



City of **Perth**

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# Agenda

Ordinary Council Meeting

21 December 2021

Notice of Meeting

To the Lord Mayor and Councillors

The next Ordinary Council Meeting will be held on Tuesday, 21 December 2021 in the Council Chamber, Level 9, 27 St Georges Terrace, Perth commencing at 5.00pm.

**Michelle Reynolds**

Chief Executive Officer

17 December 2021

## Information

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](mailto: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 to allow the City 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 can take place on any question or answer.

To ask a question, please complete the Public Question Time form available on the City's website [www.perth.wa.gov.au/council/council-meetings](http://www.perth.wa.gov.au/council/council-meetings).

## Disclaimer

Members of the public should note that in any discussion during a meeting regarding any item, a statement or indication of approval by any council member, committee member or officer of the City is not intended to be, and should not be taken as, notice of approval from the City. No action should be taken on any item discussed at a meeting of a Committee prior to written advice on the Committee or Council's resolution being received.

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1. Declaration of Opening

2. Acknowledgement of Country/Prayer

3. Attendance

3.1 Apologies

Councillor Sandy Anghie

3.2 Leave of Absence

3.3 Applications for Leave of Absence

4. Announcements by the Lord Mayor

5. Public Participation

5.1 Public Questions

5.2 Deputations

6. Disclosures of Interests

|                       |   |
|-----------------------|---|
| Name                  | Councillor Catherine Lezer  |
| Item number and title | 12.3 Commemorative Works Request - Centenary of Air Mail Service Langley Park |
| Nature of interest    | Impartiality  |
| Interest description  | <i>'Charles Kingsford Smith was my Great Grandfather's cousin'.</i>           |

|                       |   |
|-----------------------|---|
| Name                  | Councillor Rebecca Gordon   |
| Item number and title | 13.2 Request for Tender 000080 Electrical Lighting Renewal – Infrastructure Lighting Upgrades |
| Nature of interest    | Proximity   |
| Interest description  | <i>'My apartment is adjacent to His Majesty's carpark'.</i>                                   |

## 7. Confirmation of Minutes

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### Recommendation

That Council CONFIRMS the minutes of the Ordinary Council Meeting held on 30 November 2021 as a true and correct record.

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## 8. Questions by Members which due Notice has been Given

## 9. Correspondence

## 10. Petitions

## 11. Planning and Economic Development Alliance Reports

### 11.1 Fenced Off-Lead Dog Park Investigation

|                     |  |
|---------------------|--|
| Responsible Officer | Dale Page – General Manager Planning and Economic Development  |
| Voting Requirements | Absolute Majority  |
| Attachments         | Attachment 11.1A – Fenced Off-Lead Dog Park Report - December 2021 <a href="#">↓</a>  |

#### Purpose

To present the findings and recommendations of the City's investigation into suitable sites for a fenced off-lead dog park, indicative budget requirements and proposed delivery timelines.

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#### Recommendation

That Council:

1. NOTES the findings of the investigation into suitable sites for a fenced off-lead dog park as set out in the attached report.
  2. APPROVES the expansion of the existing facility at Ozone Reserve and the installation of a new fenced off-lead dog park at Railway Reserve in Claisebrook.
  3. SUPPORTS the inclusion of a provisional sum of \$140,000 (including a 10% contingency) for total project costs for consideration in the 2022/23 annual budget.
  4. NOTES that, following adoption of the 2022/23 annual budget, the City will commence the process to specify the sites mentioned in 2 above as dog exercise areas under the *Dog Act 1976*, including giving local public notice of its intention to do so under section 31(3C) of the Act.
-

## Background

1. At its Ordinary meeting held 23 February 2021 Council resolved as follows:

*That Council:*

- a. *REQUESTS the Chief Executive Officer to undertake an investigation into suitable sites for a fenced off-lead dog park;*
  - b. *REQUESTS the Chief Executive Officer to prepare a report for Council's consideration detailing options for a fenced off-lead dog park to include: potential site locations and a preferred site, enclosed site dimensions, options for large/small breed separation areas, amenities (seating, water drinking, fountains, bins), native or artificial shade, tree and other vegetation planting, vehicular gate access, power connection points;*
  - c. *REQUESTS the Chief Executive Officer to list a provisional sum in the 2021/22 Annual Budget for total project costs where any preliminary investigative or concept design cost development are unable to be sourced from the 2020/21 Annual Budget.*
2. In response to this resolution an investigation has been undertaken into suitable sites for a fenced off-lead dog park. The investigation process included the following:
    - a. review of best practice for fenced off-lead dog parks
    - b. identification of potential site locations
    - c. stakeholder engagement
    - d. recommended preferred sites and indicative budgets.
  3. The findings and recommendations from this investigation are set out in the attached Fenced Off-Lead Dog Park Report.

## Discussion

4. With increasing levels of dog ownership among city residents there is a growing trend for the provision of facilities for dogs within city environments. Many local governments are exploring the potential to provide fenced off-lead dog parks. The City of Melbourne, for example, has recently released its Dogs in Open Spaces Strategy for community consultation.
5. The current pandemic has highlighted the important role public space plays in supporting the physical and mental health of the community. It often provides the only opportunity for outdoor activity and social interaction during periods of lock down, particularly in cities.
6. It is important that open space caters for a diversity of user groups to ensure these health benefits are shared across the community. Fenced off-lead dog parks can help achieve this by providing spaces where dogs and their owners can exercise, meet and interact.
7. A review of national and international key studies and guidance documents for the provision of dog parks in urban open space identified the following (best practice) site suitability criteria for fenced off-lead dog parks:
  - a. Overall park size
  - b. Heritage
  - c. Site features



- d. Access
  - e. Existing amenities
  - f. Noise
8. The City undertook an assessment of 50 green open spaces owned or managed by the City of Perth against the site suitability criteria to identify potential site locations for a fenced off-lead dog park.
  9. The assessment process included a discussion on the challenges and opportunities of all 50 open spaces along with consideration of management issues, parking, location of event spaces and maintenance impacts.
  10. As a result, the following sites were selected as potential site locations for community consultation:
    - a. J H Abrahams Park in Crawley/Nedlands
    - b. Railway Reserve in Claisebrook
    - c. Ozone Reserve Dog Park (modest expansion) in East Perth. A modest expansion is proposed to maintain Ozone Reserve as a venue for large scale community events (e.g. annual outdoor cinema). The number of open spaces in the city that can host these events is limited and it is important that they are protected for the benefit of the wider community.
  11. In response to the overall investigation, and the outcomes of community consultation, it is recommended that the existing fenced off-lead dog park at Ozone Reserve be expanded and a new fenced off-lead dog park is installed at Railway Reserve.
  12. If Council is supportive of these recommendations, concept designs will be developed to enable both preferred sites to be delivered in late 2022/23 and early 2023.
  13. Following adoption of the 2022/23 annual budget, the City will also commence the process to specify the sites as dog exercise areas under the *Dog Act 1976*, including giving local public notice of its intention to do so under section 31(3C) of the Act.
  14. It is recommended that the J H Abrahams option is put on hold in response to community feedback. The installation of a fenced off-lead dog park may be suitable in this location in the long term as the area grows and changes. Any future proposals will require further consultation with the community.

## Stakeholder Engagement

15. Community participation in the investigation of fenced off-lead dog parks is critical to help guide future planning.
16. Community feedback was collected through the following:
  - a. **On-line survey – Engage Perth:** A survey was posted on Engage Perth on 26 October 2021. Residents and dog owners near each of the shortlisted sites were directly informed of the survey via a letter drop. A total of 223 responses was received at the close of the survey on the 9 November 2021. The survey captured information on dog ownership and where and how people like to exercise their dogs. This helped capture broad information on popular dog parks around the City of Perth and what people liked most about them, to help inform the investigation process.
  - b. **Intercept surveys – Ozone Reserve:** Field surveys were carried out at the existing fenced off-lead dog park currently being trialled at Ozone Reserve. Face to face surveys were conducted on a Wednesday afternoon (12 – 1pm) and evening (4.30 – 6pm) and a Thursday morning (8-9.30am) and evening (4.30-6.00pm) in late October and early November. A total of 24 park users shared

their opinions about dog activity at Ozone Dog Park as part of the intercept surveys. This provided valuable data for the investigation and has been used to inform the recommendations.

### Respondent profile

17. Most respondents to the on-line survey were dog owners and resident within the City of Perth. The highest number of responses were received from residents in East Perth and Crawley/Nedlands. The main reason given for completing the survey was an interested dog owner.

### Dog ownership

18. The most common type of dog ownership is one, small dog. This is most likely because of the high level of apartment dwellings within the city.

### Support for fenced off-lead dog parks

19. Overall, there was a high level of support for the City's initiative to install additional fenced off-lead dog parks in selected parks and reserves. There was a broad consensus that dogs in open space drive neighbourhood conviviality and that dog spaces are a place for human connection as well as for dogs to exercise, play and socialise with each other.

### Preferred sites

20. **Ozone Reserve:** The option to expand the existing fenced off-lead dog park at Ozone Reserve received the most support from the community in the on-line survey.
  - a. Just over half of the respondents who chose this option are residents of East Perth or Claisebrook.
  - b. Over 80 percent of respondents from Claisebrook and East Perth are generally supportive of the City's initiative to install additional fenced off-lead dog parks in selected parks and reserves.
  - c. Suggested improvements included:
    - i. Make it bigger
    - ii. Create separate spaces for large and small dogs
    - iii. More shade
    - iv. More seating
    - v. Improved bin facilities
    - vi. Lighting
21. The survey findings were supported by the results of the intercept surveys at Ozone Reserve, which also indicated a high level of daily use by residents of East Perth.
22. **Railway Reserve:** This was the second most supported option in the on-line survey.

