, as well as the city centre work force. The Precinct will offer a wide range of general and specialised retail uses as well as a mix of other uses such as residential and visitor accommodation, entertainment, commercial, medical, service industry and office. Uses at street and pedestrian level will mainly be shops, restaurants (including cafes), taverns and other uses, that have attractive shop fronts and provide activity, interest and direct customer service. Other uses will be established above or below street level and major pedestrian levels.'

The use group table of CPS2 that is specific to the development site lists the following preferred, contemplated and prohibited uses within the Citiplace Precinct (P5):

- Preferred uses: 'Dining' and 'Retail (General)'; and
- Contemplated uses: 'Residential', 'Office', 'Community and Cultural', 'Recreation and Leisure'; and
- Prohibited uses: 'Residential' at ground floor where it fronts the street at pedestrian level.

Under the CPS2, the subject site has no prescribed height limit but does have a maximum plot ratio limit of 5.0: 1.0 for all developments. The subject site is eligible to apply for a residential, special residential and public facilities plot ratio bonus.

4.0 PROPOSAL

4.1 Overview of Scheme Amendment

The proposed scheme amendment will introduce a SCA over the subject site. The purpose of the SCA is to facilitate coordinated redevelopment of the subject site. The SCA will introduce the provisions to allow the SCA to be treated as one site (as opposed to five lots) when calculating maximum plot ratio and calculating and distributing car parking.

4.2 Scheme Amendment Classification

The *Planning and Development (Local Planning Schemes) Regulations 2015* include three categories for amending Local Planning Schemes - basic, standard and complex. The proposed amendment will have minimal impact on the CPS2 area outside of the proposed SCA and will not result in any significant environmental, social, economic or governance impacts. Given this, the amendment is considered to be a standard amendment.

4.3 Planning Justification

SCAs allow for the coordinated development of complex sites by treating the area as one site.

A SCA would enable lots to be retained whilst maintaining the intent of the development approval granted and the principles of the CPS2. The SCA will enable the different land uses to be retained on separate green title lots while maintaining the approved plot ratio and tenant car parking allowance over the site. In turn, this would then allow for the proposed redevelopment of the site to proceed in compliance with CPS2.

The approved development includes bonus plot ratio provisions including a public plaza, childcare centre and public end of trip facilities in addition to a requirement for a pedestrian accessway from Murray Street to Wellington Street. The bonus facilities do not need to be included in the SCA as they have been addressed by the development approval and conditions.

The Wellington Street Plaza is subject to an existing easement and the pedestrian access from Murray Street will be provided through an easement required under Condition 10 of the approval. Therefore, the SCA does not need to include these provisions, as they will already be secured through easements.

Condition 9 of the Perth LDP approval supports the provision of a SCA over the site as it states:

‘The subject lots being amalgamated into one lot on one Certificate of Title or alternatively a Special Control Area being established over the site to enable the applicable development standards and requirements to be applied to the site as though it was a single lot, and being initiated prior to the building permit stage and finalised prior to occupation of the buildings.’

A SCA would ensure that the whole site is developed in the form of a high quality mixed-use development. The SCA will assist the City to meet its objectives in that it will:

- Support short stay accommodation in the city through the refurbishment of the hotel;
- Provide for additional residents within the city;
- Cater for the diversity of demands, interests and lifestyles by facilitating and encouraging the provision of a wide range of choices in housing, business, employment, leisure, visitor accommodation and attractions; and
- Co-ordinate and ensure that development is carried out in an efficient and responsible manner which makes optimum use of the City’s growing infrastructure and resources.

5.0 CONCLUSION

The proposed scheme amendment is consistent with the statutory planning framework provided by CPS2, the development approval and the strategic vision for the area under the draft City Planning Strategy. Given this, the proposed scheme amendment is considered suitable for initiation.

Planning and Development Act 2005

RESOLUTION TO AMEND LOCAL PLANNING SCHEME

CITY OF PERTH

CITY PLANNING SCHEME NO. 2

AMENDMENT NO. 44

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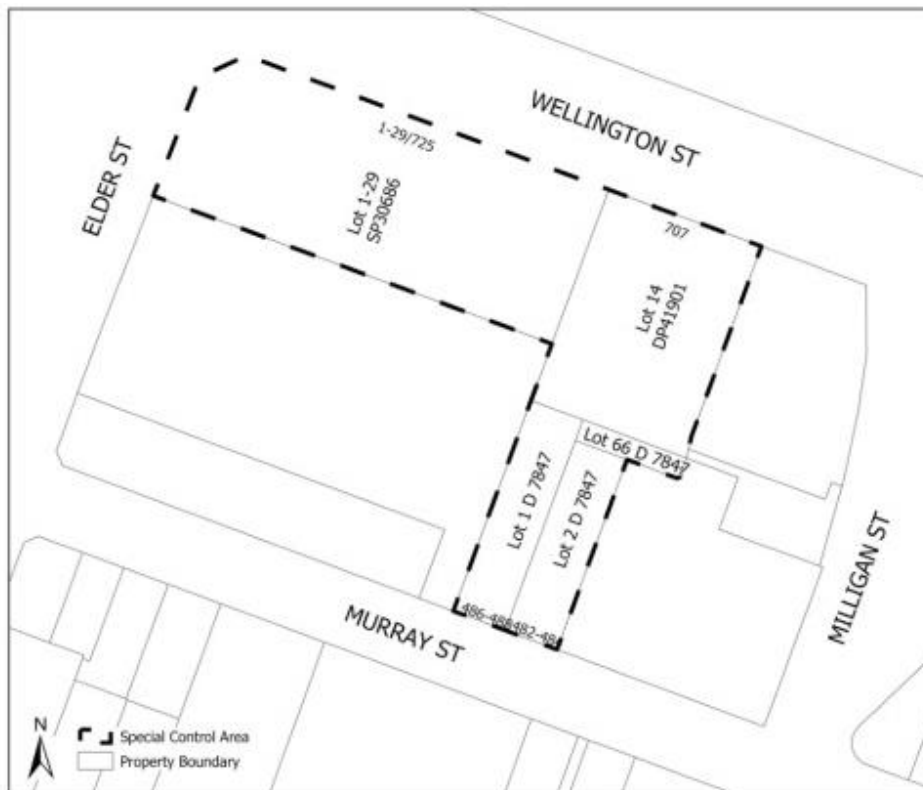


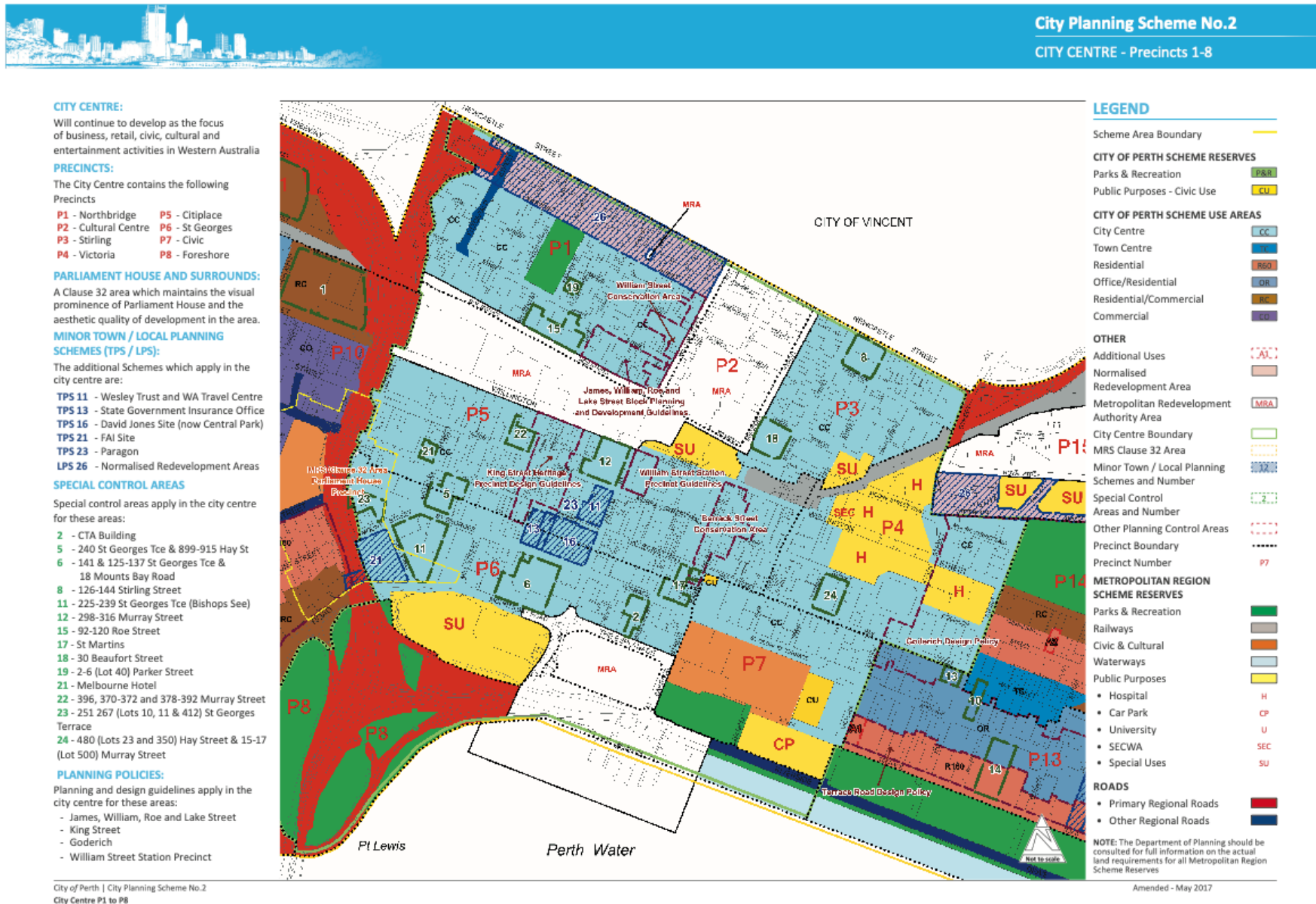
Figure 31: 707-725 Wellington Street and 482-488 Murray Street Special Control Area

4. Amending the City Centre (CC) Precinct Plan Map (P1 to 8) accordingly.

The amendment is standard under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:

- the amendment would have minimal impact on land in the scheme area that is not the subject of the amendment; and
- the amendment does not reflect in any significant environmental, social, economic or governance impacts on land in the scheme area.

SCHEDULE 1 - EXISTING CITY CENTRE PRECINCTS PLAN (P1-8)



SCHEDULE 2 - PROPOSED CITY CENTRE PRECINCTS PLAN (P1-8)



COUNCIL ADOPTION

This Standard Amendment was adopted by resolution of the Council of the City of Perth at the Ordinary Council Meeting of the Council held on the 26th day of May 2020.

.....
CHAIR COMMISSIONER

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the City of Perth at the Ordinary Council Meeting of the Council held on the 26th day of May 2020, proceed to advertise this Amendment.

.....
CHAIR COMMISSIONER

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended [for support/ not to be supported] by resolution of the City of Perth at the Ordinary Council Meeting of the Council held on the _____ day of _____ 20__ and the Common Seal of the City of Perth was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
CHAIR COMMISSIONER

.....
CHIEF EXECUTIVE OFFICER

FORM 6A CONTINUED

WAPC ENDORSEMENT (r.63)

.....

**DELEGATED UNDER S.16 OF
THE P&D ACT 2005**

DATE.....

APPROVAL GRANTED

.....

MINISTER FOR PLANNING

DATE.....

Location Plan

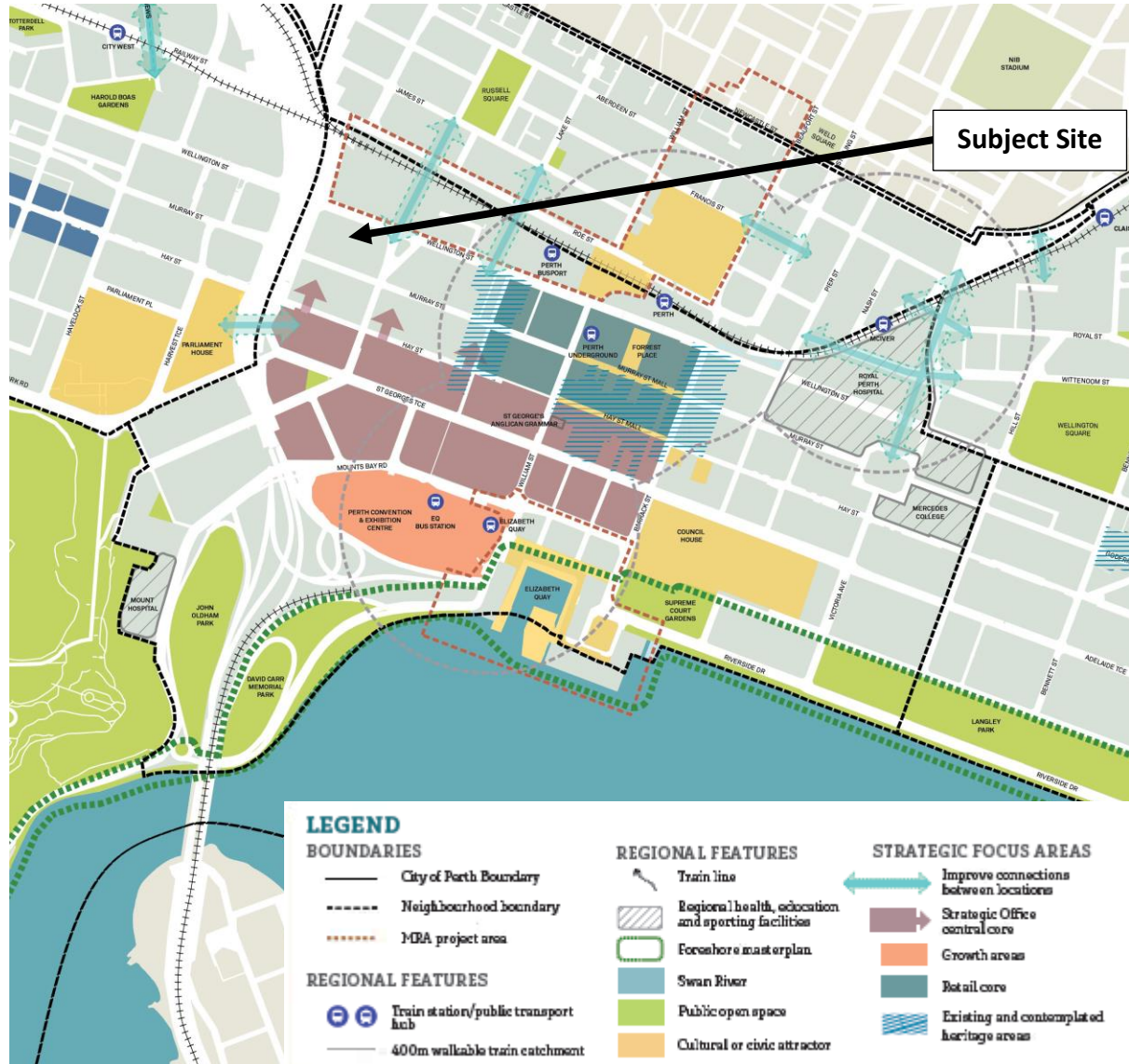
707 (LOT 14) AND 725 (LOT 101) WELLINGTON STREET, 482-484 (LOT 2) AND 486-488 (LOT 1) AND LOT 66 MURRAY STREET, PERTH



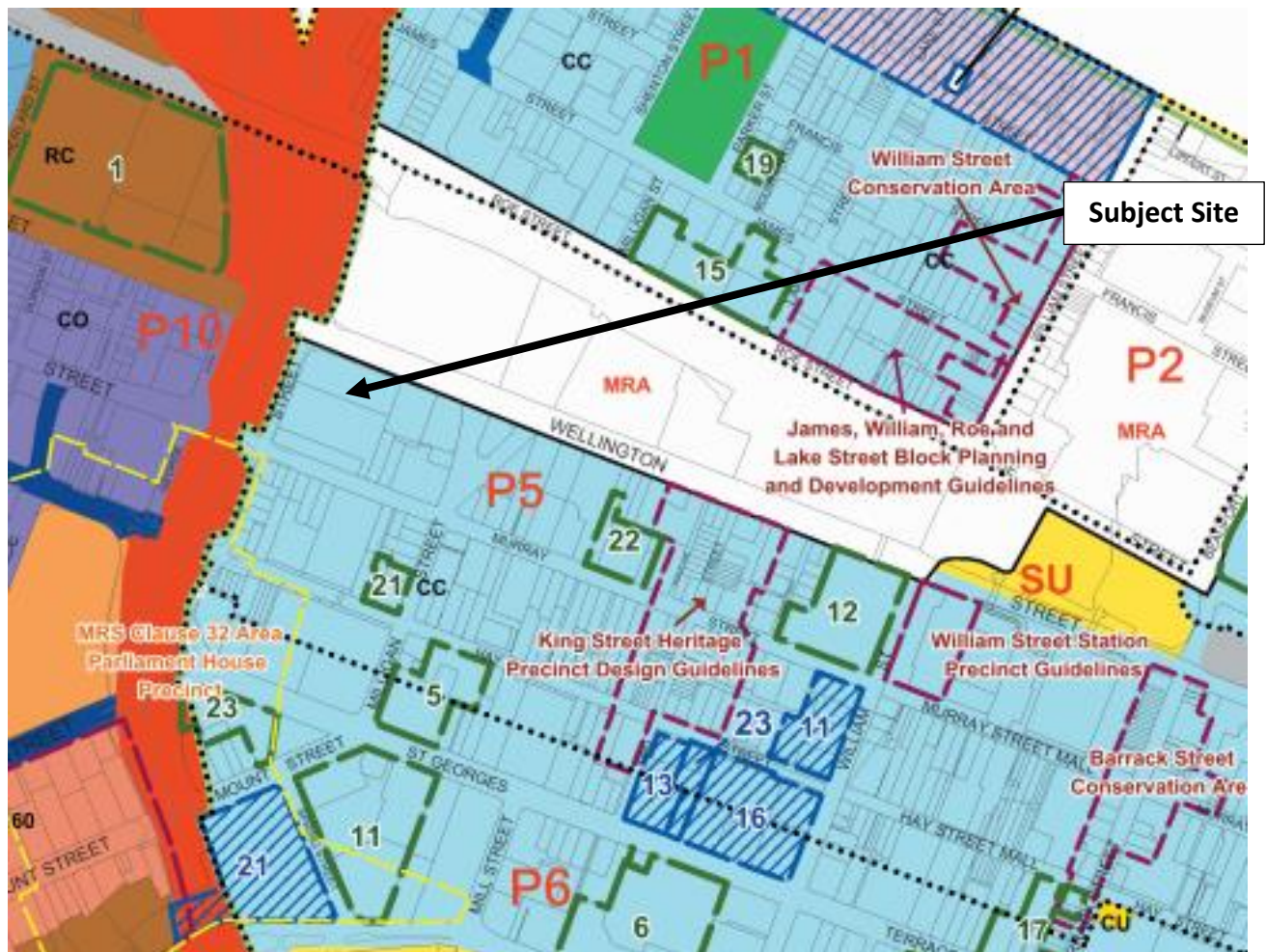
Planning Maps

707 (LOT 14) AND 725 (LOT 101) WELLINGTON STREET, 482-484 (LOT 2) AND 486-488 (LOT 1) AND LOT 66 MURRAY STREET, PERTH

Draft City Planning Strategy



City Planning Scheme No. 2



CITY OF PERTH SCHEME USE AREAS

City Centre	CC
Town Centre	TC
Residential	R60
Office/Residential	OR
Residential/Commercial	RC
Commercial	CO

OTHER

Additional Uses	A1
Normalised Redevelopment Area	
Metropolitan Redevelopment Authority Area	MRA



City of Perth

Covid-19 Response and Relief

City of Perth Community Care Plan



03 May 2020

Prepared by: Bek Slavin

[Click to add Auhot (not Document property)]

Contents

1.	Introduction	3
2.	Background	3
3.	Current Coordination and Response	4
4.	Objectives and Principles	5
5.	Definition of vulnerable person	6
6.	City of Perth vulnerable people	8
7.	City of Perth Community Care Plan	13
	7.1 City of Perth Library – Covid-19 Temporary Service Provision	17
8.	References	18

1. Introduction

There are cohorts in the City of Perth community identified as highly vulnerable people to COVID-19 and there are cohorts of the community whose vulnerability will increase as the pandemic continues to develop.

Local Governments are required to provide community leadership and support for maintenance of civil society under the Emergency Management Act and work with State and Territory Governments to tailor public information to the needs of the community, particularly vulnerable groups.

The City of Perth Community Care Plan connects people with the services and support networks they need. Through its proposed actions, the City will lead, partner and advocate to meet the unique needs of our community. The full impacts of the pandemic are not yet fully known, with new and changing trends and issues emerging daily across the Community Services Sector. The City will continue to develop considered and flexible programs and initiatives that are responsive to the community's needs.

This document articulates the immediate Relief and Response to meet the identified need of vulnerable people in our community.

2. Background

Impacts from the COVID-19 pandemic on the world's economy has been well noted and significant action has been undertaken across all levels of Government in response. The City of Perth, and indeed all local authorities, are well placed to mobilise community support and action, especially for those most vulnerable in our community. The City is committed to doing its part to flatten the infection curve to minimise the impact on the State's health system and to support members of its community for the duration.

The full extent of the medium and long terms impacts of COVID-19 is unknown and will change as the pandemic develops. The health directives to manage COVID-19 such as social distancing have had social, health and wellbeing impacts on all members of our community. These directives are important in protecting those who are most vulnerable in our community, like older adults and immunocompromised people.

Vulnerable groups of people are those that are disproportionally exposed to risk, but who is included in these groups can change dynamically. A person not considered vulnerable at the outset of a pandemic can become vulnerable depending on a government's policy response, access to services and better understanding of the disease. The risks of sudden loss of income or access to social support have consequences that are difficult to estimate and constitute a challenge in identifying all those who might become vulnerable.

The City of Perth has a role in responding to these impacts to meet the needs of the community and play an active role in supporting their health and wellbeing.

The City of Perth Community Care Plan sits within the Response and Relief phase of the City's Covid-19 Strategy. It is anticipated actions identified within this plan will be for an initial period of up to 8 months and will be considered during the development of the City's Covid-19 Recovery and Rebound strategy. The future approach to addressing the needs of our vulnerable people will be articulated in the City's Community Recovery and Rebound Plans.

3. Current Coordination and Response

In response to the declared State of Emergency in March 2020 the City activated its Crisis Incident Coordination Team (CICT) as required under its Emergency Management Plan. The purpose of the Taskforce was to respond to information as it was progressively released by the Department of Health as the State's Hazard Management Agency, and to lead immediate action to address operational requirements and the safety of the community, visitors, businesses and staff.

Since March the City has implemented a number of initiatives and changes to its services in response to Covid-19 pandemic, some of which are outlined below.

Coordination of Accredited Services

Services are struggling to meet the service level demands during the COVID-19 pandemic, particularly with social distancing requirements, reduced volunteer numbers and accessibility to personal protective equipment. The City suspended food delivery at the accredited homeless services site at Moore Street due to social distancing requirements, however health and hygiene services continue. The City continues to coordinate the accredited groups and service providers to support people experiencing homelessness through mobile food outreach, continued assertive outreach and outreach health services.

City of Perth operated community facilities

In the week commencing 16 March 2020 services provided from community facilities were adjusted in response to social distancing restrictions and decline in volunteer and client patronage. On the 23 March in response to a direction from the Government of Western Australia, most City of Perth community facilities were closed temporarily until the restrictions expire as outlined within the direction or are revoked by the Government.

Citiplace Childcare Centre has continued to operate and provide childcare services to essential workers. Citiplace Community Centre, whilst closed, have a database of over 500 people who are high to moderate risk vulnerability and previously utilised the services on a regularly basis. Citiplace Community Centre staff have maintained regular contact and connection to these people to sustain social connectivity and provide welfare checks.

The City of Perth Library whilst closed to the public has continued to offer access to an extensive range of online resources, including online courses, e-books, music, magazines, films and audio books. It has also adapted its usual face-to-face Storytime and Rhyme time to an online context and is now available on Tuesday's via the City of Perth Library Facebook page. The Library has seen an increase in membership since it closed on 23 March, with 500 new members joining online as at 30 April 2020. From Tuesday 29 April, the Library will offer computer access to vulnerable people and a home delivery service to Library members who reside in the City of Perth, giving priority to people over 60 or those who are self-isolating as they are at risk. The City of Perth Library is an important resource for community during COVID-19, particularly supporting people of all ages to engage in continued education, relationships and community.

SafeCity Services

The City of Perth has significantly expanded its Safe City services across the city with the redeployment of Parking Officers and staff holding a security license from Citiplace Rest Centre and Citiplace Community Centre. Safe City Patrols now operate seven days a week from 7am to 9pm across all areas of the City. An extra 14 vehicles are patrolling the streets - including residential areas. All patrols will provide increased vigilance and will be reporting through to Citywatch and WA Police. Safe City Rangers monitor rough sleepers, changes in the environment, hot spots, emerging trends and do welfare checks - they perform a key role in supporting our vulnerable community.

Covid-19 Quick Response Community Grants

The COVID-19 Quick Response Community Fund has been created to support community projects and services which respond to the exceptional challenges over the coming months. The City will rapidly provide up to \$15,000 of grant funding to community-led schemes, which identify and/or achieve the small scale but important things that can safely address some of the issues that are arising due to the pandemic and provide the much-needed support for the City's most vulnerable people.

Sharing of information

Community Sector initiatives and programs are being developed and released daily in response to the pandemic to support high, moderate and lower risk cohorts in the community. As part of the City of Perth Community Care Plan, the City is monitoring and capturing these initiatives and will provide the resources and tools to connect community to the services they need and assists the City to identify gaps and inform where and how the City can respond, either through direct service delivery or advocacy.

The City is also sharing its intelligence across numerous support agencies and state government departments to assist with and inform appropriate responses to issues and challenges arising from the Covid-19 pandemic.

State Coordination

On the 9 April 2020, the State Emergency Welfare Plan was activated and the Director General of the Department of Communities was appointed as the State Welfare Coordinator. The primary role of the plan is to assist with the coordinating the provision of welfare services across six functional areas:

- Emergency accommodation;
- Emergency food provision;
- Emergency clothing and personal requisites;
- Personal support services;
- Registration and reunifications; and
- Financial assistance.

To assist with planning and responding to the needs of WA's most vulnerable people a number of State-led taskforces have been established to focus on homelessness, people with disability, family and domestic violence, seniors, Aboriginal outcomes and partnerships, remote Aboriginal communities, mental health and alcohol and other drugs and young people.

The City of Perth Community Care Plan intends to build on the work of the State Emergency Welfare Plan and associated taskforces reducing duplication and identifying gaps where the City can add value to the collaborative effort.

4. Objectives and Principles

Connection and Access to Services

The City will monitor the impact of COVID-19 pandemic on our community and responds to the needs of vulnerable people through connection to appropriate services and supports.

Information to Community

The City will provide community with current and relevant information about support services which meets their needs during COVID-19 and promotes public health awareness in the community.

Collaboration with key stakeholders

The City will provide current qualitative and quantitative data on the current and emerging needs of our community, which will in turn inform the Community Recovery Plan as part of the City's recovery and

rebound phases. The City will also provide relevant information and support to key stakeholders, particularly community organisations focused on vulnerable members of community during COVID-19.

Identify the gaps

The City will identify emerging trends and gaps in service delivery for the unique needs of vulnerable people during COVID-19. The City will advocate for community as emerging issues and needs arise and may consider directly delivering needed services.

Build capacity

The City will be responsive and innovative by developing approaches to support the community and meet their needs.

5. Definition of vulnerable person

Defining a vulnerable person is difficult in a pandemic and many people would not consider themselves a “vulnerable” person despite meeting criteria to say they are. A person not considered vulnerable at the outset of a pandemic can become vulnerable because of health directives and previously vulnerable people are now at greater risk.

The people most vulnerable to severe illness from COVID-19 include older persons and those with chronic medical conditions — conditions that are disproportionately found in socially disadvantaged populations. Racial and ethnic minorities, persons with low income, individuals with serious mental illness, and those with disabilities, all tend to develop illnesses such as heart disease, diabetes, and lung disease more frequently, and at younger ages.

Those most at risk are also those less able to protect themselves and others from infection. They often live in overcrowded apartments, use public transportation, and may need to shop more frequently for necessities such as food and medications because of sporadic access to funds. They are more likely to be exposed to infection while working, due to their overrepresentation in essential jobs in transportation, government, health care, and food supply services, and in low wage or temporary jobs that may not allow for working from home or provide paid sick leave. They often lack internet access and telephone services, placing them at greater risk of social isolation and for being uninformed about what they need to do to protect themselves. Due to historical and current experiences of discrimination and stigma, they may distrust the very institutions they need to protect them during a pandemic.

COVID-19 has presents challenges in continuation of services to vulnerable people. Continued changes to social distancing and operational practises have significantly impacted the ability to deliver the same level of services. Services most greatly impacted include; accessibility to food, medical services, outreach and care services, community services centres, accommodation, counselling and mental health services.

The vulnerability aspects noted above only include the immediate risks to individuals in COVID-19 but not all the peripheral impacts noted from financial hardship or social distancing such as the increase in family domestic violence or the increase in crime rates like theft due to inability to purchase items or the breakdown of relationships due to anxiety and stress compounded in the family home. These all need to be considered as impacts to vulnerability of an individual, looking at the full spectrum of social, health and environmental factors.

For the City’s purposes in relation to COVID-19, we have classified vulnerable people against the following criteria:

High Risk:

- Aged over 70 years of age;

- Aged over 60 years of age and living with a chronic illness;
- Aged over 50 years of age and identifying as Aboriginal or Torres Strait Islander;
- Experiencing homelessness or at risk of becoming homeless; or
- People experiencing violence in the home.

Moderate Risk:

- Aged over 60 years of age and living alone with less significant health issues;
- Aged under 60 years of age, living with chronic illness or disability;
- In temporary, unsupported accommodation;
- International students and backpackers;
- people in group residential settings; or
- Experiencing significant financial hardship.

Low risk:

- All ages, with minor health issues and indicating a need of support; or
- All ages, living alone and indicating a need of support.

6. City of Perth vulnerable people

Below is a snapshot of the residents in the City of Perth who fall under the definition of vulnerable people or may be susceptible to becoming a vulnerable person in the coming months.