Over 80 percent of the respondents who chose this option are residents of East Perth or Claisebrook indicating a high level of support from the surrounding community.
23. **J H Abrahams:** This was the least supported option in the on-line survey.
  - a. Although over half of those who supported the J H Abrahams option are from Crawley/Nedlands, survey responses showed that there are mixed opinions on the desirability of fencing part of the park for an off-lead area. In addition, most of the respondents from the area were not generally supportive of the City's initiative to install additional fenced off-lead dog parks in selected parks and reserves.

- b. The main concerns expressed about the J H Abrahams option included:
  - i. The existing off lead facility is working well and sufficient
  - ii. Negative impact on the park's quality and utility for other users
  - iii. Limited parking available
  - iv. Disturbance to surrounding residents.

### Facilities

- 24. The top five features that respondents wanted to see at a fenced off-lead dog park were:
  - a. Facilities such as dog waste bags, drink fountains with dog bowls, bins
  - b. Nature (trees, grass, and other vegetation/planting)
  - c. Separate areas for small and large dogs
  - d. Double gate access
  - e. Seating
- 25. Where possible, these features have been included in the recommendations for each of the preferred sites, except for the provision of separate areas for small and large dogs.
- 26. Findings from best practice show that off-lead dog parks need to be large. Small spaces lead to overcrowding, tension and conflict among dogs and high levels of wear and tear and ongoing maintenance.
- 27. In central city areas it is challenging to find sites big enough to accommodate large fenced off-lead dog parks, given the contested nature of open space. Dividing already small spaces into even smaller separate areas generally results in poor quality outcomes.
- 28. As part of the investigation, the potential to increase the size of the fenced off-lead dog park at Ozone Reserve above the current proposed modest expansion was explored. It is not a feasible option at this stage given the need to protect the space for large scale community events.
- 29. However, given the community's desire for separate spaces, and limited opportunities for these spaces elsewhere in the city, there may be potential to consider an additional expansion of the existing facility at Ozone Reserve in the long term. This would require more detailed stakeholder consultation.

### Decision Implications

- 30. If Council resolves upon the recommendation, the City will factor in detailed planning and delivery of an extension of the existing fenced off-lead dog park at Ozone Reserve and a new fenced off-lead dog park at Railway Reserve into the draft 2022/23 budget and work programs.
- 31. If Council does not support the recommendation, then the provision of fenced off-lead dog parks within the city will be limited to the existing trial at Ozone Reserve.

## Strategic, Legislative and Policy Implications

| Strategy   |  |
|--|--|
| Strategic Pillar (Objective)                             | Liveable   |
| Related Documents (Issue Specific Strategies and Plans): | Nil.   |
| Legislation, Delegation of Authority and Policy          |  |
| Legislation:   | The City is required, at least 28 days before specifying a public space as a new dog exercise area, to give local public notice of its intention to do so under <a href="#">section 31(3C) of the Dog Act 1976</a> . |
| Authority of Council/CEO:                                | Council approval is sought for the recommended sites and the allocation of project budget in 2022/23.  |
| Policy:  | Nil.   |

## Financial Implications

32. An approximate budget of \$140,000 will be required in 2022/23 to proceed with the recommended projects. This includes a contingency of 10%.
33. This budget will also include the cost for the preparation of concept plans as well as future installation and supporting amenity and infrastructure as per the recommendations.

## Further Information

Following the Agenda Briefing Session held on 14 December 2021, further information is provided:

34. The type of animals that can be kept in buildings is limited by strata by-laws, which will vary from building to building. The City has no jurisdiction under the Strata Titles Act 1985 and therefore does not retain information relating to keeping of animals in strata buildings.  
  
Clause 5.1 (1) to (3) of the City of Perth Dog Local Law 2011 currently prohibits dogs from entering public buildings, shops or business premises, as well as the kangaroo enclosure on Heirisson Island (as prescribed in the Fourth Schedule of the local law).  
  
Furthermore, the Health Local Law 2000 contains references to different animal types, how they should be kept and where that animal type is permitted (for example poultry, bees and the like).
35. The City has investigated the potential of using vacant land in the CBD for dog parks, but given most vacant land parcels (including 18 St Georges Terrace for example) are privately owned, the process would be protracted and would require resolution of the following:
  - Expenditure of public money on privately owned land for the upfront capital cost and ongoing maintenance. The City would require legal advice to determine an appropriate mechanism to do this under the Local Government Act 1995.
  - The City would need to convince the owner of the land that the dog park would not impede any future development.
  - If the legal advice provides a mechanism which would allow the City to pursue the idea, the City would need to enter into a legal agreement with the landowner.

Presently, the community benefits of using City owned and managed land to deliver these types of facilities outweighs pursuing privately owned land.

36. The realignment of footpaths in the railway parade design could be considered as part of the implementation stage however this will significantly increase the cost estimate and will require approval from the Public Transport Authority (landowner). Furthermore, extending the fencing to the north of the site would close off an existing shared bike/pedestrian path. This path provides a link from the city to the wider, regional bike/pedestrian network along the Swan River.
37. Regarding Ozone Reserve:
  - a. The proposed extension is 400sqm. The total land area of the facility at Ozone will then be 1,400sqm.
  - b. Study findings indicated that Ozone Reserve is well used and that there is demand for additional space at this locality beyond the modest expansion currently proposed. Instead of competing with the facility at Ozone Reserve, the development of a new facility at Railway Reserve may help to address the additional demand that will not be met through the expansion to Ozone Reserve.
  - c. As part of the preparation of the Dog Study Report, officers across various teams concluded that the proposed expansion will not impact events.
  - d. The community survey posted on Engage Perth and the interception surveys undertaken at Ozone Reserve clearly outlined that the proposal for Ozone was for a modest expansion of the existing fenced off-lead dog park. The survey was accompanied by a map which showed the approximate location and area (indicated as 400msq) of the proposed expansion. This was a deliberate move to manage community expectations due to the numerous site constraints at Ozone including the need to maintain existing event spaces and access to the reserve off Plain Street. This will be reinforced with future messaging to the community prior to expansion of Ozone Reserve fenced off-lead dog park.



City of Perth

# Fenced Off-Lead Dog Park Report

December 2021





## Acknowledgement

We acknowledge the Whadjuk Nyoongar people, Traditional Owners of the lands and waters where the City of Perth is today and pay our respects to Elders past and present. Nyoongar peoples are the original inhabitants and Traditional Owners of the South West of Western Australia. While Nyoongar is identified as a single language there are variations in both pronunciation and spelling – Noongar, Nyungar, Nyoongar, Nyoongah, Nyungah, Nyugah, Yungar and Noonga. The City of Perth uses 'Nyoongar' which is reflected throughout this document except when specifically referring to an external organisation that utilises alternative spelling.

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## Disclaimer

The information provided within this report does not claim to be comprehensive. The City of Perth has taken care to ensure this report is accurate, however, the City cannot guarantee that it is without error. The report is a snapshot in time and may be modified following further analysis and detailed design. The City of Perth does not accept any responsibility or liability for any loss or other consequence which may result from any reliance on the information contained in this report.



## Introduction

Australia has one of the highest rates of pet ownership in the world. According to the Planning Institute of Australia two in every three homes have at least one pet (PIA National Congress Paper, 2012).

Australia is also increasingly urbanised, with approximately 70 percent of the population living in cities. Greater urban densities and levels of apartment living are resulting in a decrease in private backyards with spaces for exercising dogs.

### Why dog parks are important

Demand for dog-friendly places within cities is growing, along with an expectation that dogs will be catered for in parks and other public spaces. The provision of fenced off-lead dog parks is becoming an important component of city liveability.

### Community health and well being

The current pandemic has highlighted the important role public space plays in supporting the physical and mental health of the community. It often provides the only opportunity for outdoor activity and social interaction during periods of lockdown, particularly in high density city environments.

It is important that open space within cities caters for a diversity of users to ensure these health benefits are shared across the community. Fenced off-lead dog parks can help achieve this by:

- Providing secure spaces, that are otherwise not available in city locations, where owners can exercise their pets safely, away from cars and bikes.
- Creating places where dog owners can meet and interact with each other. The bonds created can help to build a strong sense of community with recognised mental health benefits.

### Dog ownership is growing in the City

There are currently over 500 dogs registered within the City of Perth. Dog ownership levels are highest in the neighbourhoods of East Perth, Claisebrook and Crawley-Nedlands.

The City has a target of increasing its population from 28,832 existing residents to 55,000 by 2036. Given the growing popularity of dog ownership, this is likely to lead to an increase in the number of dogs.

Medium and high density dwellings account for over 90 percent of the housing stock within the City of Perth. As this trend is set to continue, our parks and

reserves are likely to come under increasing pressure to provide more space for dogs in the future.

### Existing dog parks in the City

There is only one fenced off-lead dog park within the City of Perth. This is located at Ozone Reserve in East Perth and was constructed in response to previous requests from the community. The park opened in April 2021 and is being trialled for a two-year period.

The City also has three unfenced off-lead dog parks located at:

- Totterdell Park
- JH Abrahams
- Wellington Square

***“Cities have new opportunities to creatively adapt urban spaces in the service of individual and collective health.”***

- Gehl Architects

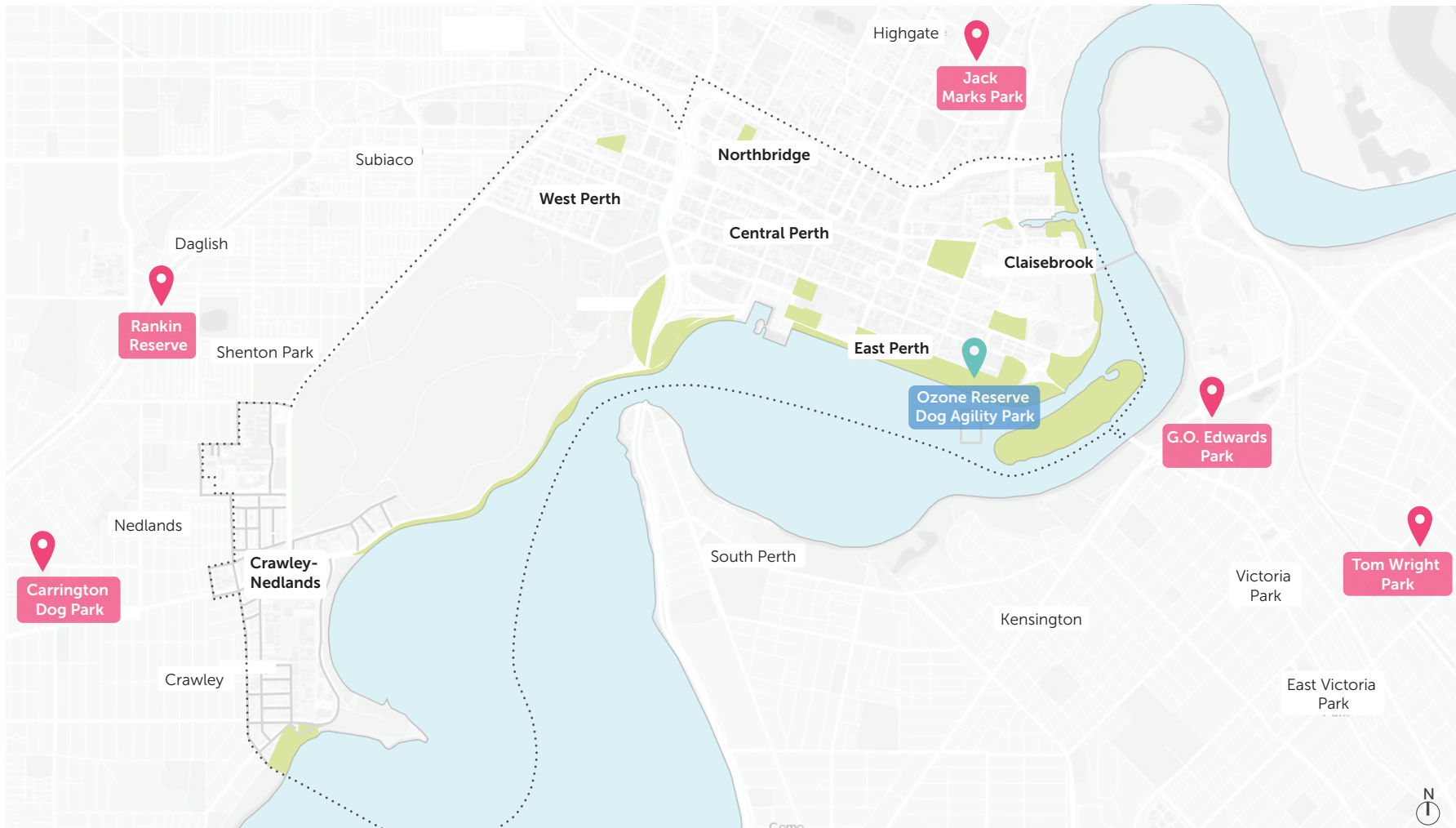


Figure 1: Existing fenced off-lead dog parks in and around City of Perth

Legend

-  Existing fenced off-lead dog parks within City of Perth
-  Existing fenced off-lead dog parks surrounding City of Perth





















































## 12. Community Development Alliance Reports

### 12.1 Major Events and Festivals Sponsorship

|                     |   |
|---------------------|---|
| Responsible Officer | Kylie Johnson – General Manager Community Development |
| Voting Requirements | Simple Majority                                       |
| Attachments         | Nil.  |

### Purpose

For Council to consider the budget allocation for the Major Events and Festivals Sponsorship Program.

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### Recommendation

That Council:

1. SUPPORTS an in-principle budget allocation of \$3,000,000 to the Major Events and Festivals Sponsorship Program in the 2022/2023 budget.
  2. NOTES the Major Events and Festivals Sponsorship Guidelines will be amended to enable the maximum contribution of sponsorship provided by the City of Perth to not exceed 60% of the total event budget.
-

## Background

1. The 2025 Events Strategy was endorsed by Council at its 25 May 2021 Ordinary Council Meeting and has the vision 'Perth is our capital city and the events heart of WA'.
2. Led by Council, the City has begun the journey to make the city WA's most events friendly destination for event organisers. The City's key role is to proactively facilitate and attract events to take place in the city.
3. The City's new approach prioritises the 'facilitator' role, recognising the opportunity to increase the event program whilst gaining efficiencies by assisting others through increased partnerships and sponsorships.
4. Over time, the aspiration is to increase partnership and have greater influence over programming of others' events throughout the year through sponsorship and other incentives. A key focus is to support 'uniquely Perth' events that build and communicate Perth's brand and cultural identity.
5. The City also plays a role in the delivery of events at pivotal moments throughout the year which respond to community need and gaps in the calendar. The annual Signature Events Plan responds to the portfolio approach and is considered in alignment with facilitated events.

## Discussion

6. Major Events and Festivals sponsorship are available for organisations delivering large-scale events of national and international significance.
7. A Major Event or Festival is defined to be an event which generates significant economic, social and community benefits for all who live, work, visit, study and invest in the city. Events supported under this program will:
  - a. be regular anchor events, that generate significant return on investment and visitation outcomes;  
or
  - b. be one-off major events that generate significant economic impact and enhance the Perth brand and reputation; and
  - c. provide significant sponsorship benefits in recognition of the City's support.
8. Large-scale events of this calibre usually require long planning lead times, in some instances more than 12 months, with the current guidelines requiring applications to be submitted at least six months prior to the commencement of the activity.
9. The Major Events and Festivals Sponsorship Program 2021-22 has a budget allocation of \$1,180,000. It opened for applications on 15 June 2021 and remains available for submissions.
10. At its 28 September 2021 Ordinary Meeting, Council approved three sponsorship requests across two financial years:
  - a. Financial year 2021-22 totalling \$700,000, comprising:
    - i. Artrage Inc for FRINGE WORLD Festival 2022 for \$350,000 ex GST
    - ii. Perth International Arts Festival Ltd for Perth Festival 2022 - \$350,000 ex GST
  - b. Financial year 2022-23 totalling \$100,000, comprising:
    - i. Transplant Australia Limited for 2023 World Transplant Games - \$100,000 ex GST

11. As the City continues to implement the actions of the 2025 Events Strategy, proactively attracting and facilitating more events, the City anticipates the current budget allocation will be insufficient. Noting commitments already approved, returning events and new events on the horizon, an increase to the budget allocation for 2022-23 will enable increased support for event facilitation.

## Stakeholder Engagement

12. The development of the 2025 Events Strategy involved in-depth workshops with over 60 industry stakeholders from hospitality, tourism, State Government agencies, other local governments, events professionals and community groups.

## Decision Implications

13. Should Council support the recommendations, the Major Events and Festivals Sponsorship Guidelines will be amended with the updated contribution percentages and the budget allocation will be included for consideration within the 2022-2023 annual budget.
14. Funding this proposal will require a budget allocation that is currently beyond the notional Long Term Financial Plan allocation for 2022-23, however it could be accommodated by reprioritising some other operational items, or alternatively adjusting the funding model for 2022-2023.
15. This consideration would form part of the budget deliberations.