Risk Category	Representation	Identified issues
High Risk		
Aged over 70	<p>6.3% of the City's total population</p> <ul style="list-style-type: none"> - Central Perth (East) 3.8% - Central Perth (West) 6.9% - Crawley 6.1% - East Perth (Claisebrook) 7.7% - East Perth (Langley) 5.6% - East Perth (Waterbank) 1.7% - Nedlands 11.1% - Northbridge 2.1% - West Perth 6.8% 	<p>The risk of serious illness from COVID-19 increases with age. The highest rate of fatalities is among older people, particularly those with other serious health conditions or a weakened immune system. To reduce the chances of this cohort contracting Covid-19 and to increase access to all available health supports, the government has requested people over the age of 70 to self-isolate.</p> <p>People over the age of 70 are already identified as a vulnerable cohort within our community and self-isolation is likely to impact considerably on the health and wellbeing of these individuals due to the decrease in accessibility and connection to services, isolation and loneliness and acerbation of pre-existing medical conditions.</p> <p>For people living with dementia or some form of cognitive impairment, the ability to follow instruction or to alert others about potential symptoms may be a challenge. This is especially so where there is a limited capacity to communicate verbally or express pain and discomfort.</p> <p>For people living with a disability and needing to self-isolate, there are difficulties in accessing essential services, particularly with changes in how Home Care Packages are delivered during this time. This can exceptionally isolating times for people with disability isolating to reduce the likelihood of infection.</p> <p>Current advancements in essential service delivery, tend to be done by electronic means, this can be difficult for this cohort if they do not have knowledge or accessibility to modern technologies.</p>
Aged over 60 (with chronic illness)	<p>11.6% residents living in the City of Perth were 60 years or older.</p> <p>Older people aged 65 and over contributed 36% to the total disease burden in WA, mostly chronic disease.</p>	<p>As above.</p> <p>In addition, current strains to the public health system have resulted in reduction of availability of health services, those which monitor chronic disease and elective surgery. There are members of the community who are unable to obtain usual levels of health services.</p>

	Health statistics on prevalence of chronic disease by neighbourhood in the City of Perth is not available.	There are community members within this cohort have been significantly impacted by COVID-19, should their workplace be unable to support working from home arrangements, there are vulnerable members of this cohort unable to work and experiencing financial hardship.
Aboriginal and/or Torres Strait Islander Community aged over 50	<p>0.9% of the City's total population</p> <ul style="list-style-type: none"> - 0.6% of Northbridge population - 0.9% Central Perth East Population - 0.1% Central Perth West Population - 0.8 % Crawley population - 0.8% East Perth (Claisebrook) population - 0.5% East Perth (Langley) population - 0% East Perth (Waterbank) population - 2.2% Nedlands population - 0.5% West Perth population <p>(unknown the number of residents above the age of 50)</p> <p>Over 40% of people rough sleeping in the City of Perth identified as being Aboriginal and/or Torres Strait Islander.</p>	<p>Aboriginal and Torres Strait Islander peoples are identified as high risk for COVID-19. The risk of serious illness from COVID-19 is increased in the Aboriginal Torre Strait Islander Community and those who have pre-existing medical conditions. The highest rate of fatalities is among those with other serious health conditions or a weakened immune system.</p> <p>Aboriginal and Torres Strait Islander peoples have higher levels of homelessness, chronic disease, alcohol and drug dependency, domestic violence and high rate of suicide among young people.</p> <p>Aboriginal and Torres Strait Islander people visit Royal Perth Hospital and Sir Charles Gardner Hospital and tend to stay in the City of Perth to attend medical appointments and may not be able to Return to Country without supports.</p> <p>In addition, current strains to the public health system have resulted in reduction of availability of health services, those which monitor chronic disease and elective surgery. There are members of the community who are unable to obtain usual levels of health services.</p> <p>In addition, this can be exceptionally lonely and isolating times for Aboriginal and Torres Strait Islander people who may not be able to connect with family and their cultural practises.</p>
Experiencing Homelessness	<p>272 people rough sleeping in the City of Perth (excluding squats, crisis/transitional accommodation, hospitals, police lock-up & squats; number is expected to be higher).</p> <p>Due to the transient nature of people who sleep rough, data is not available by neighbourhood, however a recent count indicated higher levels in the CBD area.</p>	<p>People experiencing homelessness are highly susceptible to contraction of and spread of COVID - 19. Recent studies from London, England and COVID-19 tracking identified the spread of infection amongst the Rough Sleeper community which also spread to general community through passive community interaction and virus in the public space.</p> <p>Rough Sleepers have a compromised immune system due to higher levels of rough sleeping, alcohol and drug dependency, chronic health concerns and general lower health and therefore susceptible to higher fatality rate if infected.</p> <p>With reduction of services in the homeless sector across the metropolitan area, the City has observed new faces in the rough sleeping community as they need to access essential services. Changes to essential services because of health directives have increase agitation, aggression, food insecurities and higher numbers of people accessing each service.</p>

Moderate Risk

Aged over 60 living alone	<p>5.3% of City of Perth resident aged 65 years and over live alone</p> <ul style="list-style-type: none"> - Central Perth (East) 3.0% - Central Perth (West) 4.9% - Crawley 5.3% - East Perth (Claisebrook) 5.5% - East Perth (Langley) 5.2% - East Perth (Waterbank) 1.3% - Nedlands 13.4% - Northbridge 0.6% - West Perth 6.6% - Central Perth 4.1% 	<p>See issues 'Aged over 70'</p> <p>Living alone, feeling lonely and being isolated are terms that are often used interchangeably (Klinenberg). But loneliness and social isolation are not necessarily the same thing. Social isolation refers to the lack of contact between a person and society.</p> <p>Loneliness is the gap between your actual social connections and the perception you have about the quality of those interactions (Caccioppo & Caccioppo, 2014).</p> <p>Those who live alone, particularly older adults are more susceptible to social isolation and loneliness which has significant impacts to their health and wellbeing.</p>
Aged under 60 living with chronic illness/disability	<p>Data is not available for age specific or chronic illness by local government area.</p> <p>In the City of Perth 1.6% of people identified as needing assistance due to disability.</p> <ul style="list-style-type: none"> - Central Perth (East) – 1.4% - Central Perth (West) 1.5% - Crawley – 0.8% - East Perth (Claisebrook) 2.4% - East Perth (Langley) 1.9% - East Perth (Waterbank) 1.8% - Nedlands – 1% - Northbridge – 1.3% - West Perth – 2.0% - Central Perth – 1.4% 	<p>For people living with dementia or some form of cognitive impairment, the ability to follow instruction or to alert others about potential symptoms may be a challenge. This is especially so where there is a limited capacity to communicate verbally or express pain and discomfort.</p> <p>For people living a disability and needing to self-isolate, there are difficulties in accessing much needed services such as appointments for health supports, receiving in home care and accessing essential services like food, particularly with changes in how Home Care Packages are delivered during this time. This can exceptionally isolating times for people with disability to reduce the likelihood of infection</p> <p>Those who live alone, particularly older adults are more susceptible to social isolation and loneliness.</p>
Living in temporary or unsupported accommodation	<p>Households renting social housing in the City of Perth is 4.4%</p> <ul style="list-style-type: none"> - Central Perth (East) 0.3% - Central Perth (West) 3.9% - Crawley 8.1% - East Perth (Claisebrook) 4.2% - East Perth (Langley) 5.8% 	<p>Due to COVID-19, wide spread scale down of non-essential services have occurred and adaptations to existing services.</p> <p>Resulting in a decrease in availability of some temporary accommodation and more stringent rules accessing accommodation due to time between infection and demonstration of symptoms and members of the community who are asymptomatic.</p>

	<ul style="list-style-type: none"> - East Perth (Waterbank) 0% - Nedlands 0.1% - Northbridge 4.7% - West Perth 7.3% 	<p>As a result, there is an increased risk to entering rough sleeping and chronic homelessness. Particularly those who may have not recently lost their job or are experiencing increased financial hardship.</p> <p>Over 9,500 people in WA known to be “homeless” which includes temporary accommodation and couch surfing. The capacity and numbers of people in these accommodations are unknown due to privacy and cyclic nature of moving in and out of homelessness.</p>
International Students and backpackers	<p>12.1% of the population are tertiary students living in the City.</p> <p>In 2016, 28.6% of recent arrivals attended university in the City of Perth.</p> <p>Current statistics of International Student and backpackers who remain in Australia during and after COVID-19 is not available.</p>	<p>International students and backpackers are not eligible for any financial support from Centrelink and have significant job losses compared to domestic students. With substantially increased cost of flights, returning home is not a viable option.</p> <p>Do not receive the financial stimulus packages for jobs/positions lost to date, however have more recently been able to access their superannuation. Their financial status is dependent on their family supports and the quantity of funds within their superannuation.</p> <p>International students and backpackers are at a high risk of becoming homeless and not being able to access essential services.</p>
Living in congregate residential settings (i.e. residential aged care, crisis accommodation, boarding houses, hostels)	<p>13.1% of the City of Perth population live in non-private dwellings which provide a communal type of accommodation.</p> <ul style="list-style-type: none"> - Central Perth (East) 27.1% - Central Perth (West) 16.8% - Crawley 0% - East Perth Claisebrook 3.2% - East Perth (Langley) 8.9% - East Perth (Waterbank) 10.2% - Nedlands 28.1% - Northbridge 10.1% - West Perth 6.1% 	<p>See “over 60 with chronic illness”</p> <p>Those living in residential settings are being impacted significantly by social distancing and being requested to limit contact with family and friends, with some facilities ceasing visitation entirely. This has impacts to social isolation and loneliness for those in the facilities, particularly those without technological knowledge and access.</p>
Experiencing financial hardship	<p>879 people in Perth LGA experienced a high rate of financial stress from mortgages or rent prior to Covid-19 (53.2% of low-income households).</p>	<p>Prior to Covid-19 the City of Perth has an unemployment rate of 10.3%, this is expected to be higher due to with recent job losses.</p> <p>In the first week of April 2020, Services Australia finalised more than 200,000 claims for the Government Jobseeker payment.</p>

18.8% of households are low income (less than \$650 per week)

- Central Perth East 20.8%
- Central Perth West 17.5%
- Crawley 36.1%
- East Perth (Claisebrook) 14.6%
- East Perth (Langley) 16%
- East Perth (Waterbank) 14.9%
- Nedlands 18.8%
- Northbridge 19.6%
- West Perth 18.3%

In the City of Perth 18.8% of households are low income, generally deriving from industries most impacted by COVID-19, including retail, food and bars. The financial strain impacts to the community are significant and has seen difficulty to meet rent/mortgage obligations and accessibility to utilities and food. The State Government have offered \$30 million package for grants to landlords to support people who have recently lost their jobs.

Low Risk

All ages, with minor health issues and indicating a need of support

29,434 residents in the City of Perth.

The full impacts of COVID-19 are not yet fully known, the City of Perth needs to be flexible and adaptable to the emerging needs and requests for supports. We acknowledge there will be cohorts of the community not identified as high or moderate risk, who life situation will change because of COVID-19.

All ages, living alone and indicating a need of support

32.1% of City of Perth households are lone person households

- Central Perth (East) 34.7%
- Central Perth (West) 32.4%
- Crawley 29.4%
- East Perth (Claisebrook) 31.2%
- East Perth (Langley) 31.9%
- East Perth (Waterbank) 31.6%
- Nedlands 31.4%
- Northbridge 26.6%
- West Perth 38%

The full impacts of COVID-19 are not yet fully known, the City of Perth needs to be flexible and adaptable to the emerging needs and requests for supports. We acknowledge there will be cohorts of the community not identified as high or moderate risk, who life situation will change because of COVID-19.

**Statistical information obtained from Profile ID and Australia bureau of statistics. Limitations in data sets as last census was 2016 and there will be minor variances to the above statistics over time;*

**Percentage information is as listed on profile ID and is based on a total population figure of 29,434 residents in the City of Perth;*

**Limitations in data sets exist due to inability to obtain statistical information on prevalence of chronic illness in the City of Perth and across neighbourhood level;*

**Gaps in available data will be identified through the implementation of the City of Perth Community Care Plan database and evaluation data collection.*

7. City of Perth Community Care Plan

Action	Action detail and justification	Timeframe	Resources
Establish a Vulnerable Persons Database	<p>A register of vulnerable people within the City's community does not currently exist. The database will provide the City with a clear picture of the number of and level of vulnerability of people in its community. In turn, this data will provide the City with the ability to provide a personalised call back service to offer tailored information and support to assist to meet the needs of each community member (see action 2) and to identify gaps in services and support networks within the City.</p> <p>The database will provide essential data on the health and wellbeing of our community which will be used to inform the City's community commitment in the recovery phase (24 months) and Rebound phase (36 months) of its COVID-19 plan.</p> <p>This action has been identified as a priority.</p>	Ongoing	<p>2 FTE (for 2 weeks)</p> <p>\$6,000</p>
Establish a new contact service to coordinate & connect community to services and supports (online and telephone)	<p>A contact centre will be established for those needing information or referral to services during the Covid-19 pandemic. Community members or their families will be able to self-register if in need of support. They will then receive a call back from a specialised City officer with further information, connection to support and follow up phone-calls if required.</p> <p>The City will draw on previously mapped essential services available in the City of Perth and will use this information. The Community Service sector has changed considerably with reduced service, changed service delivery and some services ceasing to exist. The change has occurred rapidly and information on services can be challenging to obtain. Community Services will continue to actively map these changes and trained City of Perth employees will provide residents who register with referrals and connection to relevant information and services which meet their need.</p>	3 months (then review)	<p>5 FTE</p> <p>(reviewed ongoing basis; determined based on need)</p>

	Understanding the level and area of need in our community and will identify gaps or duplication that will support the City in developing innovative approaches to meet emerging issues and trends in our community because of COVID-19.		
Establish COVID-19 Quick Response Community Grants.	<p>COVID-19 quick response Community grants were developed in response to identified need for services to adapt in COVID-19 and implement innovative approaches to deliver new services.</p> <p>The COVID-19 Quick Response Community Grants require organisations to apply for grants up to \$15,000 for delivery of new or adapted services and meet the needs of City of Perth residents during COVID-19 across the broad spectrum of wellbeing, with a strong focus on essential services.</p>	Available until 30 June 2020	0.3FTE \$95,000
Establish a Perth Online platform focussed on the social, health and wellbeing needs of our community.	<p>To assist Community members who may be feeling socially isolated or lonely, an online platform which is engaging, interactive and informative will be developed.</p> <p>Community will be able to connect and engage with other residents and the City through the development of Perth Online. They will receive up to date information, tools and resources which focus on providing health promotional messages, engagement activities and tips and connection to available services in the community.</p> <p>In addition to delivery of this service, the City will strengthen its understanding of priority of need and interest levels of the community which can inform advocacy, partnership, future services and tailored information.</p>	Ongoing	0.5FTE (Community Services/ Vulnerable People component)
Expand assertive outreach services in the City of Perth	<p>Assertive Outreach workers are essential in building relationships with people who are rough sleeping, identifying their needs and provide active referral which meet a persons need at the time they need it.</p> <p>Expansion of assertive outreach services in the City of Perth will continue to support the long term strategic vision of ending homelessness in WA as well as supporting the immediate needs of people experiencing homelessness during COVID -19.</p> <p>Increase assertive outreach services in the City of Perth provide our Safe City Patrol team, Operational team and community with the opportunity to register welfare concerns, increase referrals to support services and improve the City's support for vulnerable people.</p>		0.2 FTE \$50,000

Continue to coordinate goodwill and community groups providing services to people rough sleeping with the City of Perth	<p>The City has been working with the homeless sector to both increase and support the continuation of essential services through service model adaptation and coordination of services in response to Covid-19.</p> <p>By continue to coordinate goodwill groups and community groups in the public realm, the City support vulnerable people sleeping rough to connect to food services, health services, laundry and hygiene services and assertive outreach in the City of Perth.</p> <p>Where appropriate, with evidenced need through emerging trends and identified gaps, the City will consider new services which meet the unique needs of our rough sleeper community in response to COVID-19.</p>	1 FTE
Advocate to WALGA and all Vulnerable Cohort Taskforces on the gaps in service delivery for identified needs.	<p>Through the identification of service delivery gap and emerging trends and identified needs the City will need to advocate at forums and platforms through the Western Australia Local Government Authority (WALGA) and Department of Communities. There will be unpredictable issues which emerge in the community, across numerous Local Governments which need to be addressed by the State Government.</p>	0.2 FTE
Work collaboratively with the Department of Communities and the homelessness services sector to secure appropriate accommodation for people sleeping rough during the crisis	<p>High numbers of rough sleepers across the City of Perth and across the state requires advocacy at the levels required to initiate action. Vulnerable people require safe places to stay to improve their general health and wellbeing, in addition to having the ability to self-isolate during COVID-19.</p> <p>Through the coordination of services in the public realm and Safe City Patrols, the City has current and regular updates on the hotspot locations of people sleeping rough in the City of Perth and numbers of new people to the streets.</p> <p>The City can support the broader sector by providing data and information to the Department of Communities to support the action of providing accommodation for people who are sleeping rough.</p>	0.2 FTE
Establish a Communications Plan	<p>Many community members do not have access to technology or are isolated from the world and are not receiving regular information. The City of Perth has a role to provide timely information to our residents and community groups via various communication channels to keep them</p>	0.2 FTE

	<p>informed of available services and community connecting initiatives to reduce the impact of the pandemic on their lives or at least keep them informed.</p> <p>A communications plan tailored to the unique needs of our community during COVID-19 we can support the reduction of social isolation, contribute to a person's health and wellbeing and provide resources and tools to additional supports.</p>	
<p>Work collaboratively with Volunteering WA and the community sector to support volunteering opportunities</p>	<p>The City is a unique position where community are contacting seeking volunteer opportunities to remain connected and engaged in their community and is working regularly with organisation who are seeking volunteers as volunteer numbers are impacting their ability to continue services. A high percentage of volunteers prior to COVID-19 in WA have been deemed as high risk and are no longer able to volunteer. This has an impact to sustainability of services, many of which support vulnerable people in the community.</p> <p>The City will work collaboratively with the community services sector to identify volunteer opportunities, connect these to Volunteering WA and support the continuation of volunteer run programs for vulnerable people.</p> <p>Similarly, the City will support communication to community and connection to Volunteering WA to register as a volunteer and provide opportunities for community connection and engagement with organisation who require it.</p>	0.2 FTE
<p>Expansion of Safe City Patrols</p>	<p>There are many vulnerable people in the City of Perth. Expansion of Safe City Patrol, the City of Perth has increased its eyes on the streets and direct connection with vulnerable people in our community. The increased presence contributes to a safer environment, support of social distancing measures in public, observation and adherence of health directives, opportunity to connect with vulnerable people in the public realm and support the City's efforts to look after vulnerable community.</p>	
<p>Continue to provide Childcare Services to essential workers</p>	<p>There are many essential services which continue to operate in the City of Perth. Families and especially single parents rely on childcare services to continue to work and remain in sustainable employment. Continuation of childcare services also supports to the healthcare systems through caring for children of essential works such as doctors, nurses, paramedics, police, care workers etc. Through the continuation of these services the City of Perth is contributing to the ongoing</p>	BAU

greater picture of the pandemic, as well as supporting individuals to maintain employment. The children also benefit from ongoing learning, social connection and life normalcy.

7.1 City of Perth Library – Covid-19 Temporary Service Provision

The City of Perth Library is an important resource for community during COVID-19, particularly supporting people of all ages to engage in continued education, relationships and community. To support the Community Care Plan the City of Perth Library will be providing new temporary services throughout the pandemic. These services will be available to City of Perth residents, giving priority to people over 60 or those who are self-isolating as they are at risk.

Service	Service description
'Express' computer access	Vulnerable people will be able to access the Ground Floor express computers for purposes of checking email, signing into Centrelink and other support services.
Home Delivery Service	A new personal delivery and collection service to City of Perth residents' homes, including people who meet the definition of vulnerable.
Ask a Librarian	An 'Ask a Librarian' (Ask the Staff?) link will be added to the library webpage. Patrons will be able to submit their enquiries and their queries will be answered almost immediately.
Mixed bag – Click and Collect	<p>City of Perth Library members will be able to request a mix of 10 items: books from a genre or genres, DVDs, audio-books and magazines, which will be selected for them and issued to their library card.</p> <p>Items will be selected by a team of library officers and will be available for patrons to collect from outside the Library.</p> <p>These items will need to be returned to the library.</p>
Lucky Dip	<p>City of Perth Library members will be able to request a random selection of fiction, non-fiction, young adult titles, or children's books for under 5, and over 5. Only books will be offered for this option and 5 titles only will be issued.</p> <p>Items will be selected from discarded titles and bundled for patrons to collect from outside the Library.</p> <p>These items will not need to be returned to the library.</p>
Online programming and activities	Online programming and activities are being planned and made available via the City of Perth Library's social media pages and website, this includes online story time and rhyme time.
Access to e-resources	Continue to provide access to an extensive range of online resources including e-books, music, magazines, online courses (Lynda.com), films and audio books.

8. References

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Council Policy Manual

Sponsorship and Grants

Policy Objective

To provide a consistent, equitable, transparent and efficient framework for the administration of grants and sponsorship at the City of Perth. The Policy aims to clearly identify the eligibility and accountability requirements of organisations that apply for, and receive, funding.

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~~The City of Perth recognises and respects the vital contribution of the community in developing and delivering projects that contribute to a vibrant and sustainable city. The City of Perth is committed to empowering the community to encourage, develop and deliver a wide range of projects and initiatives that build social, cultural, civic, environmental and economic life to deliver the goals of the Strategic Community Plan within the City of Perth local government area (LGA).~~

~~This Policy sets out the high level criteria and process for the City's sponsorship and grants programs and is designed to provide the framework for the development and management of the various guideline documents that have additional, specific criteria for each approved funding program.~~

The objectives of the policy are:

- a) Provision of a consistent, equitable, transparent and efficient framework for administration of all sponsorship and grant programs;
- b) To support a range of projects and initiatives that meet the diverse needs of the City of Perth community;
- c) To clearly identify the eligibility and accountability requirements of organisations that applies for and receives funding.

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Policy Scope

This policy is applicable to all applicants and recipients of grants and sponsorship funding at the City of Perth.

City of Perth Parking Commercial Partnerships are not considered sponsorships and are not considered within this Policy.

Policy Statement

Through the provision of grants and sponsorships, the City of Perth aims to support a range of projects and initiatives that meet the diverse needs of the City's community and support the delivery of the goals outlined in the City's Strategic Community Plan.

1. DEFINITIONS

1.1 Sponsorship

Sponsorship is a commercial, negotiated arrangement in which the City provides cash and/or in kind contributions to an entity in return for commercial leverage, promotion, activation or exposure to achieve defined outcomes from the City's Strategic Community Plan. Sponsorship is not philanthropic in nature and the Council expects to receive a reciprocal benefit beyond a modest acknowledgement. The sponsorship will provide tangible and mutual compensation for all parties in the arrangement.

1.2 Grants

Grants are cash and/or in-kind contributions provided to a recipient for a specific, eligible purpose. This is as part of an approved grant program which ties into the City's Community Strategic Plan, with the understanding that there will be a defined outcome that directly or indirectly benefits the public, but with no expectation of a commercial return to the City. Grants are subject to conditions including reporting, accountability and a requirement for the funds to be expended for the direct purpose for which they were granted.

2. PROGRAMS

The sponsorship and grants portfolios will consist of a number of programs, as determined by the City of Perth ~~from time to time by Council~~ and subject to regular review and budgetary considerations.

Each program has its own guideline document that specifies the following information:

- 2.1 funding categories;
- 2.2 application timeframe and process;
- 2.3 maximum and minimum funding limits;
- 2.4 maximum contribution of cash or inkind support to be provided by the City;
- 2.5 eligibility criteria;
- 2.6 assessment criteria;
- 2.7 assessment process;
- 2.8 items that are not eligible for funding;
- 2.9 provision for in-kind sponsorship;
- 2.10 duration of agreements, including the maximum agreement duration.

~~Each program has its own guideline document that specifies application time frames, funding limits, categories, eligibility and assessment criteria. Applicants will be required to address the criteria within the relevant guideline.~~

These guideline documents will be made publicly available via the City of Perth website and available in alternative formats on request.

3. LINK TO STRATEGIC COMMUNITY PLAN

~~All funding programs must link to the objectives of the City of Perth's Strategic Community Plan and the Corporate Business Plan. The number and type of outcomes that must be met will be detailed in the relevant guideline document for the program.~~

4. APPLICANT ELIGIBILITY

To be eligible to receive sponsorship or grants funding from the City, the applicant must:

- 4.1 be a legally constituted entity;

- 4.2 be an individual with an Australian Business Number (ABN) (with the exception of an applicant for Heritage Grants); or an applicant that is under the auspice of an Australian legal entity;
- 4.4 have submitted the application not less than four weeks from the project commencement date;
- 4.5 ~~submit an application through the City's approved online management portal;~~
- 4.6 have all appropriate insurances and licenses;
- 4.7 offer a project or initiative within the City of Perth local government area; or
if not within the City of Perth local government area, the project or initiative demonstrates a direct impact on the City of Perth meeting its goals under the Strategic Community Plan; and
- 4.8 **An organisation must demonstrate financial viability without the City's funding (an individual event or project may not be viable without the City's support, however the organisation must be);**

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The City will not consider applications from:

- 4.9 the Commonwealth, State or any Government Agency;
- 4.10 an employee of the City of Perth;
- 4.11 an individual without an Australian Business Number (except for an applicant for a Heritage Grant);
- 4.12 an applicant that has outstanding debts to the City of Perth;
- 4.13 an applicant that has failed to provide satisfactory acquittal reporting for any previous City of Perth funding;
- 4.14 an applicant that has already received City of Perth funding (including in-kind) for the same project within the same financial year; and
- 4.15 an applicant that has already applied for City of Perth funding (including in-kind) for the same project within the same financial year and been refused.

5. PROJECT ELIGIBILITY

The City of Perth will support project funding only and will not support recurrent funding or wages and salaries or administrative overheads.

5. FUNDING LIMITS

~~Maximum and minimum funding limits for each program are to be listed within the relevant guideline document.~~

Commented [VW4]: Included at 2.3

6. INELIGIBLE ITEMS

~~The provision of funding may be predicated on that funding being expended for specific items that assist the City to meet its defined objectives. Items that are not eligible for funding must be listed within the guideline document for the program.~~

Commented [VW5]: Included at 2.8

7. APPLICATION

Requests for sponsorship or grants funding must be submitted on an approved application form within the City's online management portal SmartyGrants.

8. ASSESSMENT

All applications will be assessed against criteria identified in the program guidelines.

- ~~8.1 the extent to which the proposal contributes towards the achievement of the Strategic Community Plan and the Corporate Business Plan;~~
- ~~8.2 the extent to which the project plan and budget is realistic and provides value for money;~~
- ~~8.3 a demonstrated capacity of the applicant to undertake all aspects of the project; and~~
- ~~8.4 anticipated community benefit.~~

~~Additional assessment criteria may apply and will be detailed within the guideline document for the program.~~

~~Individual applications for funding of less than \$15,000 will be assessed by a minimum of two persons.~~
~~Individual applications for funding in excess of \$15,000 or applications as part of a Round will be assessed by a minimum three person assessment panel.~~

Commented [VW6]: These items to be included in an internal Procedure.

9. CONTRACT

All successful applicants will be required to enter into a standard, written funding contract with the City of Perth which includes terms and conditions pertaining to the approved funding.

~~Where a Council approved funding recipient is unable to implement a project in accordance with the approved funding agreement, the City will consider and determine approval or refusal of a variation to the project or project timeline only where the variation is reasonably appropriate as determined by the City and does not change the approved project outcome.~~

Commented [VW7]: Included in Sponsorship Contract and Procedure

10. ACQUITTAL OF FUNDING

All sponsorships and grants must be acquitted within four months of the completion of the project or prior to subsequent application of further funding, whichever comes first, via the City's online management portal. The City will provide a pro forma acquittal document within the online management portal that can be used.

11. MAXIMUM FUNDING CONTRIBUTION

The maximum contribution of cash or in kind provided by the City of Perth will not exceed

- ~~11.1 50% of the total project budget for sponsorships;~~
- ~~11.2 100% of the total project budget for grants.~~

~~Lower maximums may be prescribed within the guideline document for each program.~~

Commented [VW8]: Included in Procedure and Program Guidelines
Included at 2.4

12. DURATION OF AGREEMENTS

Sponsorship and grants agreements will be subject to the following maximum durations:

- ~~12.1 Maximum: Three (3) years~~

~~Maximum and minimum agreement lengths for each program will be identified in the relevant guideline documents.~~

Commented [VW9]: Included at 2.10

13. IN KIND

~~In kind is defined as: Products or services that are provided in lieu of cash. This may be in exchange for sponsorship rights. This is also known as 'contra'.~~

~~The availability of in kind will be specified within the guideline document for each program.~~

Commented [VW10]: Included at 2.9

14. DISABILITY ACCESS AND INCLUSION

The City of Perth is committed to providing equitable and dignified access in relation to buildings, services and facilities for people with disabilities. The City of Perth Disability Access and Inclusion Plan (DAIP) complies with legislative requirements. It is mandatory for all sponsored projects to comply with access and inclusion requirements in accordance with the City's DAIP plan which available on the City of Perth website.

15. LOBBYING OF ELECTED MEMBERS

Applicants may not lobby, or seek to influence the decision-making of Elected Members, in relation to their submitted funding applications. If, during the period between submitting a funding application and a determination by Council, an applicant seeks to lobby any Elected Member of the City of Perth, or attempts to provide additional information, either directly or indirectly, on any matter relating to the funding application to an Elected Member, the person/organisation may be disqualified and the sponsorship or grant excluded from being considered for approval.



Council Policy Manual

Motor Vehicle and Transport Services for the Lord Mayor

Policy Objective

To provide clear parameters for the provision of a motor vehicle and transport services to enable the Lord Mayor to undertake their role effectively and efficiently.

Policy Scope

This policy applies to the Lord Mayor when required to travel by vehicle to undertake their role.

Policy Statement

- 1) Provision of Motor Vehicle:
 - a) A City of Perth owned and maintained vehicle shall be provided to the Lord Mayor for **commuting** use and to attend **official duties**.
 - b) The vehicle provided for the use of the Lord Mayor shall be **medium sized** and well-appointed from either the **SUV** or **passenger** segment group.
 - c) The Lord Mayor can choose to use their own private vehicle and be reimbursed.
- 2) Provision of Transport Services (other than use of motor vehicle):

At the discretion of the Lord Mayor, when in their opinion the use of a self-driven vehicle under (1) is neither practical or appropriate to attend **official duties**;

 - a) A City of Perth contracted commercial **charter vehicle service** may be utilised; or
 - b) A taxi or prestige ride share service may be utilised with full reimbursement.
- 3) Reimbursements
 - a) Reimbursements shall be made in accordance with elected member entitlements under the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996* and the *Salaries and Allowances Act 1975*.
 - b) The Lord Mayor shall be reimbursed for using their private vehicle at the applicable rate under the Local Government Officers' (Western Australia) Interim Award 2011 in accordance with the Salaries and Allowances Tribunal's current determination.
 - c) For the purposes of regulation 32(1)(a) and (c) of the *Local Government (Administration) Regulations 1996*, the Lord Mayor is expressly authorised to use their private vehicle, taxi or prestige ride share services for the purpose of travel to perform their **official duties**.
- 4) Parking
 - a) A parking space shall be allocated at Council House for parking the Lord Mayor's vehicle.
 - b) A parking permit shall be allocated to the vehicle.

Definitions

- 1) "**commuting**" means travel between the Lord Mayor's principal place of residence and Council House.
- 2) "**official duties**" means all activities required to fulfil the Lord Mayoral role.

- 3) “**Medium sized**”, “**SUV**”, “**passenger**” are vehicle categories within the Western Australian State Government Vehicle Common Use Agreement.
- 4) “**charter vehicle service**” means a service that provides an executive level of service rather than a luxury level of service.

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Department of
**Local Government, Sport
and Cultural Industries**

National Redress Scheme for Institutional Child Sexual Abuse

**Department of Local Government, Sport
and Cultural Industries**

Information Paper

3 February 2020

Contents

1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS	3
2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME.....	4
CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME	4
3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR.....	5
4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME	7
KEY ASPECTS OF THE STATE'S DECISION	8
5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS	10
CONFIDENTIALITY	10
APPLICATION PROCESSING / STAFFING	10
RECORD KEEPING.....	10
REDRESS DECISIONS	11
MEMORIALS.....	11
6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME	12
ACKNOWLEDGEMENTS	13
FOR MORE INFORMATION	13
APPENDIX A.....	14
ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION	14
THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION.....	15
APPENDIX B.....	16
NATIONAL REDRESS SCHEME - FURTHER INFORMATION.....	16
SURVIVORS IN THE COMMUNITY	17
TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS	18
TIMEFRAME TO JOIN THE SCHEME.....	19
THE SCHEME'S STANDARD OF PROOF	19
MAXIMUM PAYMENT AND SHARED RESPONSIBILITY	20
EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS	20

1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (WA) took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), Local Governments may be considered a State Government institution.¹

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

¹ Section 111(1)(b).

3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). *

* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.

Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements of the *State Records Act 2000*.
- Consider secure storage of information whilst the RFI is being responded to.

REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at

[https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at www.nationalredress.gov.au.
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

FOR MORE INFORMATION

Please contact:

Gordon MacMile
Director Strategic Coordination and Delivery
Email: gordon.macmile@dlgsc.wa.gov.au

Department of Local Government, Sport and Cultural Industries
246 Vincent Street, LEEDERVILLE WA 6007
PO Box 329, LEEDERVILLE WA 6903
Telephone: (08) 9492 9700
Website: www.dlgc.wa.gov.au

APPENDIX A

ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions² to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks* (August 2015); *Redress and Civil Litigation* (September 2015) and *Criminal Justice* (August 2017). The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

² * For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
 - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
 - Places emphasis on genuine engagement with and valuing of children;
 - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
 - Creates conditions that increase the likelihood of identifying any harm;
 - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

APPENDIX B

NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at www.nationalredress.gov.au or the [National Redress Guide](#).

SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	<ul style="list-style-type: none"> No responsibility for local governments. The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.
Australian Capital Territory (ACT)	<ul style="list-style-type: none"> ACT has no municipalities, and the ACT Government is responsible for local government functions. ACT has therefore not been required to explore the issue of local government participation in the Scheme.
New South Wales (NSW)	<ul style="list-style-type: none"> In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability. The NSW Office for Local Government is leading communications with local councils about this decision. NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.
Northern Territory (NT)	<ul style="list-style-type: none"> The NT Government has consulted all of the Territory's local governments, including individually visiting each local government. NT is in the process of amending Territory's declaration of participating institutions to include local governments.
Queensland	<ul style="list-style-type: none"> Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions. The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.
South Australia (SA)	<ul style="list-style-type: none"> Local governments are not currently included in the SA Government's declaration The SA Government is still considering its approach to local governments.
Tasmania	<ul style="list-style-type: none"> Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration. A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.
Victoria	<ul style="list-style-type: none"> The Victorian Government's declaration includes local governments. The Victorian Government is covering local governments' redress liability.
Western Australia (WA)	<ul style="list-style-type: none"> The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.

TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.

MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).



Department of **Planning,
Lands and Heritage**

Our ref: 584-2009
Job: 092344
Enquiries: Dougal McMullan
Phone: (08) 6552 4569
Email: Dougal.McMullan@lands.wa.gov.au

City of Perth
GPO Box C120
PERTH WA 6839

Attention: Colin Mok

Dear Mr Mok

Proposed Section 57 of LAA Lease for Balcony Encroachments over William and Wellington St Road Reserves – BA20 Owners Consent to Building Permit, Raine Square Redevelopment, Perth – City of Perth

Please be advised that the Department of Planning, Lands and Heritage provides in principle consent for the City of Perth to issue a BA20 owners consent and conditional building permit for the construction of extensions to the existing balconies encroaching into the William and Wellington St Road Reserves as part of the Raine Square Redevelopment. This consent is conditional upon:

- (i) the City of Perth cancelling "Pedestrian Access Way" Reserve 46594 and dedicating that land as road pursuant to section 56 of the Land Administration Act 1997 (LAA); and
- (ii) the appropriate tenure being formally granted to Charter Hall by way of a section 57 of the LAA lease prior to the balcony areas marked A, B, C and D on Draft Deposited Plan 74822 (Attached) being used or occupied.

For further enquiries please contact Mr Dougal McMullan, A/State Land Officer, Land Use Management, Department of Planning, Lands and Heritage on telephone 08 6552 4569.

Yours sincerely

Joshua Caccetta
A/Manager Case Management
Land Use Management
Metropolitan and Peel

19 April 2018

**ISOMETRIC VIEW
NOT TO SCALE**

WELLINGTON STREET

WILLIAM STREET

QUEEN ST

G. Y.

FORMER TENURE TABLE

LOT	FORMER TENURE	ON PLAN / DIAGRAM	TITLE
501	ROAD		
502	LOT 1182	DP221070	LR3120-703
	LOT 1159	DP221070	LR3116-702

**COMPILED FROM:- CBD 201 - CBD 204, D 1738, DP 221070,
D 87759, DP 221067, DP 54698 & DP 65932**

**ENLARGEMENT 'Y'
NOT TO SCALE**

**RESIDES BELOW
DP 65932**

A46581
 9000
 DP 73867



FORMER TENURE TABLE			
LOT	FORMER TENURE	ON PLAN / DIAGRAM	TITLE
501	ROAD		
	ROAD		
502	LOT 1182	DP221070	LR3120-70
	LOT 1159	DP221070	LR3116-70

ENLARGEMENT 'X'
NOT TO SCALE

ENLARGEMENT 'Y'
NOT TO SCALE

ALL RL'S ARE AHD
AHD LEVELS ESTABLISHED
FROM SSM CITY 42

10 0 SCALE 1:600 50
ALL DISTANCES ARE IN METRES

TYPE	CROWN	S.S.A. NO
PURPOSE	SUBDIVISION	
PLAN OF		
LOTS 502 & 503 (DEDICATED ROAD)		
FORMER TENURE SEE FORMER TENURE PANEL - DEDICATED ROAD - (WELLINGTON & WILLIAM STREET)		
LOCAL AUTHORITY		
CITY OF PERTH		
LOCALITY		
PERTH		
D.O.L. FILE		
00584 - 2009		
FIELD RECORD		
COMPILED		
SURVEYOR'S CERTIFICATE - Compiled		
I KEITH L. BOWYER		
hereby certify that this compiled plan -		
(a) is a correct and accurate representation of the survey(s) of the subject land; and		
(b) is in accordance with the relevant law in relation to which it is lodged.		
28-Nov-12		
LODGED		
DATE		
FEE PAID		
ASSESS No.		
I.S.C.		
EXAMINED		
DATE		
WESTERN AUSTRALIAN PLANNING COMMISSION		
FILE		
Delegated under S.16 P&D Act 2005		
DATE		
IN ORDER FOR DEALINGS		
SUBJECT TO		
INSPECTOR OF PLANS AND SURVEYS		
DATE		
APPROVED		
INSPECTOR OF PLANS AND SURVEYS		
DATE		
(S. 18 Licensed Surveyors Act 1909)		
		
		
GOVERNMENT OF WESTERN AUSTRALIA		
Landgate		
DEPOSITED PLAN		
74822		
SHEET 1 OF 1 SHEETS		
VERSION 3		

A2 ORIGINAL

QUEEN S

7182
GTON ST
GTON ST

WILLIAM ST

additional
lease area.

P54698
350
1.2316 ha

P65932
701
3274 m²

R 51293
P72900
1000^E
483 m²

RC-Bur 8583
6848 m²

This product is for information purposes only and is not guaranteed. The information may be out of date and should not be relied upon without further verification from the original documents. Where the information is being used for legal purposes then the original documents must be searched for all legal requirements.

**FINANCIAL ACTIVITY STATEMENT FOR THE NINE MONTHS TO
31 MARCH 2020**

REPORT OF VARIANCES TO BUDGET

This report compares the actual performance for the nine months to 31 March 2020 to the 2019/20 Budget adopted by Council on 23 July 2019, and subsequent Council approved amendments.

Operating Revenue

- Parking revenue for the year to date was \$52.6 million, which was \$3.3 million under the budget, mostly due to the Covid-19 situation. The variance relates to Open Air car parks (\$650,000), Kerbside parking (\$919,000) and Undercover car parks (\$1,694,000).
- Fines and costs were \$7.2 million, being \$372,000 above budget for the year to date. The variance relates to higher than anticipated revenue from Parking fines and modified penalties.
- Rubbish collection revenue was \$9.7 million for the year to date which was under budget by 2.5% or \$251,000.
- Investment Income and Interest was under the budget due mainly to reserves interest underperforming as a result of a significant decrease in the ASX 200 in the month.
- Recurrent grants were \$1.4 million being \$192,000 above budget due mainly to the timing of contributions including Skyworks.
- Other income was \$194,000 over budget due mainly to higher Building licence fees \$109,000, Planning and Development fees \$89,000, the timing of the Emergency Services Levy administration fee \$129,000, offset by other licence fees being underbudget (\$114,000).

Operating Expenditure

- Employee costs for the year to date were \$59.1 million, a variance of \$1.7million lower than the budget for the year to date as a result of vacant positions, underspending on casual staff and training and seminars.
- Materials and Contracts were \$4.9 million under the budget as a result of underspend in Properties maintenance (\$626,000), Infrastructure and IT maintenance (\$1,119,000) along with timing variances in contractors, consultants and other professional fees for a number of projects (\$3.3 million).
- Depreciation and Amortisation was over the budget by 4% or \$1,181,000.

**FINANCIAL ACTIVITY STATEMENT FOR THE NINE MONTHS TO
31 MARCH 2020**

REPORT OF VARIANCES TO BUDGET

- Other expenditure was \$446,000 over the budget for the year to date due to timing differences in donations and sponsorship payments (\$1,048,000), an underspending on conferences and travel (\$132,000), offset by an increase in non-capitalised work-in-progress \$1.6million and contributions \$61,000.

Investing Activities

- Capital expenditure was \$7.4 million under budget for the year to date as detailed below. Some of the variance relate to the timing of contracts issued.

Capital expenditure Variance for the period to March 2020				
Details	Budget 2019/20	Year to Date		
		Actual	Budget	Variance
Wellington Square Enhancement	5,916,345	1,448,626	3,225,086	(1,776,460)
East End Revitalisation	4,222,550	443,466	479,724	(36,259)
Pedestrian Walkways	4,000,000	4,067,691	4,000,000	67,691
Perth Convention & Exhibition Centre - Subsidence Rectification	1,129	44,707	1,129	43,578
CONCERT HALL - Structural Remediation Works	2,421,585	292,404	273,646	18,758
Fleet and Plant Replacement - Community Amenities - Sanitation	1,588,099	471,534	888,099	(416,565)
Lighting - Council House Upgrades	999,033	890,133	994,033	(103,900)
Financial Systems Project	1,450,000	1,408,343	1,350,000	58,343
Bollard Replacement in Hay & Murray St Malls	1,438,311	304,923	38,506	266,416
Lighting - Christmas Decorations	2,051,047	9,059	200,000	(190,941)
Digital Workplace Enhancements	318,086	215,839	243,089	(27,250)
Reconfiguration - Forrest Place loading dock	774,654	80,654	80,654	-
Projects with no spending YTD	5,015,601	-	-	-
All other projects	19,628,080	8,916,992	14,237,206	(5,320,214)

**FINANCIAL ACTIVITY STATEMENT FOR THE NINE MONTHS TO
31 MARCH 2020**

REPORT OF VARIANCES TO BUDGET

TOTAL	49,824,520	18,594,370	26,011,172	(7,416,802)
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Financing Activities

- Transfers to Reserves were under budget by \$2,073,000 due mainly to lower interest income on Reserve funds.
- Transfers from Reserves were under budget by \$1,608,000 due to timing variances of projects funded from Reserve funds

Amounts sourced from Rates

- Rates revenue raised was \$1.8 million or 1.9% over budget due to higher interim rates revenue collected.

CITY OF PERTH

FINANCIAL ACTIVITY STATEMENT for the period ended 31 March 2020

	Revised Budget 2019/20	Actual YTD 31-Mar-20	Revised Budget YTD 31-Mar-20	Variance YTD 31-Mar-20
	\$	\$	\$	\$
Proceeds from Operating Activities				
Operating Revenue				
Parking Fees	73,565,819	52,649,983	55,968,976	(3,318,993)
Fines and Costs	9,057,395	7,226,448	6,854,051	372,396
Investment Income and Interest	5,012,305	1,915,020	3,817,539	(1,902,518)
Community Service Fees	1,666,270	1,128,891	1,249,702	(120,812)
Rubbish Collection	10,099,700	9,736,021	9,987,200	(251,179)
Rentals and Hire Charges	5,206,739	3,793,570	3,906,461	(112,891)
Recurrent Grants	1,536,703	1,418,619	1,226,724	191,894
Contributions, Donations and Reimbursements	1,162,567	947,608	936,676	10,932
Other Income	4,361,329	3,640,471	3,445,987	194,484
Distribution from TPRC	350,000	0	182,778	(182,778)
	112,018,827	82,456,629	87,576,094	(5,119,465)
Less: Operating Expenditure				
Employee Costs	81,686,162	59,151,434	60,810,381	1,658,948
Materials and Contracts	59,227,259	35,020,076	39,914,060	4,893,984
Utilities	3,244,992	2,404,166	2,435,882	31,716
Insurance Expenditure	1,010,519	845,292	760,474	(84,818)
Depreciation and Amortisation	35,541,567	27,837,523	26,656,174	(1,181,349)
Interest Expenses	573,408	467,297	458,571	(8,726)
Loss on Disposal of Assets	1,769,729	1,018,626	1,327,297	308,671
Expense Provisions	655,791	679,038	491,843	(187,195)
Other Expenditure	25,609,078	19,561,332	19,115,570	(445,763)
	209,318,505	146,984,784	151,970,253	4,985,469
Add back Depreciation	(35,541,567)	(27,837,523)	(26,656,174)	1,181,349
Less: Movement in Liabilities associated with Restricted Cash	5,808,466			
(Loss) / Profit on Disposals	(1,769,729)	(1,018,626)	(1,327,297)	(308,671)
	177,815,676	118,128,635	123,986,782	5,858,147
Net Surplus/(Deficit) from Operations	(65,796,849)	(35,672,006)	(36,410,688)	738,682
Investing Activities				
Capital Grants	1,950,148	989,672	1,280,868	(291,196)
Capital Expenditure	(49,824,520)	(18,594,370)	(26,011,172)	7,416,802
Proceeds from Disposal of Assets/Investments	1,325,391	1,168,953	998,582	170,371
Sub-total Investing Activities	(46,548,981)	(16,435,745)	(23,731,722)	7,295,977
Financing Activities				
Repayment of Borrowings	(6,904,163)	(5,475,788)	(5,475,788)	0
Transfers to Reserves	(53,502,823)	(19,706,860)	(21,780,000)	2,073,140
Transfer from Reserves	47,525,949	25,234,816	26,843,164	(1,608,348)
Sub-total Financing Activities	(12,881,037)	52,168	(412,624)	464,792
Add: Opening Funds	34,052,456	48,133,328	48,133,328	0
Net Surplus/(Deficit) before Rates	(91,174,410)	(3,922,255)	(12,421,706)	8,499,451
Amount Sourced from Rates	96,419,628	98,290,327	96,488,141	1,802,186
Closing Funds	5,245,218	94,368,072	84,066,435	10,301,637

CITY OF PERTH

CURRENT POSITION AS AT THE END OF THE PERIOD 31 March 20

Description	Revised Budget 2019/20	Actual YTD 31-Mar-20	Revised Budget YTD 31-Mar-20	Variance YTD 31-Mar-20
Current Assets	\$	\$	\$	\$
Cash and Cash Equivalents	6,964,785	23,763,313	26,197,788	(2,434,475)
Deposits and Prepayments	4,787,964	6,477,447	12,787,964	(6,310,517)
Money Market Investments - Municipal Funds	5,498,142	67,627,966	56,948,142	10,679,824
Money Market Investments - Restricted Funds	111,016,948	95,729,213	85,616,948	10,112,265
Trade and Other Receivables	13,551,253	11,834,729	22,325,316	(10,490,587)
Inventories	920,355	816,384	920,355	(103,971)
Total Current Assets	142,739,447	206,249,052	204,796,513	1,452,539
Current Liabilities				
Trade and Other Payables	18,532,986	20,933,875	28,068,835	(7,134,960)
Employee Entitlements	3,448,217	12,027,516	10,448,217	1,579,299
Provisions	7,944,295	(55,390)	44,295	(99,685)
Borrowings	8,778,971	4,462,322	5,778,971	(1,316,649)
Total Current Liabilities	38,704,469	37,368,323	44,340,318	(6,971,995)
Working Capital Position Brought Forward	104,034,978	168,880,729	160,456,195	8,424,534
Deduct Restricted Cash Holdings	(111,016,948)	(95,729,213)	(85,616,948)	(10,112,265)
Add Current Liabilities not expected to clear	3,448,217	16,754,234	3,448,217	13,306,017
Add Current Borrowings	8,778,971	4,462,322	5,778,971	(1,316,649)
Current Funds Position Brought Forward	5,245,218	94,368,072	84,066,435	10,301,637

Net Cash on Hand	\$	\$	\$	\$
Cash On Hand	6,964,785	23,763,313	26,197,788	(2,434,475)
Money Market Investments	116,515,090	163,357,179	142,565,090	20,792,089
Funds on Hand	123,479,875	187,120,492	168,762,878	18,357,614
Analysis of Funds on Hand				
Reserves	111,016,948	95,729,213	85,616,948	10,112,265
Provisions	11,392,512	11,972,126	10,492,512	1,479,614
General Funds	1,070,415	79,419,153	72,653,418	6,765,735
Funds on Hand	123,479,875	187,120,492	168,762,878	18,357,614

EXPLANATORY NOTES – FINANCIAL ACTIVITY STATEMENT

BACKGROUND

- Regulation 34 of the Local Government (Financial Management) Regulations 1996 was amended effective from 1 July 2005.
- The amendment prescribes a monthly Financial Activity Statement (FAS) reporting the sources and application of funds, as set out in the Rate Setting Statement which is included in the Annual Budget.

PURPOSE

- The FAS reports the actual financial performance of the City in relation to its adopted budget, which has been structured on financial viability and sustainability principles.
- The FAS is intended to act as a guide to Council of the impact of financial activities and the reasons for major variances to the annual budget estimates.

PRESENTATION

- Regulation 34 prescribes the minimum detail to be included in the FAS. These are listed below.
 - Annual Budget estimates, and approved revisions to these, are to be included for comparison purposes.
 - Actual amounts of income and expenditure to the end of the month of the FAS.
 - Material variances between the comparable amounts and commentary on reasons for these.
 - The net current assets at the end of the month to which the FAS relates.
- An explanation of the composition of the net current assets at the end of the month to which the FAS relates; less committed and restricted assets.
- Councils are given the option of adopting a format which is considered most appropriate to their needs. These options are listed below.
 - According to nature and type classification,
 - by program, or
 - by business unit.
- It is recommended that while the information presented by cost objects (programs and activities) or by cost centres (business units) are useful for expense allocation and cost centre accountability purposes, they are less informative and difficult to comprehend in matters of disclosure and less effective in cost management and control.
- The FAS has therefore been presented in the format using nature and type classification as the most meaningful disclosure to the Council and public.

FORMAT

- The FAS is formatted to align with the Rate Setting Statement.
- The first part deals with operating income and expenditure, excluding rate revenue.
- The next classification is the amount spent on capital expenditure and debt repayments.
- The classification 'Financing Activities' provides a statement of sources of funds other than from operating or rates revenue, which are usually associated with capital expenditure.
- Attached to the FAS is a statement of 'Net Current Assets' for the budget and actual expenditure to the end of the month to which the FAS relates.
- Opening and closing funds represent the balance of 'Net Current Assets', not including any funds which are committed or restricted.
- "Committed assets" means revenue unspent but set aside under the annual budget for a specific purpose.
- "Restricted assets" means those assets the uses of which are restricted, wholly or partially, by regulations or other externally imposed requirements", e.g. reserves set aside for specific purposes.
- To avoid duplication in calculating 'Closing Funds on hand', certain balances, such as provisions and borrowings, are also deducted.
- The total Closing Funds on hand are to be taken into account when calculating the amount to be raised by rates each year.
- The classification "Net Cash on Hand" represents the balances of funds held in cash or invested and the analysis into those funds reserved, carried forward or remaining unspent at the end of the month to which the FAS relates.



CITY OF PERTH

Financial Report

For the 9 months ending 31 March 2020

**CITY OF PERTH
MUNICIPAL**

Statement of Comprehensive Income for the 9 months ended 31 March 2020

(By Program)

	<i>Note</i>	*Budget 2019/2020	** Revised Budget YTD	Actual YTD 31/03/2020	YTD Variance	
OPERATING REVENUE		\$	\$	\$	\$	%
General Purpose Funding Rates		97,492,728	97,443,688	99,471,945	2,028,257	2.1%
General Purpose Funding Other		4,994,353	3,727,862	1,618,461	(2,109,401)	-56.6%
Law, Order, Public Safety		85,674	60,420	49,873	(10,547)	-17.5%
Health		981,000	855,159	813,168	(41,991)	-4.9%
Education and Welfare		1,951,603	1,463,702	1,510,411	46,709	3.2%
Housing		885,259	663,944	777,447	113,503	17.1%
Community Amenities		13,033,342	12,086,614	11,446,566	(640,048)	-5.3%
Recreation and Culture		1,767,438	1,940,041	2,251,265	311,224	16.0%
Transport		84,507,422	64,497,925	61,292,553	(3,205,372)	-5.0%
Economic Services		1,116,620	847,682	1,008,628	160,946	19.0%
Other Property and Services		529,083	294,421	506,639	212,218	72.1%
Total Operating Income		207,344,522	183,881,458	180,746,956	(3,134,502)	-1.7%
OPERATING EXPENDITURE						
Governance		(7,851,722)	(5,180,013)	(5,768,986)	588,973	-11.4%
General Purpose Funding		(1,669,591)	(1,256,993)	(1,265,710)	8,717	-0.7%
Law, Order, Public Safety		(6,635,762)	(4,901,587)	(5,171,182)	269,595	-5.5%
Health		(2,467,498)	(1,829,684)	(1,456,334)	(373,350)	20.4%
Education and Welfare		(4,580,602)	(3,438,460)	(3,138,244)	(300,216)	8.7%
Housing		(668,931)	(501,698)	(442,246)	(59,452)	11.9%
Community Amenities		(28,410,176)	(21,176,608)	(18,663,278)	(2,513,330)	11.9%
Recreation and Culture		(37,803,006)	(28,044,044)	(27,286,678)	(757,366)	2.7%
Transport		(81,477,431)	(60,279,844)	(59,167,727)	(1,112,117)	1.8%
Economic Services		(18,993,788)	(15,410,888)	(14,731,391)	(679,497)	4.4%
Other Property and Services		(12,929,208)	(8,623,139)	(8,874,382)	251,243	-2.9%
Total Operating Expenditure		(203,487,715)	(150,642,957)	(145,966,158)	(4,676,799)	3.1%
NET FROM OPERATIONS		3,856,807	33,238,501	34,780,798	1,542,297	4.6%
GRANTS/CONTRIBUTIONS						
For the Development of Assets						
- General Purpose Funding		103,000	103,000	110,141	7,141	6.9%
- Recreation and Culture		-	584,362	491,096	-	0.0%
- Transport		1,088,862	593,506	388,435	(205,071)	-34.6%
Total Grants/Contributions		1,191,862	1,280,868	989,672	(291,196)	-22.7%
DISPOSAL/WRITE OFF OF ASSETS						
Gain/(Loss) on Disposal of Assets	2	(1,769,729)	(1,327,297)	(1,018,626)	308,671	-23.3%
Change in net assets resulting from operations before significant items		3,278,940	33,192,072	34,751,844	1,559,771	4.7%
SIGNIFICANT ITEMS						
Distribution from TPRC		350,000	182,778	-	(182,778)	-100.0%
Initial Recognition of Assets		-	-	49,403	49,403	0.0%
Contributed Assets Public City Link		-	-	1,041,430	1,041,430	0.0%
Change in net assets resulting from operations after significant items		3,628,940	33,374,850	35,842,677	2,467,826	7.4%

* 2019/2020 Budget adopted by Council on 23 July 2019

** Revised by Council on 3 October 2019

**CITY OF PERTH
MUNICIPAL**

Statement of Comprehensive Income for the 9 months ended 31 March 2020

(By Nature or Type)

	<i>Note</i>	*Budget 2019/2020	Revised Budget YTD	Actual YTD 31/03/2020	YTD Variance	
OPERATING REVENUE		\$	\$	\$	\$	%
Rates		96,419,628	96,488,141	98,290,325	1,802,184	1.9%
Grants and Contributions for Non Capital Purposes		2,289,998	2,163,400	2,366,226	202,826	9.4%
Fees and Charges		102,166,481	80,301,068	77,089,029	(3,212,039)	-4.0%
Interest and Investment Income		5,012,305	3,817,539	1,915,020	(1,902,519)	-49.8%
Other Revenue		1,456,110	1,111,310	1,086,356	(24,954)	-2.2%
Total Revenue from Operating Activities		207,344,522	183,881,457	180,746,956	(3,134,500)	-1.7%
OPERATING EXPENDITURE						
Employee Costs		(83,404,020)	(60,810,382)	(59,151,434)	(1,658,948)	2.7%
Materials and Contracts		(53,499,590)	(39,914,060)	(35,020,076)	(4,893,984)	12.3%
Utilities		(3,244,992)	(2,435,882)	(2,404,166)	(31,716)	1.3%
Depreciation and Amortisation		(35,541,567)	(26,656,174)	(27,837,523)	1,181,349	-4.4%
Interest		(573,408)	(458,571)	(467,297)	8,726	-1.9%
Insurance		(1,040,519)	(760,474)	(845,292)	84,818	-11.2%
Expenses Provision		(655,791)	(491,843)	(679,038)	187,195	-38.1%
Other Expenses from Ordinary Activities		(25,527,828)	(19,115,570)	(19,561,332)	445,762	-2.3%
Total Expenses from Ordinary Activities		(203,487,715)	(150,642,956)	(145,966,158)	(4,676,798)	3.1%
Change in Net Assets from Ordinary Activities before Capital Amounts		3,856,807	33,238,501	34,780,798	1,542,298	4.6%
GRANTS/CONTRIBUTIONS						
Grants and Contributions- Capital		1,191,862	1,280,868	989,672	(291,196)	-22.7%
NET OPERATING SURPLUS		5,048,669	34,519,369	35,770,470	1,251,101	3.6%
DISPOSAL/WRITE OFF OF ASSETS	2	(1,769,729)	(1,327,297)	(1,018,626)	308,671	-23.3%
SIGNIFICANT ITEMS						
Distribution from TPRC		350,000	182,778	-	(182,778)	-100.0%
Initial Recognition of Assets		-	-	49,403	49,403	0.0%
Contributed Assets Public City Link		-	-	1,041,430	1,041,430	0.0%
Change in net assets resulting from operations after capital amounts and significant items		3,628,940	33,374,850	35,842,677	2,467,827	7.4%

* 2019/2020 Budget adopted by Council on 23 July 2019

** Revised by Council on 3 October 2019

**CITY OF PERTH
MUNICIPAL**

Statement of Financial Position as at 31 March 2020

	Note	31/03/2020	30/06/2019
CURRENT ASSETS		\$	\$
Cash and Cash Equivalents	11	23,763,313	46,473,723
Deposits/Prepayments	4	6,477,447	1,384,093
Other financial assets at amortised cost	3, 11	163,357,179	108,181,271
Trade and Other Receivables	5	7,763,781	8,316,600
Rates Receivable	1	4,070,948	914,187
Inventories		816,384	829,609
TOTAL CURRENT ASSETS		206,249,052	166,099,483
NON CURRENT ASSETS			
Other financial assets at amortised cost	3	2,404,478	2,448,395
Financial assets at fair value through profit and loss	3	175,171	175,171
Trade and Other Receivables	5	42,789	59,293
Investments accounted for using the equity method	3	10,224,707	9,900,521
Property, Plant and Equipment	8	717,812,520	722,111,405
Infrastructure	8	369,143,991	371,427,927
Capital Work in Progress	8	41,407,934	46,773,693
TOTAL NON CURRENT ASSETS		1,141,211,590	1,152,896,405
TOTAL ASSETS		1,347,460,642	1,318,995,888
CURRENT LIABILITIES			
Trade and Other Payables	6	20,933,875	23,876,135
Employee Benefits	7	12,027,516	10,921,042
Provisions	7	(55,390)	10,960
Loan Liability	9	4,462,322	6,904,163
TOTAL CURRENT LIABILITIES		37,368,323	41,712,300
NON CURRENT LIABILITIES			
Employee Benefits	7	1,719,113	1,719,113
Loan Liability	9	5,745,024	8,778,971
TOTAL NON CURRENT LIABILITIES		7,464,137	10,498,084
TOTAL LIABILITIES		44,832,460	52,210,384
NET ASSETS		\$1,302,628,182	\$1,266,785,504
EQUITY			
Accumulated Surplus		733,895,758	692,525,125
Asset Revaluation Reserve	10	470,598,732	469,921,563
Reserves	10	98,133,692	104,338,816
TOTAL EQUITY		\$1,302,628,182	\$1,266,785,504