## Strategic, Legislative and Policy Implications

| Strategy   |  |
|--|--|
| Strategic Pillar (Objective)                             | Liveable   |
| Related Documents (Issue Specific Strategies and Plans): | <a href="#">2025 Events Strategy</a><br><a href="#">Long Term Financial Plan</a> |

| Legislation, Delegation of Authority and Policy |  |
|---|--|
| Legislation:                                    | <i>City of Perth Act 2016</i> – Section 8 (1)<br>To promote awareness of the facilities and events provided or facilitated by the City of Perth and encourage the community to make use of or participate in them.   |
| Authority of Council/CEO:                       | In accordance with Section 6.8 of the <i>Local Government Act 1995</i> , a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority decision.                          |
| Policy:   | Council Policy 4.3 – Sponsorship and Grants<br>Through the provision of sponsorship and grants the City of Perth aims to support a range of projects and initiatives that deliver an economic return for the City’s business community and meet the diverse needs of the City’s community. |

## Financial Implications

16. The financial implications of the recommendation will require additional expenditure, as an unbudgeted item of the 2022/23 annual budget.



|                     |                                    |           |
|---------------------|------------------------------------|-----------|
| Account Number      | TBC                                | Operating |
| Account Description | Major Events and Festivals         |           |
| Current Budget      | \$1,180,000                        |           |
| Amendment to Budget | \$1,820,000                        |           |
| Revised Budget      | \$3,000,000                        |           |
| Budget Impact       | Subject to annual budget adoption. |           |

## Further Information

### Following the Agenda Briefing Session held on 14 December 2021, further information is provided:

17. It was queried whether there are any particular events that the changes proposed in the report benefit. It was advised that the City is aware of opportunities however all proposals would need to progress through the appropriate assessment process prior to being presented to Council for consideration. The increase in funding is to ensure that the City has the capacity to be responsive to opportunities as they arise.
18. It was queried what impact this allocation to major events would have on other categories of sponsorship. It was advised that there is no explicit proposal / initiative identified to source the additional funding for this proposal. Should Council determine that it wishes to proceed with the proposal, it would need to, through the budget process, explore one or more of the following options:
  - Cease remove funding from another discretionary operating project.
  - Reduce the service level and or funding associated with another service.
  - Source funding for the proposal from an external partner.
  - Adjust the budget rating model upwards.
  - Support the initiative by drawing down unapplied Reserve funds noting this is not a sustainable solution.
19. It was queried whether consideration was given to the possibility of providing greater support to existing events and festivals to enable them to scale up. It was advised that funding for any existing (or new) events can only be considered at the time of application. The Events Sponsorship Round 2 closed on 14 December 2021. The Major Events and Sponsorship program is open until the budget is expended.

## 12.2 Strengthening Heritage Assets (Value Proposition)

|                     |   |
|---------------------|---|
| Responsible Officer | Kylie Johnson – General Manager Community Development   |
| Voting Requirements | Simple Majority   |
| Attachments         | Attachment 12.2A – Report - Strengthening Heritage Assets (Value Proposition) <a href="#">↓</a> <br>Attachment 12.2B – Comprehensive Heritage Incentive Benchmarking Information <a href="#">↓</a>  |

### Purpose

To seek support for the revision of the City’s Heritage Adaptive Reuse Grant (pilot) scheme in line with options presented in the Report in to Strengthening Heritage Assets (Attachment 12.2A).

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### Recommendation

That Council:

1. RECEIVES the Report in to Strengthening Heritage Assets, as presented in Attachment 12.2A, and the comprehensive benchmarking information presented in Attachment 12.2B which contains further information as a result into the investigation of the development of a four-year match funding program aimed at assisting the revitalisation of heritage-protected commercial and retail buildings.
2. SUPPORTS the revision of the Heritage Adaptive Reuse Grant Scheme to include the following eligibility criteria and funding mechanism options:

#### *Eligibility Criteria*

- a. Type of applicants to ‘partnerships encouraged’ as at Option C
- b. Completion of works timeframe to ‘increase timeframe’ as at Option B
- c. Works area to ‘focus on key streets’ as at Option B

#### *Funding mechanism*

- d. Amount of funding to ‘percentage of works capped’ as at Option C
  - e. Timing of provision of funds to ‘some upfront payment’ as at Option B
3. AUTHORISES the Chief Executive Officer to implement the revised Heritage Adaptive Reuse Grant Scheme, in line with the criteria outlined in point 2 above.
-

## Background

1. At its Ordinary Meeting held 25 May 2021, Council resolved as follows:

*That Council REQUESTS that the Chief Executive Officer:*

- a. INVESTIGATES the development of a four-year matched funding program, to assist in the revitalisation of heritage-protected commercial/retail buildings, which considers the following:
  - i. *the program criteria to ensure that eligible works lead to significant benefit to the City*
  - ii. *the source of funding is not to exceed \$4million over four years*
  - iii. *the engagement of key stakeholders in the development of the program*
- b. ALLOCATES \$15,000 for updated market research and project support allocated from the 2020/21 surplus
- c. SUBMITS a report outlining all information and relevant options for Council to consider by December 2021.

## Discussion

2. The City has previously undertaken considerable work to understand barriers to the conservation and adaptation of heritage-protected buildings for viable uses into the future. Studies have found that innovative, creative and practical ways to address the regulatory and design constraints experienced by owners and lessees need to be developed.
3. The City piloted a Heritage Adaptive Reuse Grant Scheme in 2018 providing incentives for property owners to increase access to vacant upper levels of significant heritage buildings in the Central Business District.
4. The Report in to Strengthening Heritage Assets (Attachment 12.2A) summarises the benchmarking information gathered on a wide range of heritage incentives (details in Attachment 12.2B) and proposes that a modified version of the City's [Heritage Adaptive Reuse Grant](#) (pilot) is instigated. To progress this, several options have been presented in the attached report which addresses modifications to this scheme, including risks and benefits.
5. A summary of the options is provided below with the recommended options for the revised Heritage Adaptive Reuse Grant Scheme highlighted.

**Eligibility Criteria** – While the major eligibility criteria of the pilot program related to heritage status, significant vacant upper level of basement space, and proposed works to those vacant spaces being compliant with heritage and building code requirements and generating uplift in value (and therefore rates) would remain, the following modifications are recommended.

|                           | Option A   | Option B   | Option C  |
|---------------------------|--|--|---|
| <b>Type of applicants</b> | <p><b>Status Quo</b></p> <p>Maintain eligibility for applications by just property owners.</p> <p><i>Not recommended</i></p> | <p><b>Partnerships only</b></p> <p>Make applicants eligible only where the property owner partners with a community organisation as proposed tenant or activator of at least part of the renovated space</p> <p><i>Not recommended</i></p> | <p><b>Partnerships encouraged</b></p> <p>Applications where the property owner partners with a community organisation as proposed tenant or activator of at least part of the renovated space would be looked upon more favourably.</p> <p><i>Recommended</i></p> |



|  |  |  |     |
|--|--|--|-----|
| <b>Timeframe for completion of works</b> | <p><b>Status Quo</b></p> <p>Current scheme states that works need to be completed within two years of Council approval.</p> <p><i>Not recommended</i></p>  | <p><b>Increase timeframe</b></p> <p>Increase the length of time for works to be carried out to at least three to four years.</p> <p><i>Recommended</i></p>     | N/A |
| <b>Works area</b>                        | <p><b>Status Quo</b></p> <p>Area of eligible works to be within the area bounded by St. Georges Terrace, Wellington Street, Barrack Street and William Street.</p> <p><i>Not recommended</i></p> | <p><b>Focus on key streets</b></p> <p>Focus eligibility on buildings located on Hay and Murray Street Malls, and Barrack Street.</p> <p><i>Recommended</i></p> | N/A |

**Funding Mechanism** – the following modification to the funding mechanism are recommended

|                                     | <b>Option A</b>   | <b>Option B</b>   | <b>Option C</b>   | <b>Option D</b>   |
|-------------------------------------|---|---|---|---|
| <b>Amount of funding</b>            | <p><b>Status Quo</b></p> <p>The cash equivalent of the property base rate is provided annually over five years after the works are completed.</p> <p><i>Not recommended</i></p> | <p><b>Sliding-scale funding</b></p> <p>A flat amount of funding is provided based on the works being undertaken, as follows:</p> <p>\$250k for works up to \$5m</p> <p>\$500k for works \$5m - \$10m</p> <p>\$1m for works over \$10m</p> <p><i>Not recommended</i></p> | <p><b>Percentage of works value capped</b></p> <p>A percentage of the total works value being undertaken is capped at a maximum on \$1 million on any one projects.</p> <p><i>Recommended</i></p> | <p><b>Gap funding</b></p> <p>Applicants to demonstrate the gap between the existing value of an asset plus the cost of its restoration, and the value of the asset once restoration is complete. The grant awarded is to cover some or all of the gap identified.</p> <p><i>Not recommended</i></p> |
| <b>Timing of provision of funds</b> | <p><b>Status quo</b></p> <p>Maintain existing payments being made only at completion of the works</p> <p><i>Not recommended</i></p>   | <p><b>Some upfront payment</b></p> <p>A percentage of the funds could be paid upfront and at agreed milestones during the works with a significant portion retained and paid at final completion and acquittal.</p> <p><i>Recommended</i></p>                           |   |   |

- To give effect to the investigation conducted and to progress the development of a four-year matched funding program with an aim to revitalising heritage-protected retail and commercial buildings, it is proposed that Council support the revision of the Heritage Adaptive Reuse Grant Scheme in line with the recommended options above.

## Stakeholder Engagement

7. Benchmarking on the range of heritage incentives available to Council was completed with information gathered from other Western Australian local governments and interstate capital city local governments, Western Australian and other Australian state heritage organisations. This information is presented at Attachment 12.2B.

## Decision Implications

8. If Council supports the recommendations, the development of the revised Heritage Adaptive Reuse Grant Scheme will progress as follows:

| Action   | Timeframe  |
|--|------------|
| Revise Heritage Adaptive Reuse Grant Scheme guidelines to incorporate the recommended options as presented in the officer's recommendation | March 2022 |
| Develop Heritage Adaptive Reuse Grant Application Form   | March 2022 |
| Provide an update to elected members via a Current Issues Briefing Note on Council Hub   | March 2022 |
| Revised Heritage Adaptive Reuse Grant Scheme to be presented to Council for approval   | March 2022 |
| Heritage property owners within the eligible area are notified of the revised grant scheme   | May 2022   |
| Information session held for heritage property owners within the eligible area   | June 2022  |
| Heritage Adaptive Reuse grant application period opens   | June 2022  |
| Commence assessment of grant applications  | July 2022  |

9. If Council does not support the recommendation, small scale incentives can be implemented through the City Planning Scheme 3 development. However these incentives are not of the scale as Council's resolution and may not be sufficient incentive for property owners to proceed with revitalisation of significant heritage-protected buildings.