<p style="text-align: center;">CITY OF PERTH MUNICIPAL <i>Statement of Changes in Equity for the 9 months ended 31 March 2020</i></p>				
	Accumulated Surplus	Asset Revaluation Reserve	Reserves Cash/investment Backed	Total Equity
	\$	\$	\$	\$
Balance at 1 July 2018	681,287,295	477,204,390	100,418,439	1,258,910,124
Net result	7,875,380	-	-	7,875,380
Asset Revaluation Reserve Transfers	7,282,827	(7,282,827)	-	-
Reserve Transfers	(3,920,377)		3,920,377	-
Balance at 30 June 2019	\$692,525,125	\$469,921,563	\$104,338,816	\$1,266,785,504
	\$	\$	\$	\$
Balance at 1 July 2019	692,525,125	469,921,563	104,338,816	1,266,785,504
Net result	35,842,677	-	-	35,842,677
Asset Revaluation Reserve Transfers	(677,169)	677,169	-	-
Reserve Transfers	6,205,125	-	(6,205,125)	-
Balance at the end of the reporting period	\$733,895,758	\$470,598,732	\$98,133,691	\$1,302,628,180

**CITY OF PERTH
MUNICIPAL**

Statement of Cash Flows for the 9 months ended 31 March 2020

	Note	*Budget 2019/2020	YTD Actual 31/03/2020	YTD Variation	
		\$	\$	\$	%
Cash Flows from Operating Activities					
Receipts					
Rates		96,419,628	98,054,739	1,635,111	1.7%
Fees and Charges		102,166,481	77,138,487	(25,027,994)	-24.5%
Interest		5,012,305	1,943,987	(3,068,318)	-61.2%
Other		1,806,110	1,941,727	135,617	7.5%
		205,404,524	179,078,940	(26,325,584)	-12.8%
Payments					
Employee Costs		(83,404,020)	(60,401,058)	23,002,962	27.6%
Materials and Contracts		(53,499,590)	(40,415,328)	13,084,262	24.5%
Interest		(573,408)	(549,499)	23,909	4.2%
Other		(30,469,130)	(27,829,137)	2,639,993	8.7%
		(167,946,148)	(129,195,022)	38,751,126	23.1%
Net Cash Flows from Operating Activities	12	37,458,376	49,883,918	12,425,542	-33.2%
Cash Flows from Investing Activities					
Proceeds from Disposal of Assets		1,325,391	1,168,953	(156,438)	-11.8%
Proceeds from Disposal of Investments		-	181,530,859	181,530,859	0.0%
Purchase Land and Buildings		(16,522,757)	(11,666)	16,511,091	-99.9%
Purchase Infrastructure Assets		(22,281,475)	(480,923)	21,800,552	-97.8%
Purchase Plant and Mobile Equipment		(16,885,165)	(571,982)	16,313,183	96.6%
Purchase Office Furniture and Equipment		(1,128,128)	(217,919)	910,209	-80.7%
Work in Progress		-	(14,049,344)	(14,049,344)	0.0%
Purchase of Investments		-	(236,987,035)	(236,987,035)	0.0%
Net Cash Flows from Investing Activities		(55,492,134)	(69,619,057)	(14,126,923)	25.5%
Cash Flows from Financing Activities					
Repayment of Borrowings		(6,904,163)	(5,475,788)	1,428,375	20.7%
		(6,904,163)	(5,475,788)	1,428,375	20.7%
Cash Flows from Government and Other Parties					
Receipts from Appropriations/Grants					
Recurrent		2,289,998	1,510,855	(779,143)	-34.0%
Capital		1,191,862	989,672	(202,190)	-17.0%
		3,481,860	2,500,527	(981,333)	-28.2%
Net Increase (Decrease) in Cash Held		(21,456,061)	(22,710,400)	(1,254,339)	5.8%
Cash at 1 July 2019		149,719,007	46,473,723	(103,245,284)	-69.0%
Cash at 31 March 2020	11	128,262,946	23,763,313	(104,499,633)	-81.5%

* 2019/2020 Budget adopted by Council on 23 July 2019

MUNICIPAL

Notes to the Balance Sheet for the 9 months ended 31 March 2020

1 Rates Receivable

	Actual YTD 31/03/2020	2018/19 30/06/2019
	\$	\$
Outstanding Amount at 30 June 2019	914,187	721,402
Rates Levied for the Year	97,938,407	92,244,168
Late Payment Penalties	214,739	211,402
Ex Gratia Rates	7,648	7,436
Rates Administration Fee	404,136	377,828
Rates Instalment Interest	393,137	355,339
Back Rates	344,269	264,262
Bins Levy	243,635	80,236
Emergency Services Levy	637,264	178,540
	101,097,422	94,440,613
Amount Received during the Period	97,026,474	93,526,426
Outstanding Amount at 31 March 2020	\$4,070,948	\$914,187

2 Gain/(Loss) on Disposal/Write off of Assets

	Annual Budget	Actual YTD 31/03/2020
	\$	\$
Land and Buildings		
Proceeds on Disposal	-	-
Less: Carrying amount of assets sold/written off	101,811	13,809
(Loss) on Disposal/Write Off	(101,811)	(13,809)
Infrastructure		
Proceeds on Disposal	-	-
Less: Carrying amount of assets written off	1,677,221	949,343
(Loss) on Write Off	(1,677,221)	(949,343)
Plant and Mobile Equipment		
Proceeds on Disposal	1,318,951	1,168,953
Less: Carrying amount of assets sold/written off	1,259,082	1,222,787
Loss on Disposal /Write Off	59,869	(53,834)
Furniture and Equipment		
Proceeds on Disposal	6,440	-
Less: Carrying amount of assets sold /written off	57,006	1,640
(Loss) on Disposal/Write Off	(50,566)	(1,640)
Gain/(Loss) on Disposal/Write off of Assets	(1,769,729)	(1,018,626)

3 Other Financial Assets

Current	31/03/2020	30/06/2019
Short Term Cash Investments *	\$	\$
Bank/Term Deposits	158,650,000	102,250,000
Managed Funds	4,707,179	5,931,271
Total Current Investments	\$163,357,179	\$108,181,271

* Short Term Cash Investments as stated in Note 11.

Non Current	31/03/2020	30/06/2019
Other financial assets at amortised cost	\$	\$
Mortgage Backed Securities (MBS)	2,404,478	2,448,395
	2,404,478	2,448,395
Equity in Local Government House	175,171	175,171
Equity in Mindarie Regional Council	6,091,422	6,091,422
Equity in Tamala Park Regional Council	4,133,285	3,809,099
	10,224,707	9,900,521

MUNICIPAL

Notes to the Balance Sheet for the 9 months ended 31 March 2020

4 Deposits/Prepayments

	31/03/2020	30/06/2019
	\$	\$
Prepaid Insurance	701,607	-
Prepaid Parking Bay Licence Fees	4,343,860	4,551
Other	1,431,980	1,379,542
	\$6,477,447	\$1,384,093

5 Trade And Other Receivables

	31/03/2020	30/06/2019
Current	\$	\$
Accrued Interest and Investment Income	839,865	868,832
Accrued Income	1,082,770	892,905
Modified Penalties/Fines and Costs	8,229,093	8,084,413
Debtors - General		
Australian Taxation Office - GST Refundable	61,407	642,097
Other Debtors	2,313,364	2,280,076
	12,526,499	12,768,323
Less: Provision for Doubtful Debts	(4,762,718)	(4,451,723)
	\$7,763,781	\$8,316,600
Non Current		
Pensioners' Rates Deferred	42,789	59,293
	\$42,789	\$59,293

6 Trade And Other Payables

	31/03/2020	30/06/2019
Current	\$	\$
Trade Creditors	4,763,699	13,305,765
Emergency Services Levy	2,950,639	209,366
Interest Payable on Loans	70,509	152,711
Accrued Expenses - Operating	2,940,706	3,336,122
Accrued Expenses - Capital	1,684,039	30,185
Advances Received for Recoverable Works	49,814	11,780
Income Received / Raised in Advance	3,471,545	1,950,846
Other Creditors	5,002,924	4,879,360
	\$20,933,875	\$23,876,135

MUNICIPAL

Notes to the Balance Sheet for the 9 months ended 31 March 2020

7 Employee Benefits

	31/03/2020	30/06/2019
Current	\$	\$
Leave Entitlements		
Annual Leave	5,477,985	4,904,535
Self Funded Leave	287,423	262,088
Motor Vehicle Settlements	-	-
Long Service Leave	6,154,377	5,639,741
Recognition of Employees- Presentations	107,731	114,678
	\$12,027,516	\$10,921,042
Non Current		
Annual Leave	419,791	419,791
Long Service Leave	1,299,322	1,299,322
	\$1,719,113	\$1,719,113

Provisions

	31/03/2020	30/06/2019
Current	\$	\$
Workers Compensation	(55,390)	10,960
	(55,390)	\$10,960

8 Property, Plant and Equipment and Work in Progress

	31/03/2020	30/06/2019
	\$	\$
Land - fair value	417,713,132	417,713,132
Less: Accumulated Depreciation	(9,386,208)	(8,887,867)
	408,326,924	408,825,265
Buildings - at fair value	478,128,473	473,009,318
Less: Accumulated Depreciation	(212,431,336)	(203,951,818)
	265,697,137	269,057,500
Leasehold Improvements - at fair value	850,501	669,758
Less: Accumulated Depreciation	(188,173)	(120,707)
	662,328	549,051
Infrastructure Assets - at cost/fair value	617,764,240	608,764,500
Less: Accumulated Depreciation	(248,620,249)	(237,336,572)
	369,143,991	371,427,928
Plant and Mobile Equipment - at cost/fair value	39,093,263	41,847,769
Less: Accumulated Depreciation	(28,223,693)	(28,543,030)
	10,869,570	13,304,739
Office Furniture and Equipment - at cost/fair value	50,956,404	46,921,367
Less: Accumulated Depreciation	(18,699,843)	(16,546,518)
	32,256,561	30,374,849
Property, Plant and Equipment	1,086,956,511	1,093,539,332
Work in Progress - at cost	41,407,934	46,773,693
	41,407,934	46,773,693
Total Property, Plant and Equipment and Work in Progress	\$1,128,364,445	\$1,140,313,025

MUNICIPAL

Notes to the Balance Sheet for the 9 months ended 31 March 2020

8 Property, Plant and Equipment and Work in Progress - Movement at Cost

	Balance 30/06/2019	Acquisitions Actual YTD 31/03/2020	Transfers Actual YTD 31/03/2020	Discovered/Initial Recognition of Asset Actual YTD 31/03/2020	Disposals/ Write off/ Actual YTD 31/03/2020	Reclassification Actual YTD 31/03/2020	Balance 31/03/2020
	\$	\$	\$	\$	\$		\$
Land	417,713,132	-	-	-	-	-	417,713,132
Buildings	473,009,318	11,666	5,300,351	-	(79,970)	(112,892)	478,128,473
Leasehold Improvements	669,758	-	67,851	-	-	112,892	850,501
Infrastructure Assets	608,764,500	480,923	10,386,157	1,115,602	(2,982,942)	-	617,764,240
Plant and Mobile Equipment	41,847,769	571,982	639,054	-	(3,965,542)	-	39,093,263
Office Furniture and Equipment	46,921,367	217,919	4,675,544	-	(858,426)	-	50,956,404
Work in Progress	46,773,693	17,311,872	(22,677,631)	-	-	-	41,407,934
	\$1,635,699,537	\$18,594,362	(1,608,674)	1,115,602	(7,886,880)	-	\$1,645,913,947

9 Loan Liability

	31/03/2020	30/06/2019
Current	\$	\$
Loans - Western Australian Treasury Corporation	4,462,322	6,904,163
Non Current		
Loans - Western Australian Treasury Corporation	5,745,024	8,778,971

10 Reserve Funds

Purpose of Reserve Fund	Balance 30/06/2019	Transfer from Accumulated Surplus	Transfer to Accumulated Surplus	Transfer Between Reserves 31/03/2020	Balance 31/03/2020
	\$	\$	\$	\$	\$
Refuse Disposal and Treatment	3,814,076	10,456	(38,545)	-	3,785,987
Concert Hall - Refurbishment and Maint.	6,694,102	18,038	-	-	6,712,140
Asset Enhancement	32,496,838	116,171	(3,782,035)	137,353	28,968,327
Street Furniture Replacement	136,725	628	-	(137,353)	-
Parking Levy	21,972,143	11,639	(17,653,798)	-	4,329,984
Art Acquisition	419,074	1,554	(59,609)	-	361,019
Heritage Incentive	697,406	1,880	-	-	699,286
Parking Facilities Development	23,318,097	53,697	(336,581)	5,201,618	28,236,831
Employee Entitlements	1,989,973	5,327	-	-	1,995,300
David Jones Bridge	392,103	1,050	-	-	393,153
Bonus Plot Ratio	675,473	1,809	-	-	677,282
PCEC Fixed Plant Replacement	5,177,940	23,678	-	(5,201,618)	-
Enterprise and Initiative	6,003,159	1,449,457	(1,286,268)	-	6,166,348
Public Art	551,708	1,478	-	-	553,186
Technology Upgrade	-	3,999,121	(1,408,343)	-	2,590,778
Major Infrastructure	-	2,966,343	-	-	2,966,343
Provisional Capital	-	4,913,008	(193,271)	-	4,719,737
Organisational Reform	-	4,977,991	-	-	4,977,991
	104,338,817	18,553,325	(24,758,450)	-	98,133,692
* Asset Revaluation	469,921,563	1,153,535	(476,366)	-	470,598,732
	\$574,260,380	\$19,706,860	(25,234,816)	-	\$568,732,424

* The Asset Revaluation Reserve is a non cash backed reserve and cannot be used ,except for adjustments to fixed assets on their revaluation, disposal or write off

MUNICIPAL

Notes to the Balance Sheet for the 9 months ended 31 March 2020

11 Cash Reconciliation

	31/03/2020	30/06/2019
	\$	\$
Cash and Cash Equivalents	23,763,313	46,473,723
Short Term Cash Investments	163,357,179	108,181,271
	\$187,120,492	\$154,654,994

12 Reconciliation of Net Cash Provided By Operating Activities to Operating Surplus

	31/03/2020	30/06/2019
	\$	\$
Change in Net Assets Resulting from Operations	34,751,844	6,660,984
Adjustment for items not involving the movement of Funds:		
Depreciation	27,837,522	35,181,475
Doubtful Debts	310,995	468,272
(Gain)/Loss on Disposal/Write off/Contribution of Assets	1,018,626	7,169,271
	63,918,987	49,480,002
Revenues Provided By :		
Government Grants	(2,500,527)	(4,106,572)
	(2,500,527)	(4,106,572)
Change in Operating Assets and Liabilities		
Add Back		
Decrease in Inventories	13,225	242,833
Decrease in Deposits and Prepayments	-	353,082
Decrease in Accrued Interest and Dividend Income	28,967	223,370
Decrease in Deferred Debtors	16,504	3,356
Decrease in Accrued Income	-	874,858
Increase in Income Received /Raised in Advance	1,558,732	782,173
Increase in Accrued Expenses	-	864,644
Increase in Provisions	1,040,124	52,587
Increase in Trade and Other Payables	-	1,475,588
Deduct		
Decrease in Trade and Other Payables	(5,677,217)	-
Decrease in Accrued Interest Payable	(82,202)	(79,156)
Decrease in Accrued Expenses	(395,418)	-
Increase in Trade and Other Receivables	(2,754,039)	(71,693)
Increase in Prepayments	(5,093,354)	-
Increase in Accrued Income	(189,865)	-
	(11,534,543)	4,721,642
Net Cash Provided by Operating Activities	\$49,883,918	\$50,095,072

MUNICIPAL

Notes to the Balance Sheet for the 9 months ended 31 March 2020

13 Ratios

	31/03/2020	30/06/2019
1 Current Ratio		
<u>Current Assets minus Restricted Assets</u>		
Current Liabilities minus Liabilities associated with Restricted Assets	2.96	1.54
2 Debt Ratio		
<u>Total Liabilities</u>		
Total Assets	3.33%	3.96%
3 Debt Service Ratio		
<u>Debt Service Cost</u>		
Available Operating Revenue	10.63%	5.06%
4 Rate Coverage Ratio		
<u>Net Rate Revenue</u>		
Operating Revenue	55.03%	45.30%
5 Outstanding Rates Ratio		
<u>Rates Outstanding</u>		
Rates Collectable	4.03%	0.97%
6 Untied Cash to Unpaid Creditors Ratio		
<u>Untied Cash</u>		
Unpaid Trade Creditors	19.18	3.73
7 Gross Debt to Revenue Ratio		
<u>Gross Debt</u>		
Total Revenue	5.65%	7.59%
8 Gross Debt to Economically Realisable Assets Ratio		
<u>Gross Debt</u>		
Economically Realisable Assets	1.04%	1.65%

Restricted Assets includes reserve funds and tied contributions not utilised at 31.03.2020



City of Perth

COVID-19 Economic Rebound Strategy



1

Overview

COVID19 had a profound impact on the City's services and facilities, with most facilities (*except for the childcare centre*) closed and administration staff working from home since 26 March.

The business community has also been impacted heavily by the onslaught of the pandemic over these past months, with a range of business sectors - including retail shops, hospitality providers (restaurants, bars, cafes, nightclubs), tourism operators, accommodation, education and health services like gyms - required to close. Most small and medium sized businesses that could continue to operate had to reduce staff or at least staff hours. Many of these businesses reportedly face the risk of closure as they typically do not have the cash reserves to offset declining revenues experienced during COVID19, many have also had to pivot business operations to the restrictions placed on their operations by the Federal or State Government (such as takeaways, home delivery, manufacturing new or different products etc). The reduction of available jobs and the reduction in the payment of wages will have flow-on impacts to households and cause major financial stress to many members in the community.

The Federal and State Governments have both announced a range of economic and support measures targeting the most heavily affected business sectors. Economic initiatives are aimed at getting cash to businesses to help them keep their employees in jobs. A range of measures have also focused on household income through to JobKeeper and JobSeeker payments, rental assistance and other family tax benefits.

Like many other local governments, the City has adopted its own targeted economic relief and stimulus package to provide immediate support. Some of the elements of this package included, amongst other things, a freeze in increases in municipal rates and charges, no fees and charges relating to inspection services for small business for the next three months, suspension of lease and rental payments for three months to all City of Perth tenants leasing City-owned property, including the relinquishment of bank guarantees, reduced payment terms for creditors

from 30 to 15 days and enacted a \$10 flat-rate all day parking across each of our 34 CPP car park and free on street parking.

The Inner Perth Local Governments (Perth, Vincent, Subiaco, Victoria Park and South Perth) have collaborated to share learnings and insights during this period. The City has also been actively involved with weekly Capital City Council Lord Mayor (CCCLM) and CCCLM CEO meetings. The CCCLM CEO group is collaborating to develop a list of 'shovel-ready' projects that can be considered for Federal funding as part of the Commonwealth Government's Economic Stimulus package. It is anticipated that some of the projects identified for WA will get support through this initiative.

The purpose of an Economic Rebound Strategy is to support Perth's community and businesses over the next three years, with a strong return to economic performance. Through the implementation of this strategy alongside the community, the City of Perth will aim to make it easier to do business in Perth, cut red tape and improve community outcomes.

Informed by key stakeholders, this strategy provides clarity on the City's activities that will be delivered to ensure the community, local business as well as visitors have the best opportunity to thrive in a landscape that has been altered significantly.

An Advisory Committee structure is recommended for ongoing collaboration and feedback from various sectors of the business community to ensure that the City delivers on these stakeholder expectations.

The City of Perth Strategic Community Plan 2019-2029 identifies six community aspirations, each supported by objectives that guide the City in achieving these aspirations. All six of these community aspirations are supported by the implementation of this strategy.



Strategic Community Plan

2019-2029

VISION: VIBRANT, CONNECTED, PROGRESSIVE

1 People



A safe, activated and welcoming city that celebrates its diversity and sense of community, providing unique educational, cultural, sporting and lifestyle offerings.

2 Place



A well-planned and functional built form environment, promoting world class architecture, appreciation of heritage, diversity of land use and a sustainable, affordable and accessible integrated transport system.

3 Planet



A city that respects, protects and fosters its natural environment, embraces the principles of sustainability and acknowledges the impacts of our changing climate.

4 Prosperity



A city with a diverse and resilient economy capitalising upon its unique competitive advantages and creative reputation, attracting sustainable investment in education, tourism, entertainment, commerce, technology and trade.

5 Performance



A city led by a Council and supported by an administration that is committed to sound strategy and governance, excellence in customer service and effective and sincere engagement with all stakeholders.

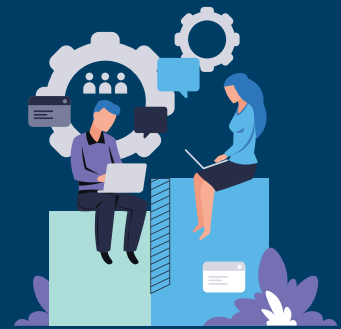
6 Partnership



A City that has earned the respect and support of the local industry through strong partnerships with state bodies, industry and community groups and other key stakeholders.

2

Strategic approach



RETURN AND RECOVER

Help get Perth back up and running. Ease the community, businesses and City staff into the new 'normal' way of life; whereby people enjoy this great capital city safely. This will involve:

- Enhancing cleaning practices
- Making it easy to do business
- Helping people feel safe
- Addressing homelessness and rough sleeping through key partnerships
- Supporting, marketing and promoting industry sectors and business success stories
- Returning vibrancy to the city.

RE-INVENT AND REVIVE

Innovate alongside our community and stakeholders to revive Perth as a destination of choice to visit, live, play, work, invest or study in. Then maximise this collaboration through continued engagement with stakeholders so City services, business support, activities and events meet mutual expectations.

RECALIBRATE AND REPEAT

Seek continued improvement by asking for, listening to and acting on stakeholder feedback and evaluation of the activities undertaken. Keep delivering services that are valued by our community and respond to changing needs of our stakeholders by recalibrating activities that no longer meet these needs.



3

What we have done up to now

Built a responsive Task Force

In response to the declared emergency on 19 March 2020, the City activated its Crisis Coordination Incident Team (CCIT) as required under its Emergency Management Plan. The purpose of the Task Force was to:

- Quickly respond to information as it was released by the Department of Health as the State's Hazard Management Agency.
- Safeguard the health and wellbeing of the community, visitors, businesses and City staff and volunteers.

Actions included closing City facilities such as the iCity Kiosk, Citiplace Community Centre, Citiplace Rest Centre, Perth Town Hall and the City of Perth Library. The City's Child Care Centre remained open to support essential workers to continue to work.

Established plans and took action

The City developed and implemented a Business Continuity Plan (BCP). The plan gave some level of stability to the people of Perth during these unprecedented times. It ensured essential services continued while new initiatives were put into place in response to quickly changing community needs. The Plan included a skills assessment across the City's staff to guide the redeployment of people where required.

Fiscal governance

Detailed financial modelling was performed to understand the impact of lost income on the City. Cost savings were achieved through the reduction of discretionary operating projects, with focus placed on essential services and the delivery of COVID19 recovery initiatives. All vacant staff positions were not filled. Efforts were focused on providing a balanced budget through such savings and through borrowings, reserve funds and grants.

Forward-looking planning

A set of future scenarios was developed to ensure the City considers different possibilities of how the pandemic could impact Perth. These can be seen in Appendix 1. No one scenario will be exactly Perth's future, but the elements of each scenario should be considered when testing the robustness of any City strategies and identified actions for the future.

Economic stimulus of \$18 million provided

The package constituted, amongst other things, the following:

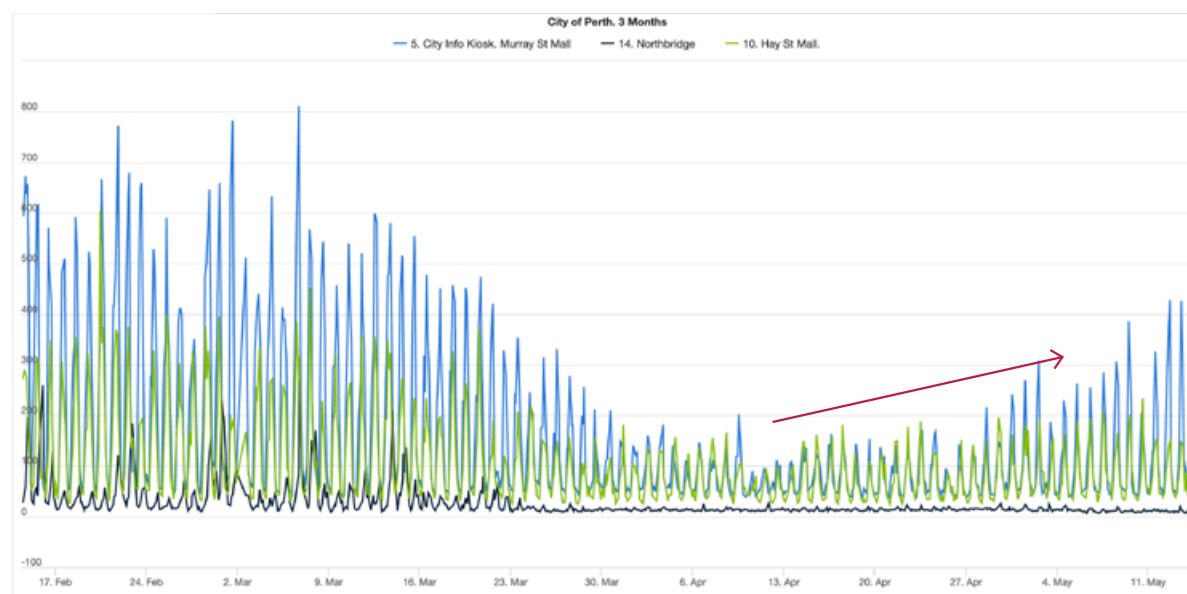
- A freeze in an increase in the overall yield of municipal rates and charges, including sanitation and waste charges
- No fees and charges relating to inspection services for small business for the next three months
- Suspension of lease and rental payments for three months to all City of Perth tenants
- Express service for change of land use and development applications for small business and no application fee
- Accelerated capital works projects and major city maintenance programs
- A full refund on all cancelled bookings at City properties or facilities
- Shorter payment terms for creditors, reduced from 30 days to 15 days
- Debtors experiencing hardship given a range of options to assist in payment
- A \$10 flat-rate all day parking across all 34 CPP car parks
- On street parking meters switched off throughout the City's boundary
- Continued coordination of accredited homelessness services and launch of temporary mobile food provision
- Established a vulnerable persons' database and launched the City of Perth Community Careline
- Established COVID19 Quick Response Community Grants for organisations to deliver vital projects and services
- Expanded assertive outreach services for three months
- Provided expanded SafeCity Patrol to ensure a safe community environment through increased presence
- Provided access to computer terminals at the City of Perth Library to vulnerable people
- Home deliveries of library books to vulnerable people
- Continued to provide our community with child care services, particularly for essential workers
- Fast tracked key Infrastructure projects (Wellington and Roe Streets) to stimulate local economy
- Employed the services of Business Foundations to assist small and medium business in the City with up to three hours of free one-on-one confidential business sessions focusing on Federal and State assistance eligibility, cash flow modeling, pivoting business operations, marketing etc.



The impact of COVID19 on Perth

It is estimated that Perth is likely to experience a decline of up to 11% in GDP during 2020; significantly more than the national average of 6.7%. This will mainly be attributed to the loss of tourism spending, the closure of cafes, bars and restaurants, which are dependent on office workers, and the effective closure of these major retail centres¹. Projections are that Perth's economy will bounce back fairly quickly as office workers and domestic visitors return to the city when restrictions lift. Economic activity in the cultural, accommodation and education sector was also significantly impacted from March 2020. The loss of higher education income from reduced international student numbers could slow the recovery process. The rate of economic recovery is also highly dependent on variables such as when social distancing restrictions are lifted, the scale of possible 'second round' impacts, when international migration returns and the timing of policy responses to stimulate the economy after restrictions lift.

Perth's entertainment areas have been the hardest hit with March activity in the city 19% lower than the previous year and April only 43% of its 2019 levels. The City's parking data indicated substantial reductions in patronage, both on street and off street since the start of the pandemic. April patronage numbers have seen a decrease of 91,000 motorists parking in the city - a 77% reduction. During the first week of May, a small increase in activity could be seen in the areas where the City's WIFI counters are based:



The current climate has had a huge impact on businesses, with businesses reporting to be facing the threat of imminent closure. It is anticipated by CBD stakeholders that potentially as many as 30% of the current cohort in the CBD could cease to operate or leave. Such an exodus could possibly trigger a major reset of rents. The business environment, through Activate Perth and other community groups such as West Perth local and East Perth Community Group, is currently lobbying for the accumulated \$130 million parking levy to be re-applied to assist the CBD during this time.

A rough sleeper count conducted on 17 March 2020 indicated there are at least 272 people sleeping rough within the City of Perth (this number did not include people in crisis accommodation or hospital emergency on the night of the count). The COVID-19 crisis will disproportionately affect those that are currently homeless or at risk of homelessness as they have an increased risk of exposure and a greater likelihood of severe cases and mortality. The economic impact of COVID-19 and responses to it places many Australians at risk of homelessness.

COVID-19 has presented challenges in continuation of services to people experiencing homelessness, particularly the ability to meet the needs of the rough sleeper community. Continuing changes to social distancing and operational practises have significantly impacted the ability to deliver the same level of services. These services were already stretched to capacity prior to COVID-19. Services most greatly impacted include; food relief, medical services, assertive outreach services, day centres, accommodation and donations.

¹ Covid-19 and bushfires. The economic impact on your suburb and pathways to recovery, SGS Economic and Planning, 24 April 2020



5

Charting a way forward

The purpose of an Economic Rebound Strategy is to support the community and businesses over the next three years with the return to sustainable economic performance that is even better than before COVID19. A 'building back better' approach will be achieved through programs that embrace the community's health and wellbeing, financial support and sponsorships, activation and events, business support and investment attraction initiatives². Ongoing communication and marketing would also be required to spread the word that Perth is 'open for business'. Key to ongoing success is the City's partnerships with its Federal, State and local Government counterparts.

The City sought the feedback of its key stakeholders on what is required to assist with the rebound of Perth's economy. Close to 250 surveys were sent to individuals representing tourism, hotels, property, arts, culture, retail, hospitality and the community. A total of 74 valid responses were returned with feedback. This gives a 30 per cent response rate, which is well within the statistical requirements for a trustworthy sample. This is particularly appreciated, especially since feedback from stakeholders is that they are satisfied with the level of consultation. It is now time to jump into action.

² United Nations General Assembly. 2016. Report of the Open-Ended Intergovernmental Expert Working Group on Indicators and Terminology Relating to Disaster Risk Reduction. Seventy-First Session, Item 19(c). A/71/644

6

Identified Actions for our Key Strategic Objectives



6.1. RETURN AND RECOVER

Help get Perth back up and running. Ease the community, businesses and City staff into the new 'normal' way of life; whereby people enjoy this great capital city safely.

Table 1: Actions identified under the strategic objective 'Return and Recover'

Action	Deadline / Status	Alliance
Lead and coordinate local recovery under State Emergency Management legislation (see coordination structure in Appendix 2)	Ongoing	Community Development
Procurement arrangements to provide certainty for key cultural suppliers and contractors that will benefit the city's rebound	Ongoing	Corporate Services
Flexible approach to arts and cultural sponsorship variations to allow the cultural sector to postpone or reimagine sponsored activities	Ongoing	Community Development
Free online professional development webinars for creative industries to help them with upskilling and pivoting their business models	Ongoing	Community Development
Independent and confidential business advisory services through Business Foundations to assist local business access Federal and State support packages, provide cash flow modelling and advice on business operations in the C-19 environment	Ongoing	Planning and Economic Development (ED)
Development of the community engagement and support digital space, Visit Perth Online	Ongoing	Community Development
Approval of numerous Quick Response Small Business COVID19 Response Grants and Business Improvement Grants by the City to businesses to pivot their service delivery and to support rebound and recovery, eg. <i>Whippersnapper, Thompsons of West Perth, Bodysmart Health Solutions, Cribb Lane, Moana Hall</i>	Ongoing	Planning and Economic Development
COVID19 recovery marketing campaign that Perth is open for business. Proof points will include the CBD is safe, clean, stores are reopening, free or discounted parking offers, expanded security and cleaning etc	May and June 2020	CEO
Enhanced street level vibrancy through a variety of window decal designs on empty tenancies, the East Perth 'Tunnel of Hope', Flower Bombing in Malls and Digital Walking Trails, mall scaping (art pieces, fairy lights in trees, lighting of heritage buildings), signage in Northbridge to 'announce' the precinct for visitors and streetscaping on Moore street	May and June 2020	Infrastructure and Operations and Community Development
Participate with Inner Perth Local Governments for a Greater Perth Small Business Recovery Conference in October 2020	Ongoing	CEO
Engage educational institutions and students to assist local retail spending and add to street level vibrancy	June to Dec 2020	Planning and Economic Development
Enhanced and visible cleaning practices through redeployed staff and the installation of hand sanitisers	Ongoing	Infrastructure and Operations
Increased security patrols to create a sense of safety	Ongoing	Community Development
Assertive outreach services to support people sleeping rough	May and June 2020	Community Development
City Ambassadors throughout the CBD to welcome visitors to the city	May and June 2020	Community Development
Permits for outdoor dining offered at no cost via a fast-tracked web-based self-accreditation process and no fees associated with utilising the footpath as an extension to indoor areas	Ongoing	Community Development
Waiving of fees and charges associated with Food Premise Licence Fees, other Inspectorial Licence Fees, change of Land Use Fees and small Business Development/ Planning Fees (when the estimated cost of development is under \$500,000)	Ongoing	Planning and ED, Community Development
Engage local developers on strategic sites to assist with achieving residential density targets that will support retail in the city	Ongoing	Planning and ED



6.2. RE-INVENT AND REVIVE

Innovate alongside our community and stakeholders to revive Perth as a destination of choice to visit, live, play, work, invest or study in. Then maximise this collaboration through continued engagement with stakeholders so City services, activities and events meet mutual expectations.

Investment in events and other arts and cultural activities are critical to ensure Perth is ready to welcome people back to the city once restrictions on large gatherings have been relaxed. Grants for events and activations will provide cash and in-kind support for those with widespread appeal that create a feeling of safety and vibrancy within the city, encourage people to support local businesses, and enhance the city's reputation as a great place to be.

There has been an 88 per cent drop in pedestrian numbers in the city compared to this time last year. Events and festivals are one way the City can attract people back into Perth and support the hospitality, retail and tourism sectors. City grants will help to build capacity within the struggling events and cultural sectors, with the aim

of emerging from this crisis more resilient than before, creating an 'always something on in the city' perception that attracts visitors and is supported by residents. Each year, events supported by the City's Arts and Events Sponsorship and Grants programs attract on average in excess of four million people to Perth and deliver an economic impact of more than \$200 million.

The City's Commissioners have earmarked an amount of \$18 million for the 2020/2021 financial year with the purpose of allocating these funds to discretionary projects that would re-invent and revive Perth.

Table 2: Funds earmarked for the following three years to re-invent and revive Perth

Allocation for Discretionary projects	2020/2021	2021/2022	2022/2023	Total (3 years)
	\$ 18 million	\$ 9 million	\$ 9 million	\$ 36 million

6.2. RE-INVENT AND REVIVE (CONTINUED)



Table 3: Actions identified to achieve strategic objective 'Re-invent and Revive'

Action	Deadline	Alliance
Stakeholder consultation to determine programs, projects, events and activities that embrace the community's health and wellbeing, financial support and sponsorships, activation and events, business support and investment attraction initiatives (<i>outcomes follow in Table 4</i>)	Completed	Recovery Coordination Group
Develop a list of programs, projects, events and activities that will be covered under the allocated \$18 million for discretionary projects, as identified through stakeholder engagement (<i>see proposed list in Table 4</i>)	Completed	Recovery Coordination Group
Develop a list of programs, projects, events and activities that will NOT be covered under the allocated \$18 million for discretionary projects, as identified through stakeholder engagement (<i>see proposed list in Table 5</i>)	Completed	Recovery Coordination Group
Establish a three-fold Advisory Committee structure for the City to consult key stakeholders on an ongoing basis over the next 12 months regarding their requirements for Recovery and Rebound in the city: <ul style="list-style-type: none"> • Marketing and Promotion Advisory Committee • City Amenity (incl. Cleanliness, Homelessness, Community Safety) Advisory Committee • Events, Culture and the Arts Advisory Committee 	May 2020 (<i>See proposed composition listed in Appendix 3</i>)	Recovery Coordination Group
Proceed with monthly Advisory Committee meetings (<i>see composition of each Committee in Appendix 3 and Terms of Reference in Appendix 4</i>)	June 2020 to June 2021	Recovery Coordination Group
Proceed with Advocacy on a State and Federal level eg. City Deal, Homelessness etc.	Ongoing	CEO
Review and optimise the City's core services	Dec 2020	All
Fast-track and implement shovel ready projects and submit for Federal funding through the CCCLM collaborative application process (<i>see list in Table 6</i>)	ASAP	Infrastructure and Operations, Planning and ED
Identify options to assist the Hotel industry and market the City's hotels for overnight and weekend stays	Ongoing	Planning and ED, Corporate Services and CEO

Table 4: Priorities for programs, projects, events and activities as identified through stakeholder engagement, and indicated with proposed allocation as part of the \$18 million allocation

Prioritisation of projects as per the Stakeholder Feedback: Keep doing / Do more	Cost allocation	Keep doing / Do more	Do Less / Don't do
Cleaning and presentation of the city	\$ 1,000,000	71	3
Support and advocacy for people experiencing or at risk of homelessness; including the co-ordination of services and support networks	\$ 1,900,000	70	4
Programs and initiatives for young people and youth at risk	\$ 100,000	69	7
Security, surveillance and community safety programs for the city	\$ 1,200,000	68	6
Grants for small to medium businesses to help them survive and rebound after the pandemic	\$ 1,040,000	67	7
Marketing campaign to support retail sector	Incl. in Marketing budget	65	9
Marketing campaign to support small business sector	Incl. in Marketing budget	65	9
Programs and initiatives for families and children	\$ 1,200,000	64	10
Grants to support arts and cultural sector rebound and recovery	\$ 1,400,000	63	11
Marketing of Perth as a visitor destination	Incl. in Marketing budget	61	13
Marketing campaign to promote Perth as safe and open	\$ 2,800,000	61	13
Grants to support third-party activation and events post COVID19	\$ 1,250,000	60	14
Perth Home Grown Markets	\$ 50,000	60	14
Twilight Hawkers Markets	\$ 50,000	59	15
Grants for community groups and programs	\$ 65,000	58	16
School holiday events	Incl. in Programs for Families	58	16
Marketing of Perth as a business investment destination	Incl. in Marketing budget	58	16
Grants to neighbourhood groups to support grass roots initiatives	\$ 80,000	57	16
Capacity building initiatives for community organisations and groups	\$ 100,000	57	17
Grants to support lane-way activation and upgrades and locational precinct improvements	\$ 240,000	55	19
Grants for building improvement projects (e.g. Heritage Building, Adaptive Reuse, Underutilised space and Business Improvement Grants)	\$ 270,000	54	20
Christmas Lights Trail/similar significant post COVID19 activation trail	\$ 1,000,000	52	22
Business development and support workshops and sessions	\$ 150,000	52	22
City managed activations in key retail precincts	Incl. in Programs for Families	51	23
Christmas decorations, other recovery actions, East End Revitalisation etc	\$ 4,100,000		
Total Operating Project expenditure for 2020/2021	\$ 17,995,000		

6.2. RE-INVENT AND REVIVE (CONTINUED)



Table 5: Items that have been determined as “Do Less / Don’t do” as per stakeholder engagement. The future of these events to be determined by Commissioners in June 2020.

Prioritisation of projects as per the Stakeholder Feedback: Keep doing / Do more	Keep doing / Do more	Do Less / Don't do
Australia Day Skyworks	34	40
Christmas Nativity event	39	35
New Years Eve celebration events/Post-COVID19 community celebrations	49	25

Table 6: Shovel ready projects that have been submitted for Federal funding through the CCCLM collaborative application

Project name/description	Total Project Cost	Potential construction start date	Potential construction end date
City of Perth Safe City Project (Lighting and CCTV upgrade)	\$23M	June	Mid 21
East End Revitalisation (https://engage.perth.wa.gov.au/east-end- revitalisation)	\$11.5M	May	1st Quarter 21
Road Network, Footpath and Stormwater Drainage Capital Renewal Program 2020/21 (18 road segments, 64 footpath segments, 6 drainage pipe segments and 2800 gully pit lid replacements to increase cyclist safety)	\$24.5M	May	Mid 21
Hill/Hay Street Two Way Project (https://engage.perth.wa.gov.au/two-way-streets- program- hill-hay-wittenoom)	\$10.5M	September/ October	Late 21
Roe Street Enhancement (https://engage.perth.wa.gov.au/roe-street- enhancement)	\$17M	September	Mid 21
Perth Convention Centre Renewal	\$25M	August	Mid 21
Riverside Drive Realignment	\$4M	September	Mid 21
City of Perth Safe City Project (Bollard Protection)	\$0.5M	June	July 20



6.3. RECALIBRATE AND REPEAT

Seek continued improvement by asking for, listening to and acting on stakeholder feedback. Keep delivering services that are valued by our community and respond to changing needs of our stakeholders by recalibrating activities that no longer meet these needs.

Table 7: Actions identified under the Strategic Objective 'Recalibrate and Repeat'

Action	Deadline	Alliance
Ongoing monthly meetings with the Advisory Committees to determine areas of success, areas for improvement, and other additional requirements	Monthly from June 2020 to June 2021	Recovery Coordination Group
Perform six-monthly survey to determine overall levels of success with the implemented programs, projects, events and activities	Six monthly, starting Nov 2020	Recovery Coordination Group
Re-adjust planning of programs, projects, events and activities, based on feedback received	Ongoing	Recovery Coordination Group
Track footfall data to determine success of the marketing of the programs / events / activities	Ongoing	Planning and Economic Development
Track feedback following every program / event / activity to determine its rate of success	Ongoing	Community Development





7

Risk Analysis

Table 8: High Level Risk Analysis

Risk description	Risk rating (H, M, L)
<p>The CBD does not recover successfully, with significant impact on visitor numbers (<i>local, intrastate, interstate and international</i>)</p> <ul style="list-style-type: none"> Such an outcome would have far-reaching impacts on the sustainability of our city. This strategy is aimed at reducing the likelihood of this happening. 	High
<p>A second wave of COVID19 sweeps WA, with far reaching economic impacts</p> <ul style="list-style-type: none"> The Government's pro-active approach with social distancing rules whilst society is returning to a 'new norma' is aimed at reducing the likelihood of this risk playing out 	High
<p>Increase in homelessness and anti-social behaviour as a result of job losses due to the lack of an adopted whole of government approach to reduce numbers</p> <ul style="list-style-type: none"> The COVID19 Economic Rebound Strategy is aimed at reducing this risk somewhat by stimulating our economy. A desired outcome from this is to retain and create jobs. 	High

APPENDIX 1: SCENARIO ANALYSIS

COVID19: Possible Future scenarios for CoP

RULES OF THE GAME:

- City of Perth population projections are 90,000 in 2050
- Current population 29,000
- Global economic downturn will affect Australia too
- Around 700 staff members at the City (essential and non essential services)
- Parking business down to significantly lower income
- Current situation requires: use of Reserve Funds, Borrowings, Reduction of Operating Costs

KEY UNCERTAINTIES (0-3 YRS)

- Rate and degree of technological innovation
- Focus on the development of 'Smart Cities'
- Future role of State and Federal Government
- Degree of regulation in the future
- Shift in people's priorities possibly less focus on luxury items
- Possible heightened sense of society and community
- WA's status as compared with the other Australian States
- Level of intrastate tourism within WA
- The impact across all sectors as a result of people doing life more online than before
- Rate of growth in international travelling following opening of the borders
- Demand for interstate business and holiday travel
- Market shift from non essential jobs to essential jobs
- Level of financial support provided by State and Federal Government for rebound projects
- Jobless rate and number of homeless people
- Impact of world events on the mental state of society
- The future of construction and mining in WA

FOUR FUTURE SCENARIOS (0 - 3 YEARS)



STATE GOVERNMENT IS KING



GLOBAL FINANCIAL DOWNTURN



COMMUNITY TO THE RESCUE



THE RISE OF WA



STATE GOVERNMENT IS KING

- State and Federal support is given to businesses, Hospitals and other Essential Services
- State and Federal Govt institute new departments and essential jobs, especially related to the Health Industry
- People manage with less income, as long as it is secure and consistent
- State and Federal Govt provides clear expectations to LGs and expect LGs to follow these rules
- State and Federal Govt provides significant funding for rebound projects, especially related to community infrastructure
- The Mining and Construction industries are booming, resulting in an influx of people in WA
- Online becomes a way of doing life less demand for counter shops and in location experiences



GLOBAL FINANCIAL DOWNTURN

- Recovery is very slow over the three years
- The Global Economic collapse affects people's financial status and spending patterns
- Heightened sense of society and community provides assurance to individuals
- Community values change to a 'back to basics' way of living
- State and Federal Government maintain the economy through financial support to individuals and businesses
- Individuals increasingly depend on Centrelink
- An increase in the prevalence of mental health conditions places strain on Mental Health Services and government support
- The general population places more focus on a healthy lifestyle and healthy eating and drinking habits



COMMUNITY TO THE RESCUE

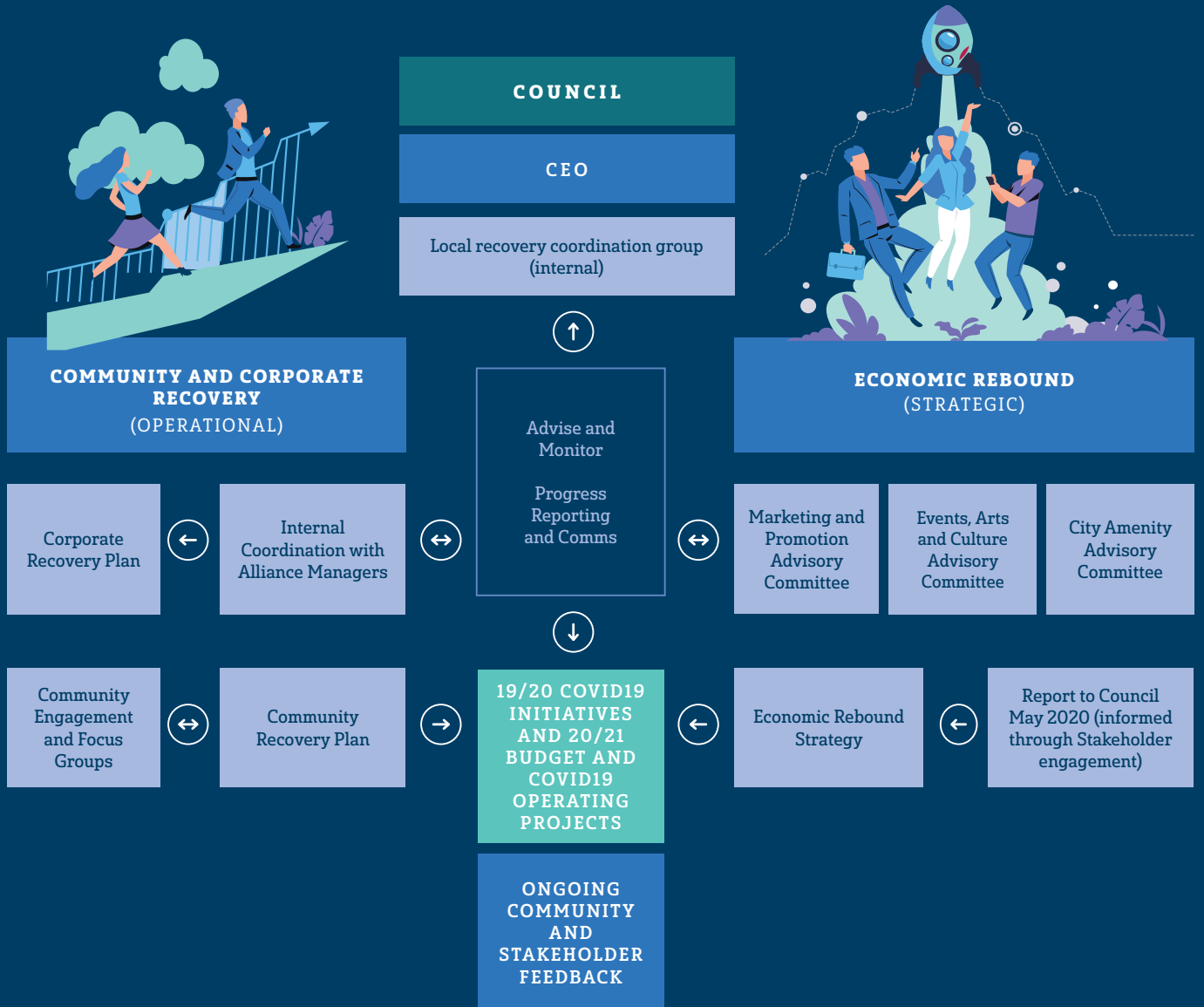
- An increase in technological innovation creates new products, services and unique job opportunities
- Pressure on cities to become 'Smart' in order to track population variables in times of crisis
- Reduction in interstate business and holiday travel meetings and conferences held online instead
- Growth in the numbers of jobless and homeless people
- Communities step in to provide support and networking to each others and to those in need. Pockets of tight communities develop
- WA earns a worldwide reputation of its health and safety mechanisms at all of its borders through the use of its technological skills
- International visitation increases during this period due to the safety measures WA has in place to prevent the spread of future such pandemics in the State



THE RISE OF WA

- WA shows a remarkably quick recovery within six months
- Reduction in the city's residential population as people move more away from the city and choose to travel in for work
- WA rises as the AU superstate with an increase in the WA population as people move from interstate
- International travel remains low but intrastate tourism within WA grows rapidly spending patterns in the local tourism, food, beverage industry at a higher level higher than before COVID19
- Job opportunities in the tourism, food, beverage industry grow like never before
- New capital projects in WA create new job opportunities
- Locals have saved up during their months in isolation, and are ready to spend their money on accommodation and hospitality in Perth and surrounds

APPENDIX 2: STRUCTURE FOR LOCAL RECOVERY UNDER STATE EMERGENCY MANAGEMENT LEGISLATION



APPENDIX 3: PROPOSED COMPOSITION FOR EACH ADVISORY COMMITTEE

Marketing and Promotion Advisory Committee	City Amenity Advisory Committee	Events, Arts and Culture Advisory Committee
Brooke Boardman (Dexus)	Sandra Brewer (Property Council)	Magadza Shelagh (Chamber of Arts & Culture)
Cassandra Monaghan (CBRE)	Deb Zanella (Ruah Community Services and WAAEH)	Nathan Bennet (Perth Festival)
Miri Lackovic (ISPT/JLL)	Mike Keller (Mustang Bar)	Sharon Burgess (Fringe)
Megan Biddle (Charter Hall)	Robert Mellor (Campus Perth)	Marion Fulker (Committee for Perth)
Angela Tham (Brookfield Properties)	Inspector Darren Hart (WA Police)	Johnny Doan (Northbridge Common)
Kristi Dempster (Assembly + Co)	Les Wilson (Wilsons Management Solutions)	Kylie Taylor (Activate Perth)
Kylie Taylor (Activate Perth)	Anna Vanderbom (City of Perth Western Residents Inc.)	Sandy Anghie (Historic Heart)
Andy Freeman (Sneakers and Jeans)	Anne Maree Ferguson (East Perth Community Group)	Kym Francesconi (Tourism WA)
Rob Wheedon (Pan Pacific Hotel)		Julian Donaldson (Cultural Advisory Committee)
Jeff Leach (Leach Group)		Peter Ciemitis (RobertsDay)
		Gemma Weston (Visual Arts, Perth Festival)
		Bradley Woods (Australian Hotels Association)



APPENDIX 4: PROPOSED TERMS OF REFERENCE FOR ADVISORY COMMITTEES

Marketing and Promotion Advisory Committee

1. Aim

Develop partnerships between the City of Perth (the City), community organisations and government agencies to identify relief, recovery and rebound initiatives that ensure the residential and business communities and the City's operations recover quickly from COVID19 and are positioned to rebound quickly for the future wellbeing, prosperity and sustainability of the city.

2. COVID19

The COVID19 virus developed in December 2019 and spread rapidly across the world. The World Health Organisation declared COVID19 a pandemic on 12 March 2020. A State of Emergency was declared for the whole of Western Australia on 17 March 2020 and continues to the present time.

Government response to the emergency has resulted in:

- Community isolation
- Restrictions on activities
- Closure of business
- Loss and reduction of employment
- Compounded situation for people experiencing homelessness
- Impact on the function, budget and services of the City of Perth Local Government.

The first lifting of restrictions commenced on 28 April 2020 and will continue concurrently into Recovery phase from May 2020 onwards. The city's Recovery will be guided by the State Government's staged COVID19 Roadmap.

3. Role of Local Government

Under Section 36(b) Emergency Management Act 2005 'It is a function of local government...to manage recovery following an emergency.'

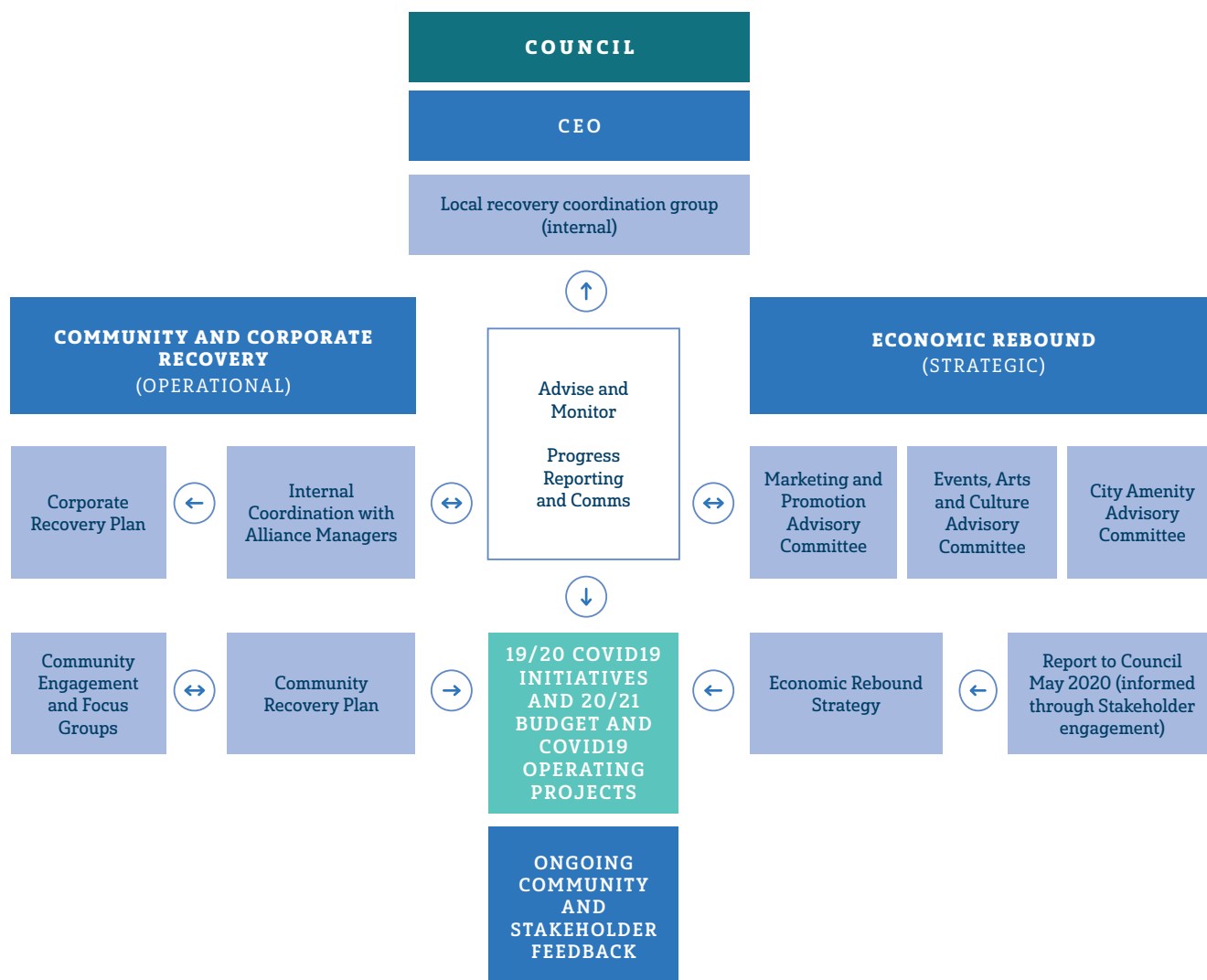
Through this legislation, recovery is achieved at a local level by the Local Recovery Coordination Group (LRCG) and is part of a structured emergency management response and recovery process, which identifies roles and commitments by various levels of government.

- LRCG has a relationship with the District and State Recovery.
- Three Advisory Committees support the LRCG and the development of Recovery Plans and Strategies - Marketing and Promotions; Events, Arts and Culture; and City Amenity.

4. Authority

The Local Recovery Coordinating Group (LRCG) and Advisory Committees will be established by the Local Recovery Coordinator (LRC) and endorsed by the CEO and Commissioners.

5. Recovery Structure and Hierarchy



6. Role of the Marketing and Promotions Advisory Committee

The roles of the individual members of the committee include:

- Assess and recommend priority projects and support to assist with the recovery process in the short, medium and long term for the City.
- Bring relevant knowledge, specialist expertise, technical proficiency and professional experience in a field of specific relevance to marketing and promotions.
- Provide advice and assist in the coordination of the restoration of businesses and events affected and new opportunities for business development.
- Coordinate and promote financial support from government and corporate / business sector to affected businesses, where practical.
- Represent the views of the communities and agencies they represent and liaise with committee members and the City of Perth.

APPENDIX 4: PROPOSED TERMS OF REFERENCE FOR ADVISORY COMMITTEES

Marketing and Promotion Advisory Committee

7. Membership

Membership of the Marketing and Promotions Advisory Committee includes people with operational and community expertise and knowledge of the impact of COVID19 on the events and business community. Members will include officers from the City of Perth and representatives from local business organisations and business community.

Members will be invited to participate in the LRCG by the Local Recovery Coordinator.

The members of the committee are to elect a presiding member (Chair) from amongst themselves in accordance with Schedule 2.3, Division 1 of the Local Government Act 1995.

Members may be changed or added dependent on needs identified by the Chair and / or the Local Recovery Coordinator.

The Marketing and Promotions Advisory Committee will cease to exist from 1 July 2021, unless otherwise directed by Council.

8. Membership

Marketing and Promotion Advisory Committee

Brooke Boardman (Dexus)

Cassandra Monaghan (CBRE)

Miri Lackovic (ISPT/JLL)

Megan Biddle (Charter Hall)

Angela Tham (Brookfield Properties)

Kristi Dempster (Assembly + Co)

Kylie Taylor (Activate Perth)

Andy Freeman (Sneakers and Jeans)

Rob Wheedon (Pan Pacific Hotel)

Jeff Leach (Leach Group)

8.1. City of Perth – Administration Support

- Communicate with Members, send agenda and minutes.
- Agendas will be provided at least seven days prior to the scheduled meeting and minutes distributed within four days of the meeting.
- Invite members to meetings, manage RSVPs and maintain attendee lists, incorporated into the project stakeholder database.

8.2. Marketing and Promotions Advisory Committee Members

- Understand and have the capacity to voice the issues, concerns and views of the organisations they represent.
- Can represent a relevant perspective of community or business group or organisation.
- Contribute ideas and information to relevant issues in the social, economic and recovery space.
- Be an advocate for the recovery and rebound in the City of Perth.
- Have a broad understanding of the synergies that exist between social issues and economic, and governance/ political elements.