## Strategic, Legislative and Policy Implications

| Strategy   |   |
|--|---|
| Strategic Pillar (Objective)                             | Liveable  |
| Related Documents (Issue Specific Strategies and Plans): | Heritage Strategy 2020-2024<br>Objective 4 - We will support heritage activity through grants and incentives that protect and celebrate significant stories, objects and places<br>Long Term Financial Plan |

| Legislation, Delegation of Authority and Policy |  |
|---|--|
| Legislation:                                    | <i>Heritage Act 2018</i> which provides details on the form of Heritage Agreements that can be entered into with successful grant recipients.  |
| Authority of Council/CEO:                       | Council Policy 4.3 Sponsorship and Grants states that the CEO will establish sponsorship and grants guidelines providing the operational details and administration of the City's sponsorship and grants programs and that Council will accept or reject all grants over \$10,000. |

|                |  |
|----------------|--|
| <b>Policy:</b> | 4.3 Sponsorship and Grants<br>Grant development guidelines and decision making is informed by this policy. |
|----------------|--|

## Financial Implications

10. Following Council's resolution, provision was made for a notional allocation in the Long Term Financial Plan as follows:
  - \$2.0M in 2022/23
  - \$1.0M in 2023/24
  - \$1.0M in 2024/25
11. The money is allocated to the Heritage Incentive Reserve until required.

## Further Information

Nil.















































## 12.3 Commemorative Works Request - Centenary of Air Mail Service Langley Park

|                            |  |
|----------------------------|--|
| <b>Responsible Officer</b> | Kylie Johnson – General Manager Community Development  |
| <b>Voting Requirements</b> | Simple Majority  |
| <b>Attachments</b>         | Attachment 12.3A – Application <a href="#">↓</a> <br>Attachment 12.3B – Letter of Support - Royal Aero Club of Western Australia <a href="#">↓</a> <br>Attachment 12.3C – Detailed Assessment <a href="#">↓</a> <br>Attachment 12.3D – Proposed Plaque <a href="#">↓</a>  |

### Purpose

The applicant, Simon and Sally Bennison, are seeking Council approval to install a commemorative plaque that acknowledges the centenary of the air mail service in Australia and the role their grandfather Sir Norman Brearley played. It is proposed that the plaque will be installed at Langley Park, along Terrace Road, near the corner of Hill Street.

### Recommendation

That Council APPROVES the installation of a plaque that acknowledges the centenary of the air mail service in Australia at Langley Park, East Perth, as per Attachment 12.3D.

## Background

1. Simon and Sally Bennison (the applicant) are seeking Council approval to install a commemorative plaque to acknowledge the centenary of the air mail service in Australia and the role their grandfather Sir Normal Brearley played. Langley Park was used as an airstrip at this time.
2. As this plaque commemorates this historic event and the use of Langley Park as an airstrip, it is subject to assessment under Council Policy 4.9 Commemorative Works (the Policy). As stated in the Policy, approving or declining this commemorative works request must be by resolution of Council.
3. The City received this commemorative works request on 25 October 2021. The applicant provided an application (Attachment 12.3A) and supporting information (Attachment 12.3B) from the Royal Aero Club of Western Australia.
4. This request meets the criteria and requirements of the Policy and an assessment has been undertaken as part of this report.

## Discussion

5. A high-level assessment of this commemorative works request is provided in Attachment 12.3C.
6. Subject to approval by Council of the proposed commemorative work, it is noted that following installation of the commemorative work, it will become an asset of the City. It will be managed and maintained by the City's Cultural Collections Team in line with conservation and care protocols outlined in Council Policy 4.7 Cultural Collections and 4.8 Public Art.

## Stakeholder Engagement

7. The applicant has supplied a letter of support from the Royal Aero Club of Western Australia (Attachment 12.3B).
8. Section 3.5 'Community engagement' of the Policy requires that appropriate community consultation is undertaken to ensure that community interests are represented in the commemorative works decision making process. It is considered the consultation with the Royal Aero Club is appropriate for this proposal.

## Decision Implications

9. If Council supports the recommendations, the City will work with the applicants on installation.
10. If Council does not support the recommendation a response will be provided to the applicant.



## Strategic, Legislative and Policy Implications

| Strategy   |  |
|--|--|
| Strategic Pillar (Objective)                             | Liveable   |
| Related Documents (Issue Specific Strategies and Plans): | <a href="#">Heritage Strategy 2020-2024</a><br>The City works with the community to identify significant places and stories that represent the history and diverse cultures of Perth and will showcase and celebrate these places and stories through initiatives such as commemorative works. |

| Legislation, Delegation of Authority and Policy |   |
|---|---|
| Legislation:                                    | Nil.  |
| Authority of Council/CEO:                       | Council Policy 4.9 Commemorative Works states that approval or decline of commemorative works proposals must be by resolution of Council. |
| Policy:   | 4.9 Commemorative Works   |

## Financial Implications

- All costs associated with this commemorative works request are to be financed by the applicant, as stated in the Policy. The applicant has acknowledged, as clarified after their submission, that they will meet all expenses relating to the fabrication and installation of the plaque.
- Following installation of the commemorative work, it will become an asset of the City to manage and maintain. The work will be maintained as part of the public art maintenance program and serviced bi-annually by a City-appointed public art contractor.
- The financial implications of the recommendation is accommodated within the existing budget. For clarity, the \$60,000 budget relates to the annual maintenance across all works, and the annual expenditure in relation to this additional commemorative plaque is \$720.

|                      |                         |           |
|----------------------|-------------------------|-----------|
| Account Number       | 1061-100-10-10040-7268  | Operating |
| Account Description  | Conservation Public Art |           |
| Total Budget         | \$240,000.00            |           |
| Budget – This report | \$60,000.00             |           |
| Remaining Budget     | \$59,280.00             |           |
| Budget Impact        | \$720.00                |           |

## Further Information

Nil.



















### 13. Infrastructure and Operations Alliance Reports

#### 13.1 Variation to Contract 000018 19/20 - Specialised Cleaning of Car Parks, Roads and Footpaths - Part A

|                     |   |
|---------------------|---|
| Responsible Officer | Allan Mason – General Manager Infrastructure and Operations |
| Voting Requirements | Simple Majority   |
| Attachments         | Nil.  |

#### Purpose

To seek Council's approval to vary Contract 000018 19/20 Specialised Cleaning of Car Parks, Roads and Footpaths - Part A, for the purpose of deep cleaning James Street on a monthly basis.

---

#### Recommendation

That Council APPROVES the variation of Contract 000018 19/20 Specialised Cleaning of Car Parks, Roads and Footpaths - Part A: Specialised cleaning of roads and footpaths to a total value of \$354,350 per year for the remaining life of the contract including the optional 2-year extension (1 July 2022- 30 June 2024), to a total contract value of \$1,291,478.

---

## Background

1. This report is being submitted in response to concerns raised by business owners in James Street regarding the deterioration of street presentation.

## Discussion

2. A site visit to James Street Northbridge involving the City's CEO, Lord Mayor, the Acting Commissioner WA Policeat and various staff identified several maintenance issues requiring attention. The issues included disrupted paving, missing trees, trip hazards due to exposed tree roots and build-up of grime.
3. In response to the complaints about the accumulation of grime, path cleaning was increased with little effect. The City's cleaning contractor Enviropath was then engaged to intensively clean James Street (including the Piazza) to bring the paved surfaces back to a clean condition free of gum and other grime.
4. The high-pressure cleaning was carried out over 3 x 8hr night shifts which was repeated for a second week. The area cleaned each week was 4,660m<sup>2</sup>. The 3-day cleaning cycle was completed at a cost of \$6,987. The cost was calculated in accordance with Enviropath's contracted schedule of rates. The result of the cleaning program has met the satisfaction of local business owners.
5. Prior to 2015/2016, Enviropath was contracted to clean paths throughout the City including Northbridge at an average cost of \$1,400,000. per annum.
6. In 2017, the City purchased three CMAR street cleaning machines at a cost of \$450K each and brought high pressure path cleaning in-house. Over time the presence of rough sleepers and the increase in late night revelling has compromised the success of the City's cleaning program resulting in a build-up of road grime and gum in busy areas.
7. Enviropath currently has a contract with the City to supply specialised cleaning services in areas not covered by the City's in-house programs. The contract which commenced in August 2020 is divided into three parts and is for two years with the option to extend for a further two years.
8. The table below outlines the value Enviropath's existing contract with the City:

| Service                        | Annual \$ Value | Total Contract \$ Value |
|--------------------------------|-----------------|-------------------------|
| Specialised Cleaning Footpaths | \$270,350       | \$1,076,620             |
| Specialised Cleaning Carpark   | \$191,673       | \$766,692               |
| Specialised Degreasing Carpark | \$198,172       | \$792,688               |
| Total Value over contract life | \$660,195       | \$2,636,000             |

9. The value of the contract relating to footpath cleaning is \$270,350 per annum or \$1,076,620 over the potential 4-year life of the contract.
10. The City does not have the internal resources needed to deep clean all high-profile areas within the City in the time available between the closure of the night-time economy and the commencement of the daytime activity.
11. Daytime machine cleaning has been discounted due to conflict with parked cars and the need to be stopping and starting to accommodate pedestrians.

12. To ensure James Street presents at a standard consistent with community expectations it is recommended that James Street is deep cleaned at a minimum frequency of once per month to prevent the build-up of chewing gum and other grime. The table below provides Enviropath's costs in accordance with the current contracted schedule of rates to provide ongoing cleaning of James Street in line with the work recently completed:

| Schedule    | Annual Cost \$ |
|-------------|----------------|
| Weekly      | \$363,324      |
| Fortnightly | \$181,662      |
| Monthly     | \$84,000       |

## Stakeholder Engagement

Nil.

## Decision Implications

Nil.

## Strategic, Legislative and Policy Implications

| Strategy   |  |
|--|--|
| Strategic Pillar (Objective)                             | Liveable   |
| Related Documents (Issue Specific Strategies and Plans): | Strategic Community Plan - there is a community expectation for a clean and safe city. |

| Legislation, Delegation of Authority and Policy |   |
|---|---|
| Legislation:                                    | Section 3.57 of the <i>Local Government Act 1995</i> - Tenders for providing goods or services<br><i>Local Government (Functions and General) Regulations 1996</i> - Regulation 21A Varying a contract for the supply of goods or services.                                 |
| Authority of Council/CEO:                       | City of Perth Register of Delegations and Authorisations 2.11 states that variations to a contract value greater than 20% of the contract value require approval by Council. The proposed variation to the contract value is 20.8% and therefore requires Council approval. |
| Policy:   | Council Policy 2.2 Purchasing   |

## Financial Implications

13. The actual financial implications will depend on the level of cleaning adopted by Council. Potential costs range from \$84,000 for a monthly cleaning schedule to \$364,000 for a weekly cleaning schedule per annum. The costs outlined are additional to existing approved OPEX budgets. Additional budget will be required in future financial years for continuation or expansion of the service.


14. Engaging Enviropath to provide a minimum of one deep clean per month would increase the total contract value for the remaining life of the contract by \$223,896 or 20.8 per cent. **The potential increase exceeds the 20 per cent variation** of contracts permitted under delegated authority and therefore requires Council approval.

## Further Information

**Following the Agenda Briefing Session held on 14 December 2021, further information is provided:**

15. Regarding whether the City is able to vary the monthly schedule or re-task the service to different locations, it is advised that street/path cleaning by the City's external contractor is reviewed on a weekly basis and the contractor is issued with a work program to follow. The requested variation in contract is to include specialised cleaning on a cyclical basis for James Street, however could be used in other areas that are not covered by the City's in-house cleaning service.

## 13.2 Request for Tender 000080 Electrical Lighting Renewal – Infrastructure Lighting Upgrades

|                            |   |
|----------------------------|---|
| <b>Responsible Officer</b> | Allan Mason – General Manager Infrastructure and Operations   |
| <b>Voting Requirements</b> | Absolute Majority   |
| <b>Attachments</b>         | Confidential Attachment 13.2A – Evaluation Report and Matrix<br>Attachment 13.2B – Project Area Locations <a href="#">↓</a>  |

### Purpose

For Council to consider accepting tenders for Request for Tender 000080 Electrical Lighting Renewal – Infrastructure Lighting Upgrades for a program of works spanning the financial years 2021-22 and 2022-23 with the aim of locking in scarce professional resources, competent electrical contractors and fixed prices in a heated construction market.

### Recommendation

That Council:

1. ACCEPTS the tender, being that submitted by Stiles Electrical & Communication Services Pty Ltd for Adelaide Terrace (Bennett Street to the Causeway) Lighting Upgrade (Tender 00080) at a lump sum price of \$1,521,959.57 (excluding GST) for 2021-22 financial year.
2. ACCEPTS the tender, being that submitted by Stiles Electrical & Communication Services Pty Ltd for West Perth Lighting Upgrade Lighting Upgrade (Tender 000080) at a lump sum price of \$1,725,545.12 (excluding GST) for 2021-22 financial year at the following locations:
  - a. Hay Street between Harvest Terrace Street and Elder Street
  - b. Murray Street between Harvest Terrace and Elder Street
  - c. Harvest Terrace between Hay Street and Murray Street
  - d. Elder Street between St George Terrace and Murray Street
3. ACCEPTS the tender, being that submitted by Stiles Electrical & Communication Services Pty Ltd for Royal Street (Bennett St to Trafalgar Rd) Lighting Upgrade (Tender 000080) at a lump sum price of \$1,569,039.07 (excluding GST) subject to 2022/23 annual budget approval.
4. ACCEPTS the tender, being that submitted by EOS Electrical for Car Park Lighting Upgrades (Tender 000080) at a lump sum price of \$887,107 (excluding GST) for 2021-22 financial for Pier Street and Roe Street Carpark.
5. ACCEPTS the tender, being that submitted by EOS Electrical for Car Park Lighting Upgrades (Tender 000080) at a lump sum price of \$812,986 (excluding GST) for His Majesty's and Elder Street Carpark subject to 2022/23 annual budget approval.
6. APPROVES a budget amendment of an additional \$662,554 to increase the existing budget of \$1,500,000 to accommodate the tender price for West Perth Lighting Upgrade with a total funding requirement of \$2,162,554.00 (excluding GST) in 2021-22, to be sourced from the current municipal surplus.

7. ACCEPTS the tender for Royal Street (Bennett St to Trafalgar) with a total budget amount of \$2,728,373.54 (excluding GST) subject to 2022-23 annual budget allocation.
  8. ACCEPTS the tender for His Majesty's Carpark Lighting Upgrade and Elder Street Carpark Lighting Upgrade with a total budget amount of \$916,202.66 (excluding GST) subject to a 2022/23 annual budget allocation.
  9. APPROVES the project budgets being amended with a reduction to the municipal fund of \$243,232 as detailed within the financial implications.
-

## Background

1. The projects identified in this report are part of the ongoing initiative to comply with the City's Public Lighting Framework 2019 – 2029, which was approved by Council in September 2019, and will renew equipment at the end of their useful life and improve lighting levels along various streetscapes and within carparks. LED luminaires will replace the existing High-Pressure Sodium (HPS) lights currently used on the roads to improve quality of lighting and energy efficiency.
2. The areas that are being considered for the upgrades are as follows:
  - a. Royal Street Stage 3 Project Area
    - i. Royal Street between Bennett Street and Trafalgar Rd
  - b. East Perth Project Area
    - i. Bronte Street between Bennett Street and Plain Street
    - ii. Wickham Street between Bennett Street and Plain Street
    - iii. Wittenoom Street between Bennett Street and Plain Street
    - iv. Nile Street between Trafalgar Rd and Arden Street
  - c. Adelaide Terrace Project Area
    - i. Adelaide Terrace Lighting Upgrade between Bennett Street and Plain Street
    - ii. Adelaide Terrace Lighting Upgrade between Plain Street and Causeway
  - d. West Perth Project Area
    - i. Hay Street between Harvest Tce St and Elder Street
    - ii. Murray Street between Harvest Tce and Elder Street
    - iii. Harvest Tce between Hay Street and Murray Street
    - iv. Elder Street between St George Tce and Murray Street
  - e. Car Park Project Area
    - i. Pier Street Carpark
    - ii. Elder Street Carpark
    - iii. Roe Street Carpark
    - iv. His Majesty's Carpark
3. Tenderers were able to provide standalone submissions for any of the project areas.
4. A consolidated Request for Tender was advertised on 31 July 2021 with submissions closing 26 August 2021.

## Discussion

5. At the close of tenders, five submissions were received.
6. The submitted quotes were evaluated by a panel of City of Perth representatives. A compliance assessment was completed on all tenderers that submitted, with all submissions deemed as conforming.



7. The selection criteria were as follows:
  - a. Construction Methodology – 30%
  - b. Construction Program – 20%
  - c. Traffic Management – 20%
  - d. Projects Experience and Nominated Personnel - 10%
  - e. Sustainability – Economy – 10%
  - f. Sustainability – Social and Environmental – 10%
8. The Evaluation Report which details the assessment of each tender response against the selection criteria is contained in Confidential Attachment 13.2A.
9. While Stiles Electrical were the only submission received for the Royal Street Stage 3 Project Area, East Perth Project Area, Adelaide Terrace Project Area, and West Perth Project Areas; they have recently completed a number of lighting projects successfully with the City including the East End Revitalisation project, Adelaide Terrace lighting upgrade and the East Perth Walkability project. The Evaluation Panel was satisfied that they could deliver the scope. The rates submitted were comparable to other projects completed of similar nature and scale.
10. The submission by EOS Electrical for the Carpark Project Areas was considered by the Evaluation Panel to adequately respond to the tender requirements and recommended for approval.

## Stakeholder Engagement

11. The City’s Lighting Framework endorsed by Council in September 2019 was subject to community consultation.
12. Business owners within 100 metres radius of the project area will be informed of the works approximately one month prior to commencement of construction.

## Decision Implications

13. The appointment of Stiles Electrical and EOS Electrical to undertake the electrical works will improve night-time safety at the various locations and ensure compliance with Australian Standards. It will also enable the continuation of the lighting upgrade along Adelaide Terrace, Royal Street and other East Perth and West Perth Areas.
14. If Council does not support the recommendations, then there would be an inconsistency in lighting along the various locations. Light compliance at the various locations will remain unsatisfactory.