All members of the Marketing and Promotions Advisory Committee agree to the following standards of behaviour and rules:

- Act with honesty, good faith and integrity.
- Abide by the Terms of Reference.
- Respect and be courteous to others and their opinions.
- Actively participate in meetings.
- Let people have their say.
- Accept and embrace differences.
- Declare any actual or perceived conflicts of interest at the commencement of the meeting.
- Resolve issues and differences before leaving meetings or advise the facilitator of issues and concerns.

- Publicly support positions adopted by the Marketing and Promotions Advisory Committee.
- Have no political or vested interests.
- Maintain confidentiality of topics discussed in meetings.
- Provide an RSVP to the Chair for all meetings. Ideally, the Member will be able to remain in the role for the duration of the Marketing and Promotions Advisory Committee's term.
- Inform Chair when leaving roles so they can be exited from the group, and a replacement sought.

9. Limits of Power

The Marketing and Promotions Advisory Committee has no delegated authority to make decisions or to issue approvals. Recommendations can be made through the Chair to the City, however the role of the Group is predominantly advisory.

10. Quorum

A minimum of 50% of the Committee members are required for a meeting to be recognised as an authorised meeting for any recommendations or resolutions to be valid.

The quorum must contain at least the Chair and two other Members.

11. Proxies to Meetings

Members may nominate a proxy to attend a meeting if they are unable to attend. Where practical, the Member will notify the Chair of the substitution at least one week prior to the meeting.

The nominated proxy shall provide relevant updates, comments and feedback on behalf of the Member they are representing.

12. Frequency and Duration of Meetings

The Marketing and Promotions Advisory Committee will be active for the duration of the Recovery phase of the COVID19 Pandemic.

Meetings are expected to run for approximately two hours.

Timing and frequency will be determined at the initial meeting in consultation with the members. It is anticipated frequency will be reduced the recovery progresses.

13. Location of Meetings

Meetings will be held through online media (Zoom or Teams) until face to face meetings can be held at Council House.

14. Document Management

Documentation, including meeting agendas and minutes, relating to the Marketing and Promotions Advisory Committee will be saved in **P1039909#08** by the City.

14.1 Versions/ Amendments

Amendments undertaken to the Terms of Reference are to be undertaken by the City of Perth.

Version	Author	Date	Status	Comments
1	J Hannaford	8/05/2020		

APPENDIX 4: PROPOSED TERMS OF REFERENCE FOR ADVISORY COMMITTEES

City Amenity Advisory Committee

1. Aim

Develop partnerships between the City of Perth (the City), community organisations and government agencies to identify relief, recovery and rebound initiatives, that ensure the residential and business communities and the City's operations recover quickly from COVID19 and are positioned to rebound quickly for the future wellbeing, prosperity and sustainability of the city.

2. COVID19

The COVID19 virus developed in December 2019 and spread rapidly across the world. The World Health Organisation declared COVID19 a pandemic on 12 March 2020. A State of Emergency was declared for the whole of Western Australia on 17 March 2020 and continues to the present time.

Government response to the emergency has resulted in:

- Community isolation
- Restrictions on activities
- Closure of business
- Loss and reduction of employment
- Compounded situation for people experiencing homelessness
- Impact on the function, budget and services of the City of Perth Local Government.

The first lifting of restrictions commenced on 28 April 2020 and will continue concurrently into Recovery phase from May 2020 onwards.

3. Role of Local Government

Under Section 36(b) Emergency Management Act 2005 'It is a function of local government...to manage recovery following an emergency.'

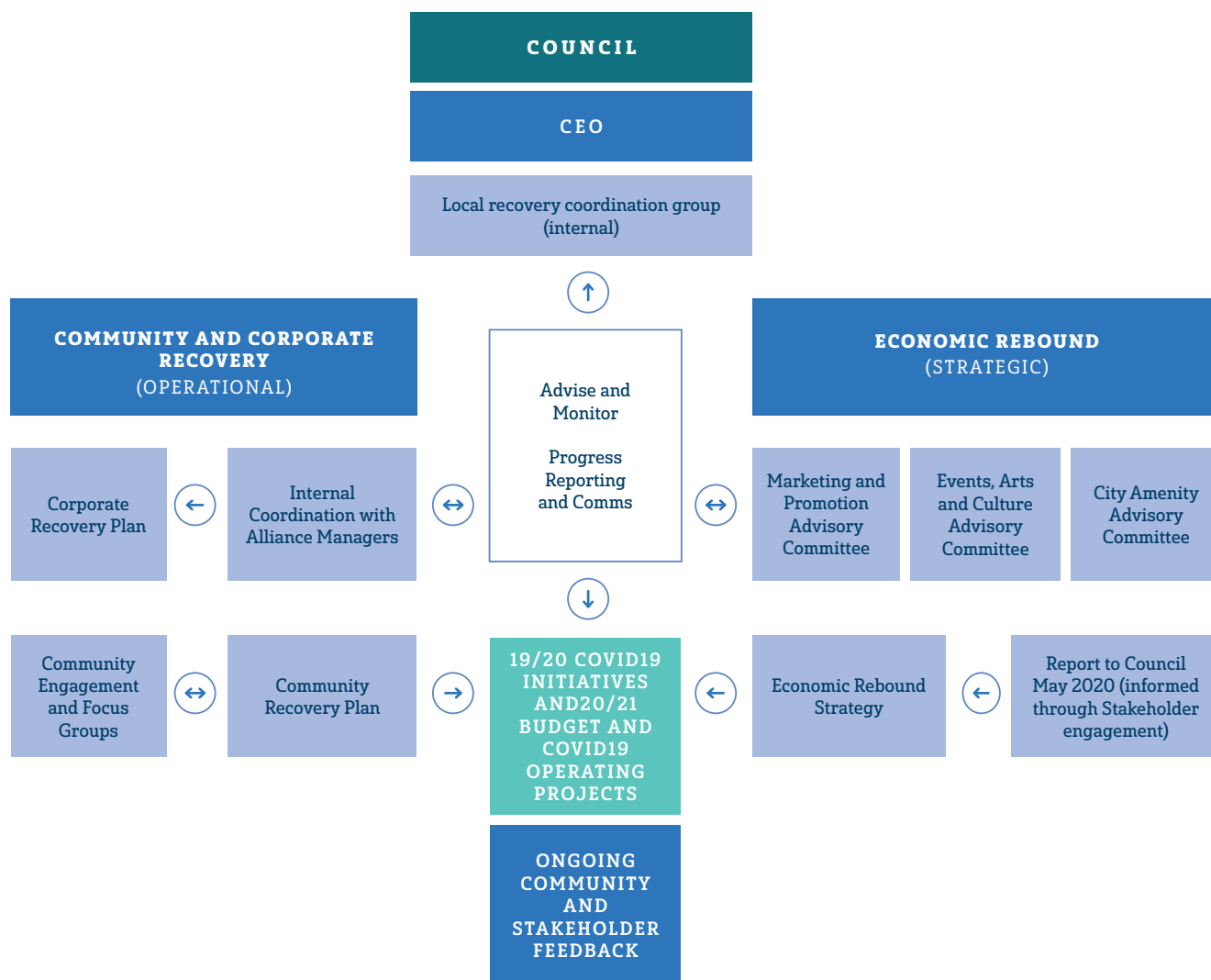
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- LRCG has a relationship with the District and State Recovery.
- Three Advisory Committees support the LRCG and the development of Recovery Plans and Strategies - Marketing and Promotions; Events, Arts and Culture; and City Amenity.

4. Authority

The Local Recovery Coordinating Group (LRCG) and Advisory Committees will be established by the Local Recovery Coordinator (LRC) and endorsed by the CEO and Commissioners.

5. Recovery Structure and Hierarchy



6. Role of the City Amenity Advisory Committee

The roles of the individual members of the committee include:

- To assess and recommend priority projects and support to assist with the recovery process in the short, medium and long term for the City.
- To bring relevant knowledge, specialist expertise, technical proficiency and professional experience in a field of specific relevance to amenity of the city's public realm.
- To provide advice and assist in the coordination of the restoration and improvement of the city's public realm and new opportunities for development.
- To coordinate and promote financial support from government and corporate / business sector to fund new initiatives, where practical.
- Represent the views of the communities and agencies they represent and liaise with committee members and the City of Perth.

APPENDIX 4: PROPOSED TERMS OF REFERENCE FOR ADVISORY COMMITTEES

City Amenity Advisory Committee

7. Membership

Membership of the City Amenity Advisory Committee includes people with operational and community expertise and knowledge of the impact of COVID19 on the community and the city's public facilities. Members will include officers from the City of Perth, Government and Community Agencies and community organisations.

Members may be invited to participate in the LRCG by the Local Recovery Coordinator.

The members of the committee are to elect a presiding member (Chair) from amongst themselves in accordance with Schedule 2.3, Division 1 of the Local Government Act 1995.

Members may be changed or added dependent on needs identified by the Chair and / or the Local Recovery Coordinator.

The City Amenity Advisory Committee will cease to exist from 1 July 2021, unless otherwise directed by Council.

8. Membership

City Amenity Advisory Committee
Sandra Brewer (Property Council)
Deb Zanella (Ruah Community Services and WAAEH)
Mike Keller (Mustang Bar)
Robert Mellor (Campus Perth)
Inspector Darren Hart (WA Police)
Les Wilson (Wilsons Management Solutions)
Anna Vanderbom (City of Perth Western Residents Inc.)
Anne Maree Ferguson (East Perth Community Group)

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- Communicate with Members, send agenda and minutes.
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8.2. City Amenity Advisory Committee Members

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- Be an advocate for the recovery and rebound in the City of Perth.
- Have a broad understanding of the synergies that exist between social issues and economic, and governance/ political elements.

All members of the City Amenity Advisory Committee agree to the following standards of behaviour and rules:

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12. Frequency and Duration of Meetings

The City Amenity Advisory Committee will be active for the duration of the Recovery phase of the COVID19 Pandemic.

Meetings are expected to run for approximately two hours.

Timing and frequency will be determined at the initial meeting in consultation with the members. It is anticipated frequency will be reduced as the recovery progresses.

13. Location of Meetings

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14. Document Management

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14.1 Versions/ Amendments

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1	J Hannaford	8/05/2020		

APPENDIX 4: PROPOSED TERMS OF REFERENCE FOR ADVISORY COMMITTEES

Events, Arts and Culture Advisory Committee

1. Aim

Develop partnerships between the City of Perth (the City), community organisations and government agencies to identify relief, recovery and rebound initiatives, that helps the residential and business communities and the City's operations recover quickly from the COVID19 pandemic and are positioned to rebound quickly for the future wellbeing, prosperity and sustainability of Perth.

2. COVID19

The COVID19 virus developed in December 2019 and spread rapidly across the world. The World Health Organisation declared COVID19 a pandemic on 12 March 2020. A State of Emergency was declared for the whole of Western Australia on 17 March 2020 and continues to the present time.

Government response to the emergency has resulted in:

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- Restrictions on activities
- Closure of business
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- Impact on the function, budget and services of the City of Perth Local Government.

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3. Role of Local Government

Under Section 36(b) Emergency Management Act 2005 'It is a function of local government...to manage recovery following an emergency.'

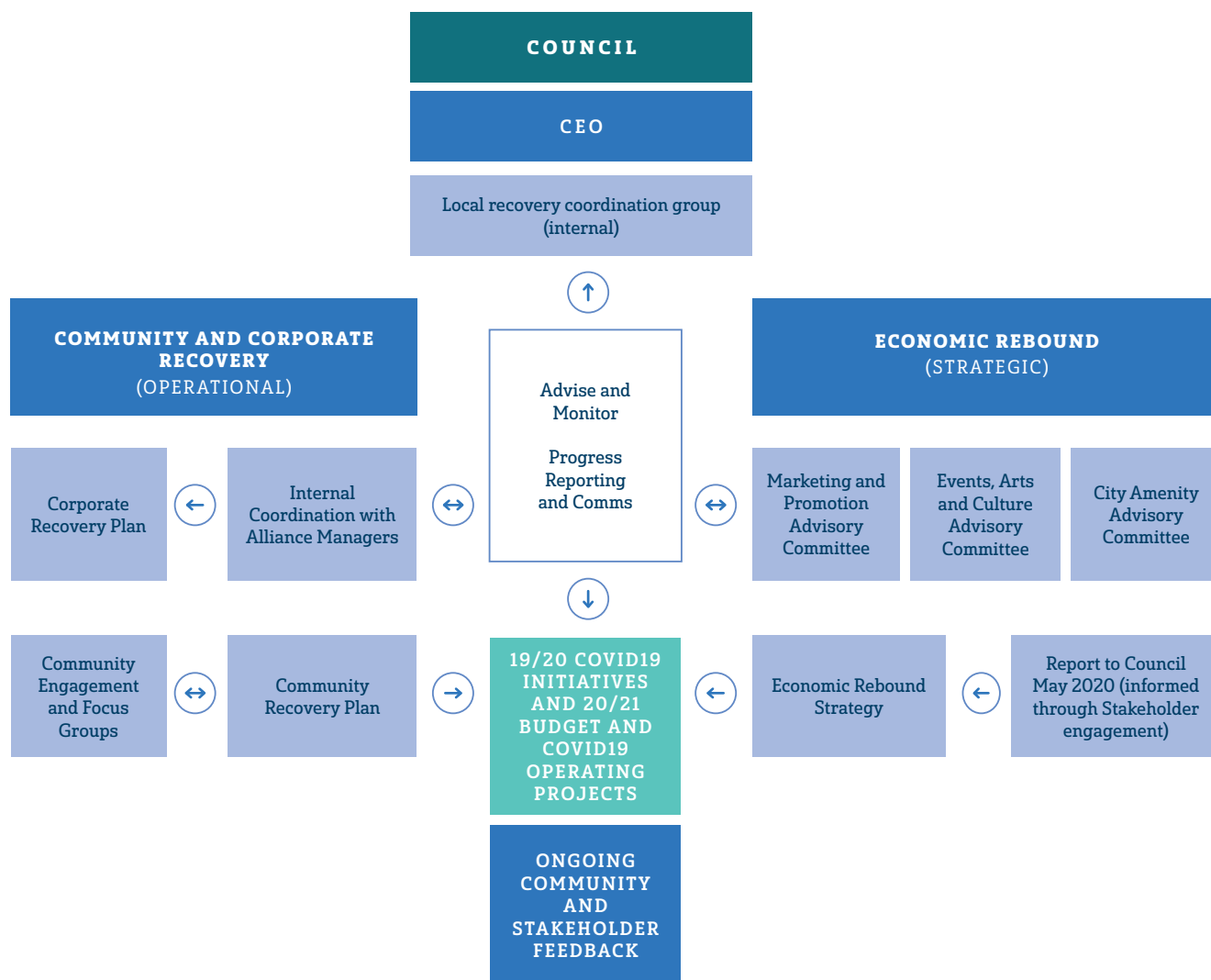
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- LRCG has a relationship with the District and State Recovery.
- Three Advisory Committees support the LRCG and the development of Recovery Plans and Strategies - Marketing and Promotions; Events, Arts and Culture; and City Amenity.

4. Authority

The Local Recovery Coordinating Group (LRCG) and Advisory Committees will be established by the Local Recovery Coordinator (LRC) and endorsed by the CEO and Commissioners.

5. Recovery Structure and Hierarchy



6. Role of the Events, Arts and Culture Advisory Committee

The roles of the individual members of the committee include:

- Assess and recommend priority projects and support to assist with the recovery process in the short, medium and long term for the City.
- Bring relevant knowledge, specialist expertise, technical proficiency and professional experience in a field of specific relevance to arts and culture.
- Provide advice and assist in the coordination of the restoration of arts and culture activity and new opportunities for development.
- Coordinate and promote financial support from government and corporate / business sector to the arts and culture sector, where practical.
- Represent the views of the communities and agencies they represent and liaise with committee members and the City of Perth.

APPENDIX 4: PROPOSED TERMS OF REFERENCE FOR ADVISORY COMMITTEES

Events, Arts and Culture Advisory Committee

7. Membership

Membership of the Events, Arts and Culture Advisory Committee includes people with operational and community expertise and knowledge of the impact of COVID19 on the arts and cultural community. Members will include officers from the City of Perth, government and community agencies and community organisations.

Members will be invited to participate in the LRCG by the Local Recovery Coordinator.

The members of the committee are to elect a presiding member (Chair) from amongst themselves in accordance with Schedule 2.3, Division 1 of the Local Government Act 1995.

Members may be changed or added dependent on needs identified by the Chair and / or the Local Recovery Coordinator.

The Events, Arts and Culture Advisory Committee will cease to exist from 1 July 2021, unless otherwise directed by Council.

8. Membership

Events, Culture and the Arts Advisory Committee
Magadza Shelagh (Chamber of Arts & Culture)
Nathan Bennet (Perth Festival)
Sharon Burgess (Fringe)
Marion Fulker (Committee for Perth)
Johnny Doan (Northbridge Common)
Kylie Taylor (Activate Perth)
Sandy Anghie (Historic Heart)
Kym Francesconi (Tourism WA)
Julian Donaldson (Cultural Advisory Committee)
Peter Ciemitis (RobertsDay)
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8.2. Events, Arts and Culture Advisory Committee Members

- Understand and have the capacity to voice the issues, concerns and views of the organisations they represent.
- Can represent a relevant perspective of community or business group or organisation.
- Contribute ideas and information to relevant issues in the social, economic and recovery space.
- Be an advocate for the recovery and rebound in the City of Perth.
- Have a broad understanding of the synergies that exist between social issues and economic, and governance/ political elements.

All Members of the Events, Arts and Culture Advisory Committee agree to the following standards of behaviour and rules:

- Act with honesty, good faith and integrity.
- Abide by the Terms of Reference.
- Respect and be courteous to others and their opinions.
- Actively participate in meetings.
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10. Quorum

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The nominated proxy shall provide relevant updates, comments and feedback on behalf of Member they are representing.

12. Frequency and Duration of Meetings

The Events, Arts and Culture Advisory Committee will be active for the duration of the Recovery phase of the COVID19 pandemic.

Meetings are expected to run for approximately two hours.

Timing and frequency will be determined at the initial meeting in consultation with the members. It is anticipated frequency will be reduced the recovery progresses.

13. Location of Meetings

Meetings will be held through online media (Zoom or Teams) until face to face meetings can be held at Council House.

14. Document Management

Documentation, including meeting agendas and minutes, relating to the Events, Arts and Culture Advisory Committee will be saved in **P1039909#08** by the City.

14.1 Versions/ Amendments

Amendments undertaken to the Terms of Reference are to be undertaken by the City of Perth.

Version	Author	Date	Status	Comments
1	J Hannaford	8/05/2020		



City of Perth

27 St Georges Terrace, Perth, Western Australia
GPO Box C120 Perth, Western Australia 6839

Phone +61 8 9461 3333 Facsimile +61 8 9461 3083

Email info.city@cityofperth.wa.gov.au

Website www.cityofperth.wa.gov.au

ABN 83 780 118 628



City of Perth

Corporate Credit Cards Review April 2020

FINAL REPORT

**Review
Undertaken
By:**

**Mario Cheldi
Internal Auditor**

Areas for review	Controls over the management of corporate credit cards.
Period of Audit Field Work	March/April 2020
Background	<p>Corporate credit cards can offer significant benefits including reduced costs and streamlined business processes associated with authorising, tracking, purchasing, payment and reconciling of purchases.</p> <p>Corporate procedure, PR1026 Corporate Credit Cards, provides relevant guidelines for staff including the issue and usage of corporate credit cards as well as authorisation of card expenditure. The management of corporate credit cards is being undertaken by relevant staff within the Finance Unit. An online expense management system known as Promaster is currently being used by these staff for managing corporate credit card expenses.</p> <p>As per the City's Corporate Credit Cardholders Register, at the time of this review, twenty-five staff members have been issued with a corporate credit card. While the City uses corporate credit cards for a small proportion of its payments, it is important that they are effectively managed to reduce the risk of improper or unauthorised use.</p> <p>The External Member of the Audit and Risk Committee had put forward a review on the City's corporate credit cards as a potential audit area during development of the Internal Audit Plan for the 2019/20 financial year. A draft Internal Audit Plan 2019/20 including a Corporate Credit Cards Review was subsequently approved by the Audit and Risk Committee and Council in May 2019.</p>
Objective	The objective of this audit is to obtain evidence to provide assurance that controls over the management of corporate credit cards are effective.
Scope	<p>The scope of this review comprises the following areas:</p> <ul style="list-style-type: none"> • Corporate credit card procedures; • Corporate credit card register; • Requirements for issue of corporate credit card; • Usage of corporate credit cards; • Cancellation of corporate credit cards; and • Review of use of corporate credit cards.
Approach	<p>The following steps were undertaken in completing this audit:</p> <ul style="list-style-type: none"> • A preliminary review of key controls over the management of corporate credit cards was undertaken as well as a risk assessment. • An audit entry interview was held with key Finance Unit staff to confirm areas for review. • An audit program was developed to test the adequacy of key controls within each of the areas for review.

- Testing was undertaken via discussions with relevant staff, review of applicable documentation and sample testing as appropriate.
- In carrying out this review, reference was made to the Local Government Operational Guideline, Use of Corporate Credit Cards (published by the Department of Local Government, Sport and Cultural Industries 29 April 2019) as well as the Office of the Auditor General's (OAG) audit report, Controls Over Corporate Credit Cards (Local Government Sector), May 2018.
- Results of testing were documented within audit working papers.
- A number of findings were identified from testing and these were discussed and agreed with key Finance Unit staff.
- Formal responses from relevant management to the recommendations of these findings were obtained.
- A report (this report) was then drafted summarising the results of the audit and provided to key Finance Unit staff for feedback.
- The final report will be presented to the Audit and Risk Committee Meeting to be held on 6 May 2020.

Conclusion

Testing has provided evidence to provide assurance that a number of controls over the management of corporate credit cards are effective. However, certain controls are in need of improvement as described below.

Areas reviewed

This section provides a summary of tests undertaken and results of this testing for each area reviewed.

Corporate credit card procedures

The City's current procedure for the management of corporate credit cards is PR1026, Corporate Credit Cards. This procedure was reviewed to determine its adequacy as a form of control.

A review of PR1026 has found that this procedure is providing guidance for staff to manage corporate credit cards. However, a number of procedural gaps were identified within PR1026 as listed below. Some of these procedural gaps were determined via reference to the abovementioned operational guideline.

- No reference to the process for obtaining a corporate credit card (currently this process involves a formal memorandum to the Chief Executive Officer (CEO) seeking approval for issue of a corporate credit card). A City Corporate Credit Card Application Form is mentioned within PR1026, however, it was identified that this form does not exist and as a result reference to this form should be deleted.
- No mention of the Acceptance of City of Perth Credit Card Corporate Procedure Form required to be completed by cardholders.
- Does not include guidelines for changes to card purchasing limits.
- Does not deal with what the cardholder should do in the event of an extended period of leave being taken (at least four weeks as per OAG).
- Does not discuss how purchases by facsimile, telephone or over the internet are to be dealt with.
- No strict guidelines for expenditure on entertainment.

- Does not include arrangements for destruction of all surrendered credit cards.
- Lack of clarity on timeline for acquittal and approval of credit card expenses.

The abovementioned issues with PR1026 are summarized within the Findings and Recommendations section below.

Corporate credit card register

A Corporate Credit Cardholders Register was found to be maintained by the Funds Management Officer within the Finance Unit.

This register was found to contain relevant details of cardholders and their respective corporate credit card including card number, date cardholder account opened, expiry date of the credit card, credit limit and date cardholder account cancelled (if applicable).

Requirements for issue of corporate credit card

For this area of review, sample testing of cardholder accounts was carried out to determine if cardholders are meeting current requirements in relation to being issued with a corporate credit card. These requirements are comprised of the following:

- A formal memorandum to the CEO seeking approval of a corporate credit card and CEO providing approval on this memorandum (approval of a corporate credit card for a staff member by the CEO is in line with the abovementioned local government operational guideline. In the case of the CEO, this guideline states that Council should approve the application for a corporate credit card).
- Completed an on line card application with the card provider, Commonwealth Bank of Australia.
- Completed an Acceptance of City of Perth Credit Card Corporate Procedure Form.

A sample of nine (out of twenty five) current cardholder accounts, as per the Corporate Credit Cardholders Register, were tested to determine whether the above mentioned requirements have been met. Evidence that the above requirements have been met was sighted for all cardholders within the sample. The corporate credit card for the CEO, as included within the sample, was approved at the Special Council Meeting of 15 January 2019 as per sighting the minutes of this meeting.

As a result of sample testing it may be concluded that current requirements in relation to being issued with a corporate credit card are being met.

Usage of corporate credit cards

As previously discussed, Promaster is an online system used to manage credit card expenditure incurred by cardholders. Cardholders are required to attach

receipts for expenditure into Promaster as well as enter relevant purchase details and account number codes for purchases into this system. Purchase transactions are authorized on Promaster by the cardholder's line manager as per procedure PR1026. The Accounts Payable Team review receipts and purchase details on Promaster before posting of credit card transactions on Finance 1. Prior to this posting any queries with purchases are followed up by this team with the relevant cardholder through Promaster.

A Promaster report showing the latest monthly credit card expenditure incurred by cardholders was obtained from the Finance Team. A sample of twelve (out of twenty five) current credit cardholders on this report was selected and their latest monthly credit card expenditure reviewed for the following:

- Expenditure is appropriate in accordance with procedure PR1026, Corporate Credit Cards.
- Expenditure has been authorized by cardholder's line manager as per PR1026.
- Expenditure has been correctly coded (account numbers as per the Finance 1 system).
- Transactions have been acquitted and approved in a timely manner.

Expenditure is appropriate in accordance with procedure PR1026, Corporate Credit Cards

Expenditure examined for the sample of current cardholders was found to be in accordance with procedure PR1026. Purchases within the sample are generally for small amounts and for an identified business requirement.

Expenditure has been authorized by cardholder's line manager as per PR1026

Most of the expenditure reviewed for the sample of current cardholders was approved on Promaster by the cardholder's line manager as per procedure PR1026.

However, two anomalies were identified. These anomalies relate to current cardholders, Alliance Manager Economic Development and CEO. Expenditure for these cardholders was found to be authorized on Promaster by the Governance Coordinator, previously Manager Governance. It is understood from the Finance Team that this arrangement was put in place in 2019 when the current Alliance Manager Economic Development was occupying the role of Acting Director Planning and Economic Development. These anomalies have been raised with the Finance Team. It has since been confirmed by the Manager Finance and the Funds Management Officer that arrangements are now in place for credit card expenditure of the Alliance Manager Economic Development and CEO to be authorized on Promaster by the General Manager Planning and Economic Development and the General Manager Corporate Services respectively as required by procedure PR1026.

Expenditure has been correctly coded

Account number coding of latest expenditure for the sample of cardholders was reviewed on Promaster and Finance 1. This review has found that this account number coding is appropriate.

Transactions have been acquitted and approved in a timely manner

Latest monthly credit card transactions for the sample of corporate credit cardholders were reviewed to assess whether these transactions have been acquitted and approved in a timely manner.

Testing has identified that latest monthly corporate credit card transactions were not acquitted/approved in a timely manner for four out of twelve sampled cardholders. In these four instances, the timeframe between transaction date and approval date ranged from 26 days to 47 days. In three out of four of these instances this was due to the cardholder not verifying these transactions on Promaster in a timely fashion. The remaining instance involved the cardholder's line manager not approving the cardholder's transaction in a timely manner on Promaster. These test results were confirmed by the Finance Team.

A finding and recommendation in relation to a lack of timely acquittal/approval of credit card transactions is included within the Findings and Recommendations section below.

Cancellation of corporate credit cards

For this area of review, sample testing was undertaken to determine whether corporate credit cards are being cancelled with the card provider in a timely manner. The Office of the Auditor General's (OAG) audit report, Controls Over Corporate Credit Cards (Local Government Sector), May 2018, page 8, states "if cards are not cancelled promptly, they may be used by other non-authorised staff".

A sample of seven (out of eleven) cancelled corporate credit cards on the Corporate Credit Cardholders Register was reviewed. Records on Content Manager were examined to determine the timelessness of cancellation of the sampled corporate credit cards. This examination has found that the Funds Management Officer, following notification of a cancellation request is contacting the card provider (Commonwealth bank of Australia) in a timely manner to arrange the card cancellation. In each sampled case, the card provider has provided confirmation of card cancellation shortly after contact by the Funds Management Officer.

Sampled testing has provided confirmation that corporate credit cards are being cancelled in a timely manner.

The Funds Management Officer has confirmed that the sampled cancelled corporate credit cards have been surrendered to her and have been destroyed.

Review of use of corporate credit cards*Management review of corporate credit card usage*

Confirmation was obtained from Finance Unit management that there is currently no formal management review process being undertaken of corporate credit card usage within the organisation (although plans are in place to monitor this usage).

A finding and recommendation in relation to this issue is included within the Findings and Recommendations section below.

Reporting to Council on credit card expenditure

As stated within the Office of the Auditor General's (OAG) audit report, Controls Over Corporate Credit Cards (Local Government Sector) May 2018, regulation 13 of the Local Government (Financial Management) Regulations 1996 requires local governments to present the details of all payments, including corporate credit card payments to Council on a monthly basis.

The City is reporting payment of the outstanding credit card balance for the month. This payment is listed on the monthly Creditors Finance Report which is posted on the Council Hub by the Finance Unit.

A finding and recommendation in relation to this issue is included within the Findings and Recommendations section below.

Comments

As previously discussed on a number of occasions, the City is using Promaster to manage corporate credit expenditure incurred by cardholders. Following discussions with the Project Manager, Strategic Finance, it was identified that this officer will be investigating a purchasing cards module within the Technology One software (part of the City's Enterprise Resource Planning software) as the means of managing corporate credit expenditure in lieu of Promaster. It is understood that this module will be included in the next Technology One release due in September/October 2020.

Acknowledgements

The cooperation and assistance received from various Finance Unit staff to enable the completion of this review is appreciated.

Sign off

Mario Cheldi
Internal Auditor
8 April 2020

RISK RATINGS

Risk ratings applied to findings are based on the City of Perth Risk Management Framework (i.e. extreme, high, medium, low).

The risk rating applied to each finding has been arrived at by following the methodology described in the abovementioned framework i.e. identification of existing controls, consideration of risk consequence and likelihood.

The timing of proposed action to address a finding is linked to the Risk and Audit Response Matrix (refer last page of this report). This matrix was approved at the Audit and Risk Committee meeting held in May 2019.

SUMMARY OF FINDINGS

The tables below summarise the findings of this review.