## Strategic, Legislative and Policy Implications

| Strategy   |  |
|--|--|
| Strategic Pillar (Objective)                             | Liveable   |
| Related Documents (Issue Specific Strategies and Plans): | <a href="#">City of Perth Public Lighting Framework 2019 -2029</a><br>Strategic Community Plan<br><a href="#">Long Term Financial Plan</a> |

| Legislation, Delegation of Authority and Policy |  |
|---|--|
| Legislation:                                    | Regulation 11 of the <i>Local Government (Functions and General) Regulations 1996</i> prescribes the requirements for local governments to invite tenders.   |
| Authority of Council/CEO:                       | Regulation 20 of the <i>Local Government (Functions and General) Regulations 1996</i> prescribes the requirements for accepting tenders. Council has delegated authority (2.10) to the Chief Executive Officer to accept tenders up to \$2,000,000 (excl GST). As the total consideration of this tender exceeds that amount, a decision is required by Council. |
| Policy:   | 2.2 Purchasing   |

## Financial Implications

15. The received tender submission for the Carpark Projects Areas is less than the pre-tender estimate.
16. The received tender submissions for the other areas are however more than the pre-tender estimate. The additional cost is mainly attributed to design changes agreed during tender clarification.
17. For the East Perth Project Area, there is currently insufficient budget allocated in the Long-Term Financial Plan (LTFP) for 2022-23. The Project will not be awarded at this stage, however as street lighting and safety are a priority for the Council, this project could be included in the future, subject to funding being redistributed from other asset categories.
18. The municipal financial impact of the three items below is \$243,232. The source of this funding is from realised savings approved by Council at its Ordinary Meeting held 30 November 2021 (Item 14.3).
19. The financial implications for the Adelaide Terrace Project are as follows:

|                     |  |         |
|---------------------|--|---------|
| Account Number      | 1104-182-79- 10516-7268                      | Capital |
| Account Description | Renewal - Electrical Lighting - Adelaide Tce |         |
| Budget 2021/22      | \$2,526,362                                  |         |
| Proposed Budget     | \$2,711,828*                                 |         |
| Variance            | \$185,466                                    |         |

\* - Proposed project budget also includes works and services additional to the contract subject of this report

20. The financial implications for the West Perth Project Area are as follows:

|                             |   |         |
|-----------------------------|---|---------|
| Account Number              | 1104-182-79-10430-7268                                      | Capital |
| Account Description         | Renewal - Electrical Lighting - West Perth Lighting Upgrade |         |
| Budget 2021/22              | \$1,500,000   |         |
| Proposed Budget             | \$2,162,554*  |         |
| Variance                    | \$662,554   |         |
| Additional External funding | \$237,288   |         |

\* - Proposed project budget also includes works and services additional to the contract subject of this report

21. The financial implications for the Carpark Project in 2021/22 are detailed as follows. The 2022/23 allocation is fully accommodated within the Long Term Financial Plan.

|                     |                               |         |
|---------------------|-------------------------------|---------|
| Account Number      | 1104-182-79-10446-7268        | Capital |
| Account Description | Renewal – Building Electrical |         |
| Budget 2021/22      | \$1,332,500                   |         |
| Proposed Budget     | \$965,000*                    |         |
| Variance            | \$367,500 (saving)            |         |

\* - Proposed project budget also includes works and services additional to the contract subject of this report

22. The financial implications for Royal Street Stage 3 Project Area are fully accommodated within the 2022/23 proposed allocation in the Long Term Financial Plan.

## Further Information

**Following the Agenda Briefing Session held on 14 December 2021, further information is provided:**

23. It was queried whether the carpark lights operate by sensor. It was advised that the carpark light installations and upgrades project relates to emergency lighting when there is a power outage. The majority of the functional lights will be on a sensor that reduces the lighting from 100% to 50%.









### 13.3 Waste to Energy

|                     |   |
|---------------------|---|
| Responsible Officer | Allan Mason – General Manager Infrastructure and Operations |
| Voting Requirements | Simple Majority   |
| Attachments         | Nil.  |

#### Purpose

For Council to confirm the City's intention to divert residual waste from landfill to Waste to Energy (WtE) by 2025, in line with the City Waste Plan and the Waste Avoidance and Resource Recovery (WARR) Strategy.

---

#### Recommendation

That Council :

1. ENDORSES the Mindarie Regional Council entering negotiations on behalf of the City with Waste to Energy service providers for the disposal of the City's residual waste by no later than December 2025.
  2. NOTES a further report will be submitted to Council to formally consider the negotiated outcome between the Mindarie Regional Council and the preferred Waste to Energy service provider.
-



## Background

1. The WARR Strategy sets a path to transition from disposal of residual waste (red lidded bins) from landfill to more sustainable and cost-effective processing methods in support of improved environmental outcomes.
2. Currently the City provides a three bin garden organics (GO) bin to eligible residents and diverts other waste streams from commercial buildings at source resulting in approximately 13,000 tonne per annum of red lidded bin residual waste sent to landfill at Tamala Park.
3. The Department of Water and Environmental Regulation (DWER) has already determined that the City waste collection operation will allow the diversion of residual waste material to WtE and will be consistent with the WARR Strategy.

## Discussion

4. As a participating member of the Mindarie Regional Council (MRC), the City is bound under the MRC Constitution to dispose of residual waste through the MRC.
5. Residual waste is the waste remaining in red lidded general waste bins following the introduction of a better practice three bin system.
6. The City along with most MRC member councils operate a better practice three bin system, however it is unlikely the City will meet the 70% increased material recovery by the 2025 target, set by the WARR Strategy.
7. Sending residual waste to WtE facilities would enable the City to achieve its diversion targets.
8. Two WtE plant are currently under construction in East Rockingham and Kwinana and are scheduled to become operational by the end of 2022.
9. Following strong up-take up of WtE from other local governments, the available capacity is rapidly shrinking with only 289,000 tonnes per annum remaining.
10. Once this capacity is allocated, it is expected that no more WtE facilities will become operational in the Perth Peel region for another 10 -15 years.
11. MRC member councils are expected to produce 187,000 tonnes of residual waste in 2022/23. The City produces 13,000 tonnes of residual waste per annum.
12. The WtE facilities require an expression of interest from the MRC and member councils by February 2022 to ensure appropriate processing capacity remains available.
13. Due to the location of the WtE facilities south of the city, the City's preferred contract arrangement would include access to a local waste transfer station to be arranged by the receiver.
14. While a 100%-member council support is required under the MRC constitution to enter a contract arrangement with a WtE provider, the MRC has indicated that member councils will retain the ability to opt in or opt out of the contract.

## Stakeholder Engagement

15. Officers are active members of the MRC WtE technical working group and the MRC has undertaken stakeholder engagement with WtE facilities on behalf of member councils.

## Decision Implications

16. If the City does not commit to sending its residual waste to a WtE facility within an appropriate timeframe it risks losing the ability to secure processing capacity. Once the existing WtE processing capacity is filled it is anticipated that it will be 10-15 years until a third plant is established.
17. There is political risk if the City continues to send residual waste to landfill long-term. This is the least preferred option due to environmental considerations and would attract significantly higher gate fees and landfill levy.
18. There is potential of reputational risk associated with failing to meet the City's diversion targets identified in the State's WARR Strategy.

## Strategic, Legislative and Policy Implications

| Strategy   |                          |
|--|--------------------------|
| Strategic Pillar (Objective)                             | Sustainable              |
| Related Documents (Issue Specific Strategies and Plans): | City of Perth Waste Plan |

| Legislation, Delegation of Authority and Policy |  |
|---|--|
| Legislation:                                    | <i>Waste Avoidance and Resource Recovery Act 2007</i> - Sections 40(4) and 41(1)<br><i>Regulation 18B(5) of the Waste Avoidance and Resource Recovery Regulations 2008</i> |
| Authority of Council/CEO:                       | Entering a contract with a Waste to Energy provider would require Council approval.  |
| Policy:   | Nil.   |

## Financial Implications

19. A transition to WtE will result in reduced gate fees and other operating costs.







## Further Information

### Following the Agenda Briefing Session held on 14 December 2021

20. All member councils will need to support a transition to WtE and the MRC has requested confirmation of support to ensure the process is not compromised at the last minute. 100% member council support is required to enter into a contract although this the contract will not bind member councils to send their residual waste to an energy plant. Tamala Park will still receive waste until the hole is filled if that is a preferred option.
21. Under the MRC constitution member councils are required to dispose of residual waste through the MRC. The economy of scale will provide a more favourable outcome for the City regarding logistics.

## 14. Corporate Services Reports

### 14.1 Monthly Financial Report - October 2021

|                            |   |
|----------------------------|---|
| <b>Responsible Officer</b> | Michael Kent – Project Director Strategic Finance (CFO)   |
| <b>Voting Requirements</b> | Simple Majority   |
| <b>Attachments</b>         | Attachment 14.1A – Financial Activity Statement (FAS) and Notes to the FAS <a href="#">↓</a> <br>Attachment 14.1B – Net Current Position <a href="#">↓</a> <br>Attachment 14.1C – Financial Variance by Alliance <a href="#">↓</a> <br>Attachment 14.1D – Capital Project Schedule <a href="#">↓</a> <br>Attachment 14.1E – Investment Report <a href="#">↓</a> <br>Attachment 14.1F – Statement of Rates Debtors <a href="#">↓</a>  |

### Purpose

This suite of reports provides Council with timely, meaningful financial insights regarding the City's operating activities, financial performance and financial position.