Extreme	High	Medium	Low
0	0	4	0

Risk rating	Finding number	Summary of findings
Medium	1	Corporate credit cards procedure.
Medium	2	Acquittal/authorization of corporate credit card transactions
Medium	3	Management review of usage of corporate credit cards
Medium	4	Reporting to Council of corporate credit card transactions

Specific details of findings and recommendations are included in the next section.

FINDINGS AND RECOMMENDATIONS**1. Corporate Credit Cards Procedure**

Risk Rating:	Medium
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Issue

The City's current procedure for the management of corporate credit cards is PR1026, Corporate Credit Cards.

A review of PR1026 has found that this procedure is providing guidance for staff to manage corporate credit cards. However, a number of procedural gaps were identified within PR1026 as listed below. Some of these procedural gaps were determined via reference to the Local Government Operational Guideline, Use of Corporate Credit Cards (published by the Department of Local Government, Sport and Cultural Industries 29 April 2019).

- No reference to the process for obtaining a corporate credit card (currently this process involves a formal memorandum to the Chief Executive Officer (CEO) seeking approval for issue of a corporate credit card). A City Corporate Credit Card Application Form is mentioned within PR1026, however, it was identified that this form does not exist and therefore reference to this form should be deleted within PR1026.
- No mention of the Acceptance of City of Perth Credit Card Corporate Procedure Form required to be completed by cardholders.
- No guidelines for changes to card purchasing limits.
- Does not deal with what the cardholder should do in the event of an extended period of leave being taken (at least four weeks as per the OAG).
- Does not discuss how purchases by facsimile, telephone or over the internet are to be dealt with.
- No strict guidelines for expenditure on entertainment.
- Does not include arrangements for destruction of all surrendered credit cards.
- Lack of clarity on timeline for acquittal and approval of credit card expenses.

Implications

Current and relevant procedures are important to ensure that staff are made fully aware of their obligations, responsibilities and approved practices in relation to corporate credit cards.

Recommendations

Corporate Credit Cards procedure PR1026 to be updated to address the abovementioned procedural gaps.

Management response (Manager Finance Unit as at 01 April 2020)

The Corporate Credit Card Procedure PR1026 was last reviewed and revised in May 2019 and is subject to annual reviews. The above recommendations will be incorporated in the next review.

Action Plan

Above recommendations will be incorporated in the next review.

Person(s) responsible for implementing the actions

Manager Finance

Target Date

June 2020

2. Acquittal/authorization of corporate credit card transactions**Risk Rating:****Medium*****Issue***

Sample testing has identified that monthly corporate credit card expenses were not acquitted/approved in a timely manner for four out of twelve sampled cardholders.

In these four instances, the timeframe between transaction date and approval date ranged from 26 days to 47 days.

Implications

Untimely acquittal/approval does not facilitate early identification of any unauthorized, erroneous or inappropriate corporate credit card payments.

Recommendations

It is understood from the Senior Financial Accountant that a report is currently being developed that will highlight corporate credit card transactions that have not been acquitted/approved in a timely manner. This report is being developed using data from the Promaster system which is being used to manage corporate credit card expenses.

The abovementioned report is planned to be provided to Managers and General Managers for review and follow up with relevant staff.

Internal Audit supports this reporting and follow up process in order to monitor and control outstanding unacquitted/unauthorized corporate credit card transactions.

It is recommended that the abovementioned reporting and follow up process commences as soon as possible.

Management response (Manager Finance Unit as at 01 April 2020)

The report has been developed and will be circulated to respective Managers and General Managers to provide transparency over outstanding acquittals. We also anticipate more rigid actions for late acquittals, with the possibility of removing the credit card from the officer in cases of repeated late actions. This will be updated in PR1026 and approved by ELT.

Action Plan

Circulate outstanding acquittals report to relevant Managers and GMs.

Person(s) responsible for implementing the actions

Manager Finance, Senior Financial Accountant

Target Date

30 May 2020

3. Management review of usage of corporate credit cards**Risk Rating:****Medium*****Issue***

During the course of this audit it was identified that a formal system of management review of usage of corporate credit cards is not in place.

Implications

There is a lack of assurance on a number of matters including:

- any non-compliance with the City's corporate credit card procedure.
- the appropriateness of the credit limit on each cardholder's card.
- the extent of card usage by individuals and their continuing need for a card.

Recommendations

It is understood from the Senior Financial Accountant that a report on corporate credit card usage is currently in the process of development using data from the abovementioned Promaster system.

This report will be used by the Senior Financial Accountant to review card usage on a monthly basis to ensure that expenditure is appropriate as per procedure PR1026 Corporate Credit Cards.

Internal Audit supports this monthly review of card usage.

It is recommended that the abovementioned monthly review of corporate credit card usage commences as soon as possible.

Management response (Manager Finance Unit as at 01 April 2020)

The report has been developed and credit card transactions will be monitored for appropriate use as per PR1026.

Action Plan

Monitor credit card transactions monthly.

Person(s) responsible for implementing the actions

Senior Financial Accountant

Target Date

May 2020

4. Reporting to Council of corporate credit card transactions**Risk Rating:****Medium*****Issue***

As stated within the Office of the Auditor General's (OAG) audit report, Controls Over Corporate Credit Cards (Local Government Sector) May 2018, regulation 13 of the Local Government (Financial Management) Regulations 1996 requires local governments to present the details of all payments, including corporate credit card payments to Council on a monthly basis.

The City is reporting payment of the outstanding credit card balance for the month. This payment is listed on the monthly Creditors Finance Report which is posted on the Council Hub by the Finance Unit.

Implications

There is a lack of transparent oversight by Council of corporate credit card expenditure as regular detailed review of all payments can help identify unusual card use.

Regulation 13 of the Local Government (Financial Management) Regulations 1996 is not being complied with.

Recommendations

The Manager Finance has recognized the abovementioned issue and is understood to be planning to include a full list of payments, including corporate credit card payments, as an attachment to the monthly Council Report on the City's payments commencing from March 2020.

This planned reporting to Council is supported by Internal Audit.

It is recommended that a full list of payments, including corporate credit card payments, be included as an attachment to the monthly Council Report on the City's payments from March 2020.

Management response (Manager Finance Unit as at 01 April 2020)

A detailed list of credit card transactions will be included in the Payments from Municipal Account report to Council.

Action Plan

As above.

Person(s) responsible for implementing the actions

Senior Financial Accountant/AP Supervisor

Target Date

April 2020

RISK AND AUDIT RESPONSE MATRIX**RISK & AUDIT RESPONSE**

Risk rating	Risk response *	Audit response **
Extreme	Management MUST implement plans immediately to address the risk, with resultant actions implemented, executed and revised risk being accepted within 3 months from the point of control breakdown, risk environment changes or the risk is identified and reported.	Management MUST implement plans immediately to address the risk, with resultant actions implemented, executed and revised risk being accepted within 1 month from the point of control breakdown. Priority 1 action plan agreed with management to immediately address control weakness and implement improved control effectiveness within 1 month .
High	Management MUST implement plans within 1 month to address the risk, with resultant actions implemented, executed and revised risk being accepted within 9 months from the point of control breakdown, risk environment changes or the risk is identified and reported.	Management MUST implement plans within 1 month to address the risk, with resultant actions implemented, executed and revised risk being accepted within 3 months from the point of control breakdown Priority 2 action plan agreed with management within 1 month to address control weakness and implement improved control effectiveness within 3 months .
Medium	Management is required to DEMONSTRATE ASSURANCE that the controls in place to keep the level of risk at the medium level are functioning adequately.	Priority 3 action plan agreed with management within 1 month to address control weakness and implement improved control effectiveness within 6 months .
Low	Management is required only to DEMONSTRATE ASSURANCE that the controls in place to keep the level of risk at the low level are functioning adequately.	Priority 4 action plan agreed with management within 2 months for management to implement improved control effectiveness within 6 months to keep the level of risk at the medium/low or low level.
Exceptions	Exceptions to the risk response and acceptance can only be determined by the Audit and Risk Committee, through <i>recommendation from the Corporate OSH and Risk Management Committee</i> .	Exceptions to the control breakdown response protocol as well as subsequent risk acceptance above can only be determined by the Audit and Risk Committee, through <i>recommendation from the Corporate OSH and Risk Management Committee</i> .

*Risk Response actions explain residual risk treatment actions along with applicable timeframes for resolution.

** The Audit Response actions explain how to address a risk rated audit finding based on a control weakness that has been identified along with applicable timeframes to address the control weakness and bring the risk back into appetite.

The risk response timeframes provided above have been determined with consideration of operational budget planning processes. The audit response timeframes in line with the City's risk acceptance criteria.

Note: The above Matrix was approved by the Audit and Risk Committee at their meeting held on 20 May 2019. This Matrix is to apply to all risk and audit items reported to this Committee from August 2019.



Internal Audit Plan 2020/21

Audit area (bold) and broad objective	Target for completion
2020 DRIVES24 (NSW)/VicRoads Security and Access Audits These audits are required to certify the City's compliance with obligations under access to registered driver detail agreements in place with NSW and Victorian Government Transport Authorities. Access to details on interstate registered drivers i.e. names and addresses are required by the City for the purposes of enforcing parking infringements incurred within the City's boundaries.	Late July 2020
Cyber Security Review This Cyber Security Review will examine and provide a report on the status of implementation of the recommendations from the information security assessments carried out as well as the adequacy of internal measures being undertaken by the ICT Unit to control cyber security threats.	Late July 2020
Scheduled Audit and Risk Committee Meeting 5 August 2020	
Tenders The objective of this review is to obtain evidence to provide assurance that the tender evaluation and approval process is resulting in the acceptance of valid tenderers.	Late October 2020
Information Technology (IT) Disaster Recovery This review will assess the adequacy of the City's plans and processes for the effective recovery of its critical ICT systems and data in the event of a disruption.	Late October 2020
Scheduled Audit and Risk Committee Meeting 18 November 2020	
Local Government Compliance Audit Completion of the Compliance Audit Return for the 2020 calendar year to be provided to the Department of Local Government and Communities. Assesses compliance with various sections of the <i>Local Government Act 1995</i> and Regulations as per return template provided by the department.	Early February 2021
Scheduled Audit and Risk Committee Meeting late February 2021 (date not yet published)	



Internal Audit Plan 2020/21 (continued)

Audit area (bold) and broad objective	Target for completion
Project Management Review and assess whether sound project management processes and controls are in place and being applied for the management of a sample of major projects.	Mid April 2021
Contract Management The objective of the review is to obtain evidence to provide assurance that controls and practices relating to the management of contracts entered into by the City are effective.	Mid April 2021
Scheduled Audit and Risk Committee Meeting early May 2021 (date not yet published)	
Data Analytics Review – Accounts Payable The objective of the review is to obtain evidence to provide assurance that accounts payable transactions are able to be adequately accounted for and valid vendors are recorded on the Finance 1 system.	Continue into July 2021
2021 DRIVES24 (NSW)/VicRoads Security and Access Audits Refer 2020 DRIVES24 (NSW)/VicRoads Security and Access Audits above for broad objective.	Continue into July 2021



Audit Activity Allocations Financial Year 2020/21

Activities	Budget Hours	% Budget Hours
Internal Audits		
2020 DRIVES24 (NSW)/VicRoads Security and Access Audits	*170.00	5.54%
Cyber Security	**150.00	4.89%
Tenders	*270.00	8.80%
Information Technology (IT) Disaster Recovery	250.00	8.15%
Local Government Compliance Audit	*370.00	12.06%
Project Management	250.00	8.15%
Contract Management	*270.00	8.80%
Data Analytics Review – Accounts Payable/Purchasing	**250.00	8.15%
2021 DRIVES24 (NSW)/VicRoads Security and Access Audits	*170.00	5.54%
Total for Internal Audits	2,150.00	70.08%
*Includes Internal Auditor involvement eg review of working papers, summary of audit issues, report development, etc.		
**Includes Assistant Internal Auditor involvement with testing, etc.		
Other Audit Activities		
Internal Audit Plan 2021/22	105.00	3.42%
Follow up of Audit Recommendations	192.00	6.26%
Administration	242.50	7.91%
Advice/Assistance	56.00	1.83%
Audit & Risk Committee Report updates following management review/queries, committee meeting preparation, queries, etc	90.00	2.93%
Audit & Risk Committee Attendance	12.00	0.39%
Training	45.00	1.47%
Contingency (eg investigations, unplanned reviews, projects)	95.00	3.10%
Management/Supervision	50.00	1.63%
Other – forums, workshops, networking	30.00	0.98%
Total Other Audit Activities	917.50	29.92%
Total	3,067.50	100.00%



City of Perth

Total Available Work Hours Financial Year 2020/2021 (Approximate)

Position	Approx. Hours
Internal Auditor	1,492.50
Assistant Internal Auditor	1,575.00
Total Hours	3,067.50

Significant leave details

Internal Auditor - 23 November to 31 December 2020



City of Perth

The following table provides a summary of prior internal audit activity undertaken and the proposed reviews:

Audit Area	Completed audits			Proposed Audits		
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Statutory/Compliance Audits						
DRIVES24 (NSW) Security and Access Audit	✓	✓	✓	✓	✓	✓
VicRoads Security and Access Audit	✓	✓	✓	✓	✓	✓
Local Government Compliance Audit	✓	✓	✓	✓	✓	✓
CEO Review of Systems and Procedures (required every 3 years as per legislation)		✓			✓	
Financial Management Review (required every 3 years as per legislation)			✓*			✓
Risk Based Audits						
Validation of Critical/Major Risk Mitigation Strategies Review	✓	✓	✓			
Data Analytics Review – Accounts Payable	✓			✓	✓	✓
Data Analytics Review - Payroll	✓				✓	✓
Tenders	✓	✓		✓	✓	✓
Contract Management	✓			✓		✓
Purchasing		✓				
Compliance Audit Return Controls Review		✓				
Fraud and Corruption Controls Review			✓			
Investments			✓			
Cyber Security			✓	✓		
Payment Vouchers			✓			
Credit Cards			✓			
Information Technology (IT) Disaster Recovery				✓		
Project Management				✓		
Risk Management					✓	
Asset Management						✓
Other						
Management of Supplier Master Files		✓**				

*Undertaken by Moore Stephens.

** Undertaken by the Office of the Auditor General.



City of Perth

Payment Vouchers Review April 2020

FINAL REPORT

**Review Undertaken
By:**

**Niloha Mendoza
Assistant Internal Auditor**

Areas for review Controls over the use of payment vouchers.

Period of Audit Field Work March/April 2020.

Background Payment vouchers are utilised for a variety of payments including reimbursement of staff expenses, elected members' allowances and expenses, customer and rate refunds, donations and sponsorships, reimbursement of petty cash floats and loan repayments as well as a number of other payments which are not appropriate to be made via the purchase requisition and order system. Finance One records show that, for the period 1 July 2019 to 31 January 2020, approximately \$1.8 million was paid to various sundry creditors via payment vouchers. Payment vouchers are governed by Regulations 5 (*CEO's duties as to financial management*) and 11 (*Payments, procedures for making etc*) of the *Local Government (Financial Management) Regulations 1996*.

Relevant corporate procedure, "Use of Payment Vouchers for Reimbursement of Expenditure" (PR0991), provides guidelines in relation to the application, completion, approval and processing of payment vouchers. Controls are included within this procedure to minimise the risk of financial loss associated with payment of invalid, unsubstantiated or unauthorised claims. The Accounts Payable Team within the Finance Unit is responsible for payment voucher processing. Currently, both hard copy (manual) and electronic payment voucher claim forms are completed by claimants and processed by the Accounts Payable Team.

A Payment Vouchers Review was included by the Internal Audit Team within the Internal Audit Plan 2018/19 approved by the Audit and Risk Committee and Council in May 2018. This review was included within this plan in order to assess the adequacy of the abovementioned controls which have not been examined in recent years. However, it was substituted for a tender audit at the August 2018 Audit and Risk Committee meeting. This substitution was to accommodate a request by the committee to include a tender audit within the plan following the delegated authority of the Chief Executive Officer to approve tenders being increased to up to \$1 million in June 2018.

This Payment Vouchers Review April 2020 was included in the draft Internal Audit Plan 2019/20 which was approved by the Audit and Risk Committee and Council in May 2019.

Objective The objective of this review is to obtain evidence to provide assurance that controls over the use of payment vouchers are effective.

Scope This review involved examining a sample of forty payment vouchers (both hard copy and electronic forms) processed over the period from 1 July 2019 to 11 February 2020. These payment vouchers were assessed for compliance with abovementioned regulations, PR0991, relevant delegations, policies and other procedures; adequacy

of completion of the payment voucher form and supporting documentation; required approvals obtained and validity of the payment voucher claim.

A wide variety of payment voucher claim types were included within the abovementioned sample as summarised in the table below.

Sampled Payment Voucher Claim Types Examined	
Reimbursement of staff expenses (study assistance, conferences, travel expenses, healthy lifestyle)	Discount on event permit – refunds (requires Council approval)
Elected Members' (Commissioners) reimbursement of expenses	Panel member payment and expense reimbursements (Stolen Generation Acknowledgement project)
Customer refunds	Cash advances (international meeting)
Rate refunds e.g. due to overpayments of rates	Team building expense reimbursements
Donations	Team lunch (Reward Program) reimbursements
Reimbursement of petty cash floats	Infringement refunds
Contract Performance bond refunds	Court fees
Rate objection refunds	Staff super fund payments

Final payment of payment vouchers via Electronic Funds Transfer or cheque was not included as part of this review.

Approach

The following steps were undertaken in completing this audit:

- A preliminary review of key controls over payment vouchers was undertaken as well as a risk assessment.
- An audit entry interview was held with key Finance Unit staff to confirm areas for review.
- A template was developed to test the areas for review under the scope of the audit for the sample of forty payment vouchers.
- Testing was undertaken via review of applicable system and hard copy documentation as well as discussions with relevant staff as appropriate.
- Results of testing were documented within audit working papers.
- A number of findings were identified from testing and these were communicated to key Finance Unit staff.
- Formal responses from the Manager Finance to the recommendations of these findings were obtained.
- A report (this report) was then drafted summarising the results of the audit and provided to key Finance Unit staff for feedback.
- The final report will be presented to the Audit and Risk Committee Meeting to be held on 6 May 2020.

Conclusion Based on sample testing, it was identified that controls over the use of payment vouchers are in place, however, these controls are in need of improvement as described in the following section below.

Summary of issues identified Corporate Procedure PR0991 “Use of Payment Vouchers for Reimbursement of Expenditure”

According to PR0991 the following type of payments are able to be made via the payment voucher system:

- “Reimbursement of staff expenses – study allowances, conferences, travel expenses, uniform reimbursements, spectacle reimbursements and healthy life-style reimbursements.
 - Elected Members’ allowances and expenses.
 - Customer and Rate refunds.
 - Donations and sponsorships.
 - Reimbursement of petty cash floats.
 - Loan repayments.
- The purchase requisition and order system should be utilised in all other instances.”

Testing was undertaken to determine whether the sampled payment voucher claims were made in accordance with PR0991 and that the payment voucher was the appropriate method of payment for the sample (not via the purchase requisition and order system used for purchase of goods or services).

Sample testing has identified a variety of payment types which are not included within PR0991. Details of these payment types are highlighted in the findings and recommendations sections under finding 1. Finding 1 also deals with a number of other identified anomalies with PR0991.

The payment voucher was confirmed to be the appropriate method of payment for all types of payment within the sample.

Completion of payment voucher form

PR0991 requires that for all claims, a payment voucher form (hard copy or electronic) is to be completed with relevant details as described within this procedure. This form is a key control in relation to the payment of these claims.

The payment voucher form needs to include the payee details, nature of payment, amount and date of claim, relevant account numbers (payee bank account, where applicable, and Finance One account(s)), claimant/requesting officer as well as authorizer name/signature.

Review of completion of payment voucher forms within the sample was undertaken. Sample testing has identified issues with the completion of the payment voucher form in a number of instances. Details of these issues are described in finding 2 within the findings and recommendations section of this report.

Payment voucher supporting documentation

Supporting documentation was reviewed for each payment voucher claim within the sample. This supporting documentation included invoices, receipts, internal forms with relevant approvals, Council resolutions where applicable as well as evidence of meeting requirements within relevant policies, procedures or delegations.

Issues were identified with supporting documentation for a number of sampled payment vouchers reviewed. Details of these issues are described in finding 3 within the findings and recommendations section of this report.

During this review, issues were identified with the Human Resources (HR) Study Assistance Application and Claims Forms. Specifically, these forms do not provide fields for the identification of HR Officer/Manager/General Manager signing these forms. As a result, there is a lack of clarity and transparency regarding the identity of officers approving the application and claim form. This issue has been raised with the HR Learning and Development Team who have now improved the abovementioned forms to make provision for recording names of signatories.

Comments This review highlights a requirement for the City to improve controls over the use of payment vouchers. The importance of maintaining sound financial controls over payments to reduce the risk of invalid or unauthorized payments has recently been promoted within guidelines issued in April 2020 by the Office of the Auditor General to Local Government Chief Executive Officers, Mayors and Presidents. These guidelines have been issued in response to the current COVID-19 crisis.

Acknowledgements The cooperation and assistance received from various staff to enable the completion of this review is appreciated.

Sign off

Niloha Mendoza
Assistant Internal Auditor
22 April 2020

RISK RATINGS

Risk ratings applied to findings are based on the City of Perth Risk Management Framework (i.e. extreme, high, medium, low).

The risk rating applied to each finding has been arrived at by following the methodology described in the abovementioned framework i.e. identification of existing controls, consideration of risk consequence and likelihood.

The timing of proposed action to address a finding is linked to the Risk and Audit Response Matrix (refer last page of this report). This matrix was approved at the Audit and Risk Committee meeting held in May 2019.

SUMMARY OF FINDINGS

The tables below summarize the findings of this review.

Extreme	High	Medium	Low
0	0	2	1

Risk rating	Finding number	Summary of findings
Medium	1	Corporate Procedure - Use of Payment Vouchers for Reimbursement of Expenditure (PR0991).
Medium	2	Completion of Payment Voucher Forms.
Low	3	Payment Voucher Supporting Documentation.

Specific details of findings and recommendations are included in the next section.

FINDINGS AND RECOMMENDATIONS**1. Corporate Procedure - Use of Payment Vouchers for Reimbursement of Expenditure (PR0991)****Risk Rating: Medium*****Issue***

As a result of sample testing it was identified that PR0991 does not include the following payment types being made by Payment Vouchers and their respective approval requirements:

- Reimbursement of expenses for Elected Members (PR0991 only mentions Elected Members allowances);
- Bank guarantee refund to contractors;
- Team building expenses reimbursement;
- Rate objections refund;
- Not for profit event permit discounts;
- Panel member payment and expense reimbursement (Stolen Generation Acknowledgement project);
- Fines and enforcement (infringement) refunds;
- Cash advances e.g. staff interstate/overseas conferences, meetings;
- Court fees (infringements);
- Team lunch (Reward Program) reimbursement; and
- Payments to staff superannuation funds.

Other anomalies with PR0991 were identified as follows:

- PR0991 contains outdated reference to the Rates Exemption Policy. This policy is now called Not Rateable Properties (Rates Exemptions) and Partial Rates Exemptions (Council Policy 9.13).
- The abovementioned procedure contains a number of outdated references to staff positions and business units.
- PR0991 refers to an outdated memorandum issued in 2006 by the former Manager Finance in relation to use and completion of payment vouchers.
- PR0991 does not highlight requirement of segregation of duties between preparation and authorisation of Payment Vouchers and that no staff member can authorise reimbursement of their own expenses.
- This procedure was last updated on the 28 May 2015 as per Content Manager records.
- A lack of awareness of PR0991 by staff was confirmed in a number of instances during this review.
- PR0991 does not reflect financial authority limits required for the approval of the various payment voucher claim types. A reference is made to corporate procedure PR0957 (Authorisation of Purchase Orders and Invoices) in relation to these authority limits, however, PR0957 currently does not cover payment vouchers.

Implications

PR0991 is not providing current and relevant guidelines on the usage, completion and approval of all payment voucher claims.

Lack of adequate procedures and awareness of these procedures increases the risk of invalid and/or unauthorized payments.

Recommendations

PR0991 to be updated to address the abovementioned issues.

The updated procedure to be communicated to the organization.

Management response (Manager Finance Unit as at 21 April 2020)

2019/2020 has seen the implementation of Procure-to-pay system for processing purchase orders, invoices and goods receipts in CiAnywhere. As part of the upgrade planned for September 2020, it is anticipated that the process for non-invoice payments will be incorporated into the new environment/workflow/system. When this occurs the Payment Voucher procedure will require a complete review and update. In the meantime, a review of the current procedure will be carried out to ensure currency and correct processing of these payments.

Action Plan

PR0991 will be reviewed by the Senior Financial Accountant and updated procedure lodged on CM.

Person(s) responsible for implementing the actions

Senior Financial Accountant

Target Date

30 June 2020

2. Completion of Payment Voucher Forms**Risk Rating: Medium*****Issue***

Sample testing of 40 Payment Vouchers has identified a number of issues with the completion of Payment Voucher Forms. These issues are summarized below.

- Five cases whereby no claimant signature was sighted (hard copy forms);
- Eight cases whereby the Supervisor/Manager signature/approval was not sighted (five hard copy forms and three electronic forms);
- Four instances whereby the authorising party also prepared the Payment Voucher Form (hard copy forms);
- One instance whereby a payment voucher form could not be located;
- One instance whereby incorrect account number (Finance One) was recorded and processed (hard copy form); and
- Five instances whereby the claimant bank account field was left blank (hard copy forms).

It was observed that the Payment Voucher Form does not refer to PR0991 regarding form completion.

Implications

There is a lack of accountability, transparency and audit trail in relation to the completion and authorization of Payment Voucher Forms.

The risk of invalid and/or unauthorized payments being made is increased.

Payment Voucher Form is not prompting staff members to follow PR0991 and as a result this may lead to such issues as highlighted above.

Recommendations

Accounts Payable Officer should check and ensure that Payment Voucher Forms are correctly completed and authorized in line with PR0991 before processing payments. Inadequate form completion to be followed up with relevant staff.

Payment Voucher Form should contain a reference to PR0991 as a guide for staff members in completing this form.

Management response (Manager Finance Unit as at 21 April 2020)

As described against point 1 above, the non-invoice payment/payment voucher workflow should soon be migrated to CiAnywhere. The business is moving to digital authorisations with a large proportion of payment vouchers currently processed through CM using the authorization workflow rather than signature to approve the payment. This is mandatory during the Covid-19 remote working environment.

Action Plan

In the interim, before migrating fully to CiAnywhere, thorough vetting of Payment Vouchers prior to processing will be reiterated to Accounts Payable staff. The finance staff authorizing payment will also be reminded that they must ensure completed documentation is evidenced before approving payment.

Person(s) responsible for implementing the actions

Senior Financial Accountant

Target Date

30 April 2020

3. Payment Voucher Supporting Documentation**Risk Rating:** Low***Issue***

For the sample of 40 Payment Vouchers reviewed, adequate supporting documentation was not sighted in a number of cases as follows:

- One instance whereby no evidence of a land use review carried out by the Senior Rates Officer was attached or referenced on a payment voucher relating to a Rates Objection refund. This evidence was obtained after follow-up with the Senior Rates Coordinator.
In addition, determination to allow this objection to a Rate record was not performed by a delegate under Delegated Authority 1.2.18 Objection and Review – Objection to Rate Record (confirmed with the City's Paralegal).
- One instance whereby no conference program was sighted regarding a staff member claim of expenses in relation to attendance at an interstate conference.
- One instance whereby no official unit grade result from an educational provider (the Australian Institute Management WA) was sighted in relation to a claim of reimbursement for completing a unit of study. Instead, result for this unit of study was produced by a staff member (reporting to the claimant) in a table format and provided as evidence of passing the unit.
- Two instances whereby no evidence of invitations to attend event/interstate meetings were sighted in relation to claims by a Commissioner for reimbursement of taxi expenses.

Implications

Absence of adequate supporting documentation increases the risk of invalid payments being made.

There is a lack of transparency in relation to Payment Voucher claims and payments.

Requirement to provide all supporting documentation for Payment Vouchers as specified in PR0991 is not being met.

Recommendations

Accounts Payable Officer should check and ensure that all relevant supporting documentation in relation to Payment Voucher Forms have been provided as per PR0991. Inadequate supporting documentation to be followed up with the initiator of the Payment Voucher Form.

Management response (Manager Finance Unit as at 21 April 2020)

The recommendations stated above are agreed to. Supporting documentation must accompany the Payment Voucher and should be verified by Accounts Payable Officers before processing.

Action Plan

The requirement for supporting documentation will be reiterated to Accounts Payable staff with the reminder that they should not process unless initiator provides sufficient backing documentation. Finance staff approving payment will also be reminded to ensure sufficient

Payment Vouchers Review - April 2020

documentation accompanies Payment Vouchers submitted and to reject any without the appropriate information attached.

Person(s) responsible for implementing the actions

Senior Financial Accountant

Target Date

30 April 2020

RISK AND AUDIT RESPONSE MATRIX**RISK & AUDIT RESPONSE**

Risk rating	Risk response *	Audit response **
Extreme	Management MUST implement plans immediately to address the risk, with resultant actions implemented, executed and revised risk being accepted within 3 months from the point of control breakdown, risk environment changes or the risk is identified and reported.	Management MUST implement plans immediately to address the risk, with resultant actions implemented, executed and revised risk being accepted within 1 month from the point of control breakdown. Priority 1 action plan agreed with management to immediately address control weakness and implement improved control effectiveness within 1 month .
High	Management MUST implement plans within 1 month to address the risk, with resultant actions implemented, executed and revised risk being accepted within 9 months from the point of control breakdown, risk environment changes or the risk is identified and reported.	Management MUST implement plans within 1 month to address the risk, with resultant actions implemented, executed and revised risk being accepted within 3 months from the point of control breakdown Priority 2 action plan agreed with management within 1 month to address control weakness and implement improved control effectiveness within 3 months .
Medium	Management is required to DEMONSTRATE ASSURANCE that the controls in place to keep the level of risk at the medium level are functioning adequately.	Priority 3 action plan agreed with management within 1 month to address control weakness and implement improved control effectiveness within 6 months .
Low	Management is required only to DEMONSTRATE ASSURANCE that the controls in place to keep the level of risk at the low level are functioning adequately.	Priority 4 action plan agreed with management within 2 months for management to implement improved control effectiveness within 6 months to keep the level of risk at the medium/low or low level.
Exceptions	Exceptions to the risk response and acceptance can only be determined by the Audit and Risk Committee, through <i>recommendation from the Corporate OSH and Risk Management Committee</i> .	Exceptions to the control breakdown response protocol as well as subsequent risk acceptance above can only be determined by the Audit and Risk Committee, through <i>recommendation from the Corporate OSH and Risk Management Committee</i> .

*Risk Response actions explain residual risk treatment actions along with applicable timeframes for resolution.

** The Audit Response actions explain how to address a risk rated audit finding based on a control weakness that has been identified along with applicable timeframes to address the control weakness and bring the risk back into appetite.

The risk response timeframes provided above have been determined with consideration of operational budget planning processes. The audit response timeframes in line with the City's risk acceptance criteria.

Note: The above Matrix was approved by the Audit and Risk Committee at their meeting held on 20 May 2019. This Matrix is to apply to all risk and audit items reported to this Committee from August 2019.



Council Policy Manual

Fraud and Corruption Control Policy

Policy Objective

To state the Council of the City of Perth's (the Council) commitment to:

- minimising instances of fraud, misconduct, bribery and corruption (Fraud and Corruption); and
- the implementation of strategies to prevent, detect and respond to Fraud and Corruption.

Policy Scope

The prevention and detection of Fraud and Corruption is a collective responsibility of all persons engaged, or closely associated, with the City of Perth (the City) in any capacity. This includes elected members, employees, proponents, suppliers and service providers.

Policy Statement

- 1) Acts of Fraud and Corruption can damage the City's capacity to serve the community through loss of financial capacity, loss of assets, loss of community trust and reputational damage.
- 2) The Council, therefore, has no tolerance for acts of Fraud and Corruption.
- 3) Elected members will lead an ethical organisational culture through compliance with the:
 - a) Local Government (Rules of Conduct) Regulations 2007;
 - b) City's Code of Conduct; and
 - c) City's Statement of Business Ethics.
- 4) The City will offer multiple ways for people to report suspected acts of Fraud and Corruption.
- 5) The City will protect people, who report suspected acts of Fraud and Corruption, from retaliation.
- 6) The City will handle investigations into Fraud and Corruption confidentially.
- 7) The City will report acts of Fraud and Corruption to the appropriate authority.
- 8) The City will seek to recover losses suffered through acts of Fraud and Corruption.
- 9) The Council will appropriately resource the City's Administration to implement Fraud and Corruption prevention, detection and response strategies.
- 10) The Chief Executive Officer will develop and implement a Fraud and Corruption Control Plan to deliver the policy objective.
- 11) The Audit and Risk Committee will review the performance of the Fraud and Corruption Control Plan and report the results to Council annually.

Document Control Box							
Document Responsibilities:							
Custodian:	Alliance Manager Governance			Custodian Unit:	Governance		
Strategic Alignment	Performance						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	<i>Corruption, Crime and Misconduct Act 2003</i> <i>Public Interest Disclosure Act 2003</i> <i>Local Government (Rules of Conduct) Regulations 2007</i>						
Industry:	Australian Standard for Fraud and Corruption Control (AS8001:2008) State Office of the Auditor General's report on Fraud Prevention in Local Government 2019 Commonwealth Fraud Control Framework 2017						
Organisational:	Code of Conduct Risk Management Policy						
Document Management:							
Risk Rating:	High	Review Frequency:	Two years	Next Due:	June 2022	TRIM Ref:	P1005611-3
Version #	Decision Reference:		Synopsis:				
1.							

City of Perth Strategic Risk Register							
RISK NAME	RISK DESCRIPTION	OVERALL CONTROLS EFFECTIVENESS	OVERALL RISK RATING	ACCEPTANCE OF RISK	REVIEW DATE (OR IDENTIFIED DATE IF NEW)	RISK OWNER	Risk Score
COVID-19 Respond and Recover	Failure to adequately respond to and recover from COVID-19 Pandemic impacting the City's operations, financial sustainability and overall community well-being	ADEQUATE	Extreme	No	6-Apr-20	Executive Leadership Team	25
Financial Sustainability	Erosion of the City's Financial Sustainability	INADEQUATE	High	No	16-Apr-20	Executive Leadership Team	12
Climate Change	Failure to respond to the impacts of climate change	INADEQUATE	High	No	16-Apr-20	Executive Leadership Team	12
Homelessness (Rough Sleeping)	Failure to provide adequate community support through programs and advocacy efforts addressing current homelessness, specifically rough sleeping.	INADEQUATE	High	No	16-Apr-20	Executive Leadership Team	12
Integrated Financial Systems	The City's finance systems fail to adequately support business operations and inform decision making	INADEQUATE	High	No	16-Apr-20	Executive Leadership Team	12

City of Perth Operational Risk Register							
RISK NAME	RISK DESCRIPTION	OVERALL CONTROLS EFFECTIVENESS	OVERALL RISK RATING	ACCEPTANCE OF RISK	REVIEW DATE (OR IDENTIFIED DATE IF NEW)	RISK OWNER	Risk Score
Centralised Approach Project Management	The failure to provide a centralised approach to project planning, resourcing and prioritisation, resulting in ineffective monitoring and support of the organisation's project portfolio.	INADEQUATE	High	No	16-Apr-20	Project Director Corporate Recovery	15
Resource Recovery Facility (Confidential)	Inability to provide continuation of existing Resource Recovery contractual arrangements, resulting in negative financial impacts.		High				
Statutory Compliance Management	Failure to effectively interpret, monitor, manage and apply the City's statutory requirements and obligations, caused by inadequate systems and processes, resulting in legislative non-compliance	INADEQUATE	High	No	16-Apr-20	Alliance Manager Governance	12
Event Approvals	Failure to effectively process, assess and approve event applications in line with the City's policies and Legislative requirements (health & safety requirements, federal act crowd places, local laws, public building, food & noise legislation), caused by ineffective systems, processes and public engagement, resulting in legislative non-compliance and risk to public safety.	INADEQUATE	High	No	16-Apr-20	Alliance Manager Community Safety and Amenity	12
Public Health Inspections	Failure to assess and ensure compliance of temporary and permanent buildings, caused by inadequate systems, processes and resources, resulting in legislative non-compliance and risk to public safety	INADEQUATE	High	No	16-Apr-20	Alliance Manager Community Safety and Amenity	12

City of Perth Operational Risk Register

RISK NAME	RISK DESCRIPTION	OVERALL CONTROLS EFFECTIVENESS	OVERALL RISK RATING	ACCEPTANCE OF RISK	REVIEW DATE (OR IDENTIFIED DATE IF NEW)	RISK OWNER	Risk Score
Licensing of Public Health Premises	Failure to provide effective control program for health premises, caused by ineffective processes and resources, resulting in legislative non-compliance and risk to public health	INADEQUATE	High	No	16-Apr-20	Alliance Manager Community Safety and Amenity	12
Public building inspections (Confidential)	The failure to provide compliance inspections with lodging houses, hostels and public buildings, resulting in safety, health and compliance issues.		High				
Management of new assets (projects) handed over from State Government	Failure of new assets (State Government Projects) handed to the city, to meet desired and required standards (quality, workmanship, ease of future operations and maintenance, suitability for public use), caused by poor processes, information and consultation, resulting in increased maintenance liabilities for the City	ADEQUATE	High	No	16-Apr-20	Alliance Manager Infrastructure & Assets	12
Electrical Maintenance	Failure to provide safe and compliant electrical infrastructure and their associated documentation, caused by a lack of proactive and reactive maintenance, resulting in legislative non-compliance and risk to public safety	INADEQUATE	High	No	16-Apr-20	Alliance Manager Infrastructure & Assets	12
Management of External services (Utilities – Water Corp, Atco Gas, Western Power, Telco's)	Failure to adequately monitor construction compliance activities, caused by ineffective engagement with external agencies and service providers, resulting in legislative non-compliance and inability to deliver programmed works	INADEQUATE	High	No	16-Apr-20	Alliance Manager Infrastructure & Assets	12
Food Act Compliance	Failure to undertake sufficient audits to ensure public health safety from registered food businesses, caused by lack of planning and processes, resulting in legislative non-compliance	ADEQUATE	High	No	16-Apr-20	Alliance Manager Community Safety and Amenity	12

Strategic Risk Register - Treatment

RISK NAME	RISK DESCRIPTION	OVERALL CONTROLS EFFECTIVENESS	OVERALL RISK RATING	RISK OWNER
COVID-19 Respond and Recover	Failure to adequately respond to and recover from COVID-19 Pandemic impacting the City's operations, financial sustainability and overall community well-being	ADEQUATE	Extreme	Executive Leadership Team
Treatment Action		Due Date	Status Update	
1. Finalise Covid-19 Strategy (which incorporates Response, Relief, Recovery and Rebound)	Advocacy to State Government on addressing homelessness in this time	ongoing	Draft Strategy is under development	
2. Financial modelling to understand our financial situation for the next 3 years		ongoing	Ongoing modelling conducting to assist decision making and its impacts	
3. Implement Covid-19 Strategy (which incorporates Response, Relief, Recovery and Rebound)	Scenario development to ensure robustness of our strategies and plans	ongoing	Draft Strategy is under development	
4. Establish COVID-19 Relief Fund and identify opportunities for Recovery, Relief and Rebound		ongoing	Commenced	
5. Implement Business Continuity process		ongoing	Final Draft BCP completed and issued through ELT and MLT week ending 5 April. Following endorsement by ELT and assistance in preparation by LGIS risk consultant	
6. Ongoing communication with staff		ongoing	Communication and appropriate training on appropriate health and personal hygiene practices across the organisation commenced	
7. Support the City's workforce through various policy and procedures		ongoing	Development of specific policies and procedures for working from home (specifically to do with COVID-19) and alternative working arrangements, alternate duties, skills matrix for redeployment opportunities.	

RISK NAME		RISK DESCRIPTION	OVERALL CONTROLS EFFECTIVENESS	OVERALL RISK RATING	RISK OWNER
Financial Sustainability	Erosion of the City's Financial Sustainability		INADEQUATE	High	Executive Leadership Team
		Treatment Action	Due Date	Status Update	
1. Develop and implement Information and Communications Technologies (ICT) Financial Systems and Process Transformation Plan (Finance) Actions (CRIP 2.2.5)			Jun-22	53% complete	
2. Implementation of a service based resource allocation model (CRIP 2.2.5(d)			Jul-20	80% complete	
3. Develop Long Term Financial Plan 2020/21 – 2030/31 (CRIP 2.2.5(i)			Jun-20	60% complete	
4. Establish an Enterprise-wide Financial System (CRIP 2.2.5(i)			Jun-22	45% complete	
5. Develop revised Council and management reports (CRIP 2.2.5(k)			Jun-20	Yet to commence	
6. Develop and embed a sustainable Integrated Planning Strategic Framework (IPSF) (CRIP 2.1.1)			Jul-20	69% complete	
7. Develop and implement Governance Tools to improve all governance processes (incl. decision making) (CRIP 1.3.1)			Sep-20	42% complete	
8. Integrate contemporary Project Management into all aspects of service delivery (CRIP 2.2.3)			Jun-20	65% complete	
9. Develop and implement an approach to identify and leverage external funding sources (CRIP 2.2.6)			Jun-20	18% complete	
10. Develop and implement a Community and Stakeholder Engagement approach			Mar-20	55% complete	
11. Organisational wide initiative to reduce discretionary operating costs			Dec-19	Completed	
12. Develop Covid-19 Financial projections with ongoing scenario modelling for decision making			May-20	50% complete	
13. Investigate the use of loans and reserves to cover any significant reductions in our operating budget during the Covid-19 recover and rebound period(s)			May-20	50% complete	

RISK NAME	RISK DESCRIPTION	OVERALL CONTROLS EFFECTIVENESS	OVERALL RISK RATING	RISK OWNER
Climate Change	Failure to respond to the impacts of climate change	INADEQUATE	High	Executive Leadership Team
Treatment Action		Due Date	Status Update	
1. Develop and embed a sustainable Integrated Planning Strategic Framework (IPSF) (CRIP 2.1.1)		Jul-20	69% complete	
2. Provide assurance and guidance on the interpretation and application of legislation (CRIP 1.3.2)		Sep-20	60% complete	
3. Grow internal innovation capacity (i.e. Smart Cities (CRIP 6.2.1(d))		Dec-20	Yet to commence	
4. Develop and implement Climate change response Plan for Perth (in collaboration with surrounding local governments)		Dec 2020 and ongoing	Yet to commence	
5. Develop Environment Strategy (addressing climate change impacts)		Dec-20	Yet to commence	

RISK NAME	RISK DESCRIPTION	OVERALL CONTROLS EFFECTIVENESS	OVERALL RISK RATING	RISK OWNER
Homelessness (Rough Sleeping)	Failure to provide adequate community support through programs and advocacy efforts addressing current homelessness, specifically rough sleeping.	INADEQUATE	High	Executive Leadership Team
Treatment Action		Due Date	Status Update	
1. City of Perth Homelessness Action plan (Endorsement)		Jul-19	Completed	
2. Provision of adequate funding and resources aligned to the City's Strategic priority		Sep-19	Completed	
3. Implement the Council endorsed Interim Homelessness Action Plan		Ongoing	The Interim Homelessness Action Plan and associated projects currently being implemented. A six month progress report was submitted to the February 2020 Council meeting for information	
4. Review Interim Homelessness Plan against the recently released state government strategy on homelessness and advocate for inclusion of initiatives within the State's homelessness implementation plan		Jul-20	Yet to commence	

RISK NAME	RISK DESCRIPTION	OVERALL CONTROLS EFFECTIVENESS	OVERALL RISK RATING	RISK OWNER
Integrated Financial Systems	The City's finance systems fail to adequately support business operations and inform decision making	INADEQUATE	High	Executive Leadership Team
Treatment Action		Due Date	Status Update	
1. Develop and implement Information and Communications Technologies (ICT) Financial Systems and Process Transformation Plan (Finance) Actions (CRIP 2.2.5)		Jun-22	53% complete	
2. Establish an Enterprise-wide Financial System (CRIP 2.2.5(i))		Jun-22	45% complete	

Operational Risk Register - Treatment

RISK NAME	RISK DESCRIPTION	OVERALL CONTROLS EFFECTIVENESS	OVERALL RISK RATING	RISK OWNER
Centralised Approach Project Management	The failure to provide a centralised approach to project planning, resourcing and prioritisation, resulting in ineffective monitoring and support of the organisation's project portfolio.	INADEQUATE	High	Project Director Corporate Recovery
Treatment Action		Due Date	Status Update	
1. Development of a consistent approach and governance model for the management of projects (PDCF)		Jun-20	80% Completed	
2. Develop a project Management Manual and training package to train project managers, project sponsors, project owners and all officers who are involved with the Management of Capital and Asset Management projects (PDCF)		Jun-20	80% Completed	
3. Establish a resource pool (combination of internal and outsourcing) for the delivery of projects (GM I&O)		Jun-20	40% Completed	
4. Improve the accuracy of project cost estimates through the development of a process to establish this (PDCF and PDCR)		Jun-20	20% Completed	
5. Develop a community infrastructure plan that is reviewed and approved by Council every 6 months. Projects are only submitted to the PPS systems once approved by Council. (PDCF and PDCR)		Jun-20	20% Completed	
6. Provide monthly updates on project progress through the Monthly Council Bulletin (project Managers)		Jun-20	Not Started	
7. Plan the implementation and delivery of projects so as to reduce carry-overs into following financial years (PDCR and PDCF)		Jun-20	50% Completed	

RISK NAME	RISK DESCRIPTION	OVERALL CONTROLS EFFECTIVENESS	OVERALL RISK RATING	RISK OWNER
Statutory Compliance Management	Failure to effectively interpret, monitor, manage and apply the City's statutory requirements and obligations, caused by inadequate systems and processes, resulting in legislative non-compliance	INADEQUATE	High	Alliance Manager Governance
Treatment Action		Due Date	Status Update	
1. Statutory Compliance Policy and Framework – the framework and policy will outline the process for identifying, recording, evaluating, prioritising, monitoring and reporting on the City's statutory compliance obligations		Dec-19	OVERDUE - Work on the development of the policy and framework has commenced in accordance with the Corporate Recovery Implementation Plan.	
2. Risk, Safety and Compliance System (CGR) – the system will enhance the City's ability to monitor and report on its compliance obligations.		Dec-19	OVERDUE – The roll out of the CGR has been delayed due to the ongoing organisation reform process.	
3. Governance Training Program Review (compliance management) – the program will be relaunched and education and awareness initiatives on the City's compliance obligations and process.		Dec-19	OVERDUE – The Governance Training Program (compliance management) will complement the Statutory Compliance Policy and Framework in accordance with item 1.3.2 of the Corporate Recovery Implementation Plan.	
4. Review and development of compliance procedures, policies, and protocols – the review will include all statutory compliance processes and procedures and identify any gaps and improvements.		June-20	IN PROGRESS - Work on the review and development of compliance procedures, policies and protocols has commenced and is on track to be completed by end June 2020 in accordance with item 1.3.1 of the Corporate Recovery Implementation Plan.	

RISK NAME	RISK DESCRIPTION	OVERALL CONTROLS EFFECTIVENESS	OVERALL RISK RATING	RISK OWNER
Event Approvals	Failure to effectively process, assess and approve event applications in line with the City's policies and Legislative requirements (health & safety requirements, federal act crowd places, local laws, public building, food & noise legislation), caused by ineffective systems, processes and public engagement, resulting in legislative non-compliance and risk to public safety.	INADEQUATE	High	Alliance Manager Community Safety and Amenity
Treatment Action		Due Date	Status Update	
1.	Implement a City of Perth Event Policy and Guideline	Dec-19	ON HOLD - An Events Review is being completed. While guideline is underway, it will align to these findings. Process and alignment with the Arts, Culture and Heritage unit is already seeing improvement in this area. A Project Officer has been seconded from Community Safety and Amenity to assist Activity Approval Officers with the Events Guidelines and Policy project.	
2.	Review the suitability of replacing the Pathway online application process with the CRM system to increase usability and processing timeframes, transparency and consistency.	Sep-19	OVERDUE – All data related software creation has been placed on hold. No more work will be completed on this project until ELT direct otherwise. The City decision to transcend to Technology One as a IT system platform has suspended the planned development of a CRM event system. Pathway will continue to be used as the primary processing system of events until Technology One is implemented.	
3.	Review Risk Management Specific skill training or consultant to review Event Risk Management Plans	Feb-20	ON HOLD – To be progressed and considered following the event review.	

RISK NAME	RISK DESCRIPTION	OVERALL CONTROLS EFFECTIVENESS	OVERALL RISK RATING	RISK OWNER
Health Monitoring & Compliance (Public Health Inspections)	Failure to assess and ensure compliance of temporary and permanent buildings, caused by inadequate systems, processes and resources, resulting in legislative non-compliance and risk to public safety	INADEQUATE	High	Alliance Manager Community Safety and Amenity
Treatment Action		Due Date	Status Update	
1. Research all IT platforms available as an alternative data management and process system with integration to existing City systems for managing all registered health premises		Mar-19	ON HOLD – The most suitable solution has been ascertained. OPEX budget has been approved by Council endorsement for Open Office Health Manager. ELT has asked for all Data Management Systems to be paused. Meetings held with Michael Kent with the view of HAA/Environmental Health being given priority to develop bespoke solution via Tech1. In the interim further improvements to Pathway are being made to streamline workflows and reporting. Capacity to improve Pathway is almost exhausted.	
2. Review all processes and procedures		Feb-20	OVERDUE – A working group has been formed. Priorities have been established and formative work is being completed to implement ProMaps system within the BU. Completion date of 2020 is unlikely to be achieved without dedicated resources.	
3. Review Communication platforms and Education for Stakeholders		Feb-20	OVERDUE – Website has been completed with all links restored, documents and forms updated. The Social Strategy will assist with the future direction of stakeholder engagement. Environmental Health recently replaced free online food safety training package I'm Alert with WA produced FoodSafe program to be consistent with other WA LGAs.	
4. Implement processes to capture business data changes arising from COVID-19 fallout (e.g permanent and temporary closures)		Jun-20	IN PROGRESS	

RISK NAME	RISK DESCRIPTION	OVERALL CONTROLS EFFECTIVENESS	OVERALL RISK RATING	RISK OWNER
Health Monitoring & Compliance (Licencing and Compliance of Public Health Premises)	Failure to provide effective control program for health premises, caused by ineffective processes and resources, resulting in legislative non-compliance and risk to public health	INADEQUATE	High	Alliance Manager Community Safety and Amenity
Treatment Action		Due Date	Status Update	
1. Monitoring and reporting of licenced premises - Set up of live monitoring and reporting in Content Manager		Jun-19	COMPLETED – Monthly reports provided to Manager HAA on Microsoft TEAMS and saved in Content Manager. Majority of information obtained from Pathway report PINF-0058.	
2. Business Case Development – Research all IT platforms available as an alternative data management and process system with integration to existing City systems for managing all registered health premises.		Jun-20	ON HOLD – The most suitable solution has been ascertained. OPEX budget has been approved by Council endorsement for Open Office Health Manager. ELT has asked for all Data Management Systems to be paused. Meetings held with Michael Kent with the view of HAA/Environmental Health being given priority to develop bespoke solution via Tech1. In the interim further improvements to Pathway are being made to streamline workflows and reporting. Capacity to improve Pathway is almost exhausted.	
3. Alignment of Licencing Program with changes in the legislation – (<i>Public Health Act 2016</i>)		Jul-20	ON TARGET - Work is being undertaking to develop the City's Social Strategy which will underpin the Public Health and Wellbeing Plan. The plan will aim to address the changes in the Act. The development of the Plan will commence in July 2020. Decision needs to be made whether the Public Health Plan is to continue being overseen by Strategic Planning or if it should sit within the Community Development Alliance. Funding will be needed to be provided to develop a new PHP in-house or by use of consultants. The State Government recently released the state public health plan to which the City's PHP will need to align.	
4. Review of webpage		May-19	COMPLETED – Webpage issues have been addressed. These included, broken and missing links; missing construction and design guidelines; updated application forms for public buildings; lodging houses; food premises and skin penetration premises.	
5. Data Cleanse		May-19	Restart - due to COVID-19 disruption this will need to be re-started. Cleansed data will need to be re-cleansed due to high attrition rate of small business within the City of Perth.	

RISK NAME	RISK DESCRIPTION	OVERALL CONTROLS EFFECTIVENESS	OVERALL RISK RATING	RISK OWNER
Management of new assets (projects) handed over from State Government	Failure of new assets (State Government Projects) handed to the city, to meet desired and required standards (quality, workmanship, ease of future operations and maintenance, suitability for public use), caused by poor processes, information and consultation, resulting in increased maintenance liabilities for the City	ADEQUATE	High	Alliance Manager Infrastructure & Assets
Treatment Action		Due Date	Status Update	
1. Executive Engagement – improvement of the channels of communication between the CEO of the City of Perth and State Government.		Apr-19	COMPLETE – An executive level meeting was held between the City of Perth and the MRA for Elizabeth Quay in 2019. An advocacy service was also created as part of the restructure to allow CEO to advocate on behalf of the City to maintain these relationships so cooperation in projects in maximised. This task is complete, but it is an ongoing function to continue the engagement and advocacy. Ongoing advocacy and executive support required to ensure the relationship with Development WA is maintained, due process is followed, and the City is consulted well with regards to all development projects to be handed to the City.	
2. Handover Processes – Develop improved handover processes and templates to efficiently manage these works.		Jun-20	ON TARGET – a standard agreement template has been developed for MRA projects. MOUs for the inspection and reinstatement processes in accordance with the City's Design & Construction Notes for utility companies are currently being developed in collaboration with these agencies. A focal point has been identified by the City (Construction Liaison Engineer) to allow State Government utility companies to direct their communications to.	

RISK NAME	RISK DESCRIPTION	OVERALL CONTROLS EFFECTIVENESS	OVERALL RISK RATING	RISK OWNER
Electrical Maintenance	Failure to provide safe and compliant electrical infrastructure and their associated documentation, caused by a lack of proactive and reactive maintenance, resulting in legislative non-compliance and risk to public safety	INADEQUATE	High	Alliance Manager Infrastructure & Assets
Treatment Action		Due Date	Status Update	
1.	Develop a methodology and feasibility study for the audit / survey of underground electrical assets.	Jun-20	NOT YET STARTED – This task has not progressed effectively as it is extremely complex and no effective solution/methodology is currently known. The feasibility for this and potential methodologies will need to be discussed with consultants in order to develop a plan forward.	
2.	Carry out inspection of key assets (switch boards and enclosures to ensure adequate signage and security	Sep-19	OVERDUE – This task is overdue, but has progressed well and the solution is effective. Works are currently underway to inspect and repair these assets to bring them to a compliant standard.	
3.	Ensure new electrical constructions are delivered with a full set of as constructed drawings and asset data	Sep-19	COMPLETE – This is now part of any electrical tender package as a standard deliverable.	

RISK NAME	RISK DESCRIPTION	OVERALL CONTROLS EFFECTIVENESS	OVERALL RISK RATING	RISK OWNER
Management of External services (Utilities – Water Corp, Atco Gas, Western Power, Telco's)	Failure to adequately monitor construction compliance activities, caused by ineffective engagement with external agencies and service providers, resulting in legislative non-compliance and inability to deliver programmed works	INADEQUATE	High	Alliance Manager Infrastructure & Assets
Treatment Action		Due Date	Status Update	
1. Establish Memorandum of Understanding with external agencies and other stakeholders		Jul-20	ON TARGET- Initiation of development of a Memorandum of Understanding with the Utility Service providers to clarify the City's expectations, has commenced.	
2. Improve the City's Guidelines– Design and Construction notes ownership.		Jul-20	ON TARGET - The City Design and Construction Notes will be revised to accommodate the City's developed specification.	
3. Efficient stakeholder engagement		Jul-20	ON TARGET- The City has been providing workshops and training to the internal and external City Contractors to improve the quality of the projects.	
4. Improve the City policies and Contract(or) Management Systems		Jan-20	ON TARGET- Incorporation of the full scope of works including 'For construction' documentation/Quality Assurance/Quality Control/Required testing/Asset handover checklist will be added as a section to the City Obstruction Permit Request Form. This will also be discussed with all contractors before the commencement of projects, including regular site inspections.	

RISK NAME	RISK DESCRIPTION	OVERALL CONTROLS EFFECTIVENESS	OVERALL RISK RATING	RISK OWNER
Health Monitoring & Compliance (Public Health – Food Act Compliance)	Failure to undertake sufficient audits to ensure public health safety from registered food businesses, caused by lack of planning and processes, resulting in legislative non-compliance	ADEQUATE	High	Alliance Manager Community Safety and Amenity
Treatment Action		Due Date	Status Update	
1. Performance monitoring of contract		Jan-21	ON TARGET - Ongoing performance review of current contract including: <ul style="list-style-type: none"> Regular review of Contractor's inspection results through monthly meetings with contractor and ongoing by SEHO Environmental Health Compliance via review of inspection reports and Improvement Notices received. Live tracking of completed inspections via dashboard on tv screens located within HAA Review of monthly invoices received Variation to contract completed in October 2019 allowing contractor staff to undertake some food stall and public building inspections. Agreed process reached. See 231552/19 	
2. Regular reviews of staff allocation for the contract			On TARGET - All authority cards have been reviewed and re-issued (completed January 2020)	
3. Environmental Health Work Plan contingencies			COMPLETED - November 2019	
4. Regular maintenance of systems including manual workarounds			ONGOING - continuous improvement of existing systems as opportunities and/or problems are identified	
5. Regular audits of inspected premises			ONGOING - City's EHOs provide feedback to SEHO Compliance when irregularities are identified with contractor inspection findings at a public building or food premises.	

CONFIDENTIAL ATTACHMENT 13.17C
ITEM 13.17 – RISK MANAGEMENT QUARTERLY REPORT
– MAY 2020

ORDINARY COUNCIL MEETING
26 MAY 2020
DISTRIBUTED TO COMMISSIONERS UNDER
SEPARATE COVER



Risk Assurance Scorecards – May 2020

Risk ID	Risk Name	Description	Controls	Current Control Rating	Assurance					Recommended Rating	Risk Control Assurance Date
					Completeness	Existence	Awareness	Understanding	Adherence		
101	Procurement	Failure of the City's procurement approach, including policies and procedures, caused by lack of controls and oversight, resulting in poor value for money and legislative non-compliance.	Procurement processes, procedures and advisory support from Procurement team	ADEQUATE		✓	✓	✓		ADEQUATE	30 March 2020
			Fraud controls including Public Interest Disclosure, Internal and External audits, Segregation of duties, delegation, system controls and authorisation processes	ADEQUATE	✓	✓	✓			ADEQUATE	
			Procurement policies procedures and systems including auditing and reporting	ADEQUATE		✓	✓	✓		ADEQUATE	
			Strategic Procurement Lead currently engaging senior leadership of the current and future Procurement processes	ADEQUATE	✓	✓	✓	✓		ADEQUATE	
			Education and training of relevant staff on procurement process	INADEQUATE		✓	✓	✓		ADEQUATE	

Assurance Key

- **Completeness** – The control appropriately responds to the entirety of the material issues related to the risk and its potential impacts
- **Existence** – The control is documented, endorsed and accessible to those who need it
- **Awareness** – There is appropriate awareness of the existence of the control and where to find it
- **Understanding** – There is an appropriate degree of comprehension and competency around the interpretation and application of the control
- **Adherence** – The control is adhered to and its effective implementation is routinely evaluated

Risk ID	Risk Name	Description	Controls	Current Control Rating	Assurance					Recommended Rating	Risk Control Assurance Date
					Completeness	Existence	Awareness	Understanding	Adherence		
111	Statutory Compliance Management	Failure to effectively interpret, monitor, manage and apply the City's statutory requirements and obligations, caused by inadequate systems and processes, resulting in legislative non-compliance	Corporate compliance calendar and Governance Framework for informing organisation on relevant compliance information	INADEQUATE	✓	✓		✓		INADEQUATE	31 March 2020 Page 361
			Awareness raising through the governance training plan	INADEQUATE		✓				INADEQUATE	
			Compliance specific internal audits	ADEQUATE	✓	✓	✓	✓	EFFECTIVE		
			Compliance monitoring of government gazette and promotion of the corporate compliance calendar	ADEQUATE	✓	✓	✓	✓	ADEQUATE		
			Internal and external audits including support from the Governance unit	ADEQUATE	✓	✓		✓	ADEQUATE		

Assurance Key

- **Completeness** – The control appropriately responds to the entirety of the material issues related to the risk and its potential impacts
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