### Recommendation

That Council RECEIVES the following financial reports for the period ended 31 October 2021:

1. Financial Activity Statement (FAS) and Notes to the FAS - Attachment 14.1A.
2. Net Current Position - Attachment 14.1B.
3. Financial Variances by Alliance & Service Unit - Attachment 14.1C.
4. Capital Projects Schedule - Attachment 14.1D.
5. Investment Report - Attachment 14.1E.
6. Statement of Rates Debtors - Attachment 14.1F.

## Background

1. Presentation of a monthly financial report to Council is both a statutory obligation and good financial management practice that:
  - a. Demonstrates the City's commitment to managing its operations in a financially responsible and sustainable manner.
  - b. Provides timely identification of variances from budget expectations for revenues and expenditures and identification of emerging opportunities or changes in economic conditions.
  - c. Ensures proper accountability to the community for the use of financial resources.
2. Preparation of a monthly Financial Activity Statement (FAS) is the minimal statutory requirement of the *Local Government Act 1995* and regulation 34 of the *Local Government (Financial Management) Regulations 1996*. It is also a responsible financial management practice to allow Council to effectively execute their financial management responsibilities.
3. Financial information that is required to be reported directly to Council monthly includes:
  - a. Operational financial performance against budget expectations
  - b. Explanations for identified variances from expectations
  - c. Financial position of the City at each given month end
4. This statutory financial information is supported by additional information including investments performance and reports on rates and general debtors.

## Understanding the Financials

5. When reading the financial information provided in this report, 'variances' (deviations from budget expectations) are classified as being either:
  - a. Favourable variance
  - b. Unfavourable variance
  - c. Timing variance
6. A timing variance relates to a budgeted revenue or expense that has not occurred at the time it was expected, but which is still expected to occur within the budget year. That is, the financial transaction will still occur - but just in a different month. There should be no impact on the projected budget surplus by year end.
7. A realised favourable or unfavourable variance is different to a timing variance. It represents a genuine difference between the actual and budgeted revenue or expenditure item.
8. A realised favourable year to date variance on a revenue item is a positive outcome for the City as it increases the projected budget surplus. An unfavourable variance on a revenue item has the opposite effect, resulting a decrease to the projected budget surplus.
9. A realised favourable variance on an expenditure item may have either of two causes - one being a saving because the outcome was achieved for a lesser cost, which has the effect of increasing the projected budget surplus. The other cause may be that the proposed expenditure may not have been undertaken, and is not expected to be incurred in that financial year. Whilst this may seem positive from the financial position perspective, it may not be a positive outcome for the community if the service or project is not delivered.

10. A realised unfavourable year to date variance on an expenditure item (over-expenditure) results in a decrease to the projected budget surplus.
11. The Schedule of Variances (Attachment 14.1A) provide commentary on whether the nature of the variance is savings related, timing related or otherwise.
12. If a realised favourable or unfavourable variance is material in value (of significant size), it will be amended through a formal budget review process.

## Discussion

13. The FAS by Nature & Type (Oct 2021) - Attachment 14.1A presents a whole of organisation perspective on the attainment of revenue and expenditure targets overall - classified by nature and type.
14. The headline data from the FAS is shown in Table 1 below.

**Table 1:**

| Item Details                        | YTD Budget  | YTD Actual  | Variance     | F/ U |
|-------------------------------------|-------------|-------------|--------------|------|
| Operating Revenue - Excluding Rates | \$ 39.030 M | \$ 41.864 M | \$ 2.834 M   | F    |
| Rates Revenue                       | \$ 98.256 M | \$ 97.875 M | (\$ 381 K)   | U    |
| Operating Expenditure               | \$ 71.706 M | \$ 65.170 M | \$ 6.536 M   | F    |
| Non-Operating Revenue               | \$ 0.146 M  | \$ 0.250 M  | \$ 0.104 M   | F    |
| Capital - Infrastructure            | \$ 9.873 M  | \$ 7.777 M  | \$ 2.096 M   | F    |
| Property, Plant & Equipment         | \$ 2.608 M  | \$ 2.143 M  | (\$ 0.465 M) | U    |

15. Material operating revenue and expenditure variances from Attachment 14.1A are detailed (with explanatory comments) in the Notes to the FAS (also contained within Attachment 14.1A).
16. Comments on the material variances between budget and actual capital expenditures are presented in Attachment 14.1D - Capital Projects Schedule which lists all approved, budgeted capital projects for 2021/22.
17. Each line item listed in the Financial Activity Statement by Nature & Type Attachment 14.1A can be cross referenced (using the Note reference) back to the relevant note.
18. Attachment 14.1C provides an alternative view showing how the organisation is tracking against budget by Alliance - and then disaggregating those figures by Service. This reporting view includes all internal charges and internal recoveries so the full service-cost can be understood.
19. Examining the Financial Activity Statement (Attachment 14.1A) in more detail; the aggregation of operating revenues and operating expenses reflects a year to date Net Cash Deficit from Operations of (\$10.9M) compared to a year to date budget of (\$19.9M). This is a favourable variance of \$9.0M at the end of the month.
20. Investing activities reflect a result of (\$9.7M) compared to a year to date budget of \$12.3M). This is a favourable variance of \$2.6M - and is largely attributable to a favourable timing variance on invoicing for construction of infrastructure at Roe Street and electrical lighting works.

21. Construction of infrastructure to 31 October 2021 is at 79% of year to date budget expectations at \$7.8M, against \$9.9M budget as noted at paragraph 14. Attachment 14.1D provides comments on specific variances for capital projects.
22. Acquisition of non-infrastructure to 30 October 2021 is \$2.1M, and is 18% behind the year to date budget. Readers are directed to Attachment 14.1D for comments on specific variances.
23. Adjusting for opening funds (Net Current Position), generates the Budget Deficiency before Rates. This then indicates the Amount Required to be Raised from Rates. The difference between the Rates amount and the Deficiency before Rates is the Closing Position.
24. The Financial Activity Statement for the period to 31 October shows that a rate yield of \$97.9M has been levied compared to the \$98.3M budget at rates strike date. This is because of the impact of the WACA concession (\$183K) and Heritage Concessions (\$232K) on the net rates yield, but partly offset by interim rates.
25. The disclosed year to date Closing Position of \$112.9M compares favourably to the year to date budgeted closing position of \$101.7M - a variance of 11.1%, reflecting the combined impact of the favourable variances noted in this report for revenues, expenses, financing activity and investing activity.
26. The Net Current Position Report (Attachment 14.1B) indicates a year to date adjusted Net Current Position value of \$112.0M versus the budget of \$100.7M. This is primarily attributable to a favourable variance in cash from a timing difference in spending on capital works and a lower than budgeted level of current liabilities. This is not considered unusual as it essentially reflects a timing difference.
27. Headline data from this month's Net Current Position report is shown in Table 2 below. Comparative figures are provided for October 2020 as well as the 30 June 2021 year-end figures.

**Table 2:**

| Item Details                  | June 2021      | Oct 2020      | Oct 2021      |
|-------------------------------|----------------|---------------|---------------|
| Current Assets                | \$ 179.657 M   | \$ 256.983 M  | \$ 246.058 M  |
| Current Liabilities           | (\$ 44.730 M)  | (\$ 41.284 M) | (\$ 52.561 M) |
| Unadjusted Net Assets         | \$ 134.927 M   | \$ 215.699 M  | \$ 211.497 M  |
| Less Restricted Items         | (\$ 102.872 M) | (\$ 95.935 M) | (\$ 99.453 M) |
| Adjusted Net Current Position | \$ 32.054 M    | \$ 119.764 M  | \$ 112.445 M  |

28. The comparative numbers from the Net Current Position report at October 2020 and October 2021 reflect the impact of a higher value of payables but less cash. This is simply due to the timing of creditor payments rather than any adverse financial trend.
29. Attachment 14.1E - Investment Report at October 2021 presents detail of the City's cash investment portfolio in terms of performance, percentage exposure of total portfolio by credit risk, counterparty exposure and maturity profile.
30. The report indicates the City has adequate cash flow to meet its financial obligations as and when they will fall due; and it has achieved compliance with the various Investment Policy limits.
31. Attachment 14.1F - Rates Debtors provides a monthly update and analysis of rates collections by differential property rating category and overall. It also contains some brief commentary regarding payment arrangements and financial hard-ship cases.

32. The Monthly Rates Debtors Report for October 2021 (Attachment 14.1F) shows the City has collected 75.7% of all outstanding rates (current year rates plus arrears) by the end of the month. This is a strong collection result bettering the previous two year's rates collection profiles in quantum, noting the three weeks earlier issue date in 2021/22 (as presented graphically in the attachment).
33. Outstanding rates at month end are \$24.2M, outstanding ESL Levy is \$6.2M and outstanding waste charges are \$0.7M representing \$31.1M in total as shown in Attachment 14.1F.

## Stakeholder Engagement

34. As the contents of this report focus on the organisation's recent past financial performance, only internal consultation with General Managers and Alliance Managers is relevant to the preparation of this report.

## Decision Implications

35. Council's acknowledgement of receiving the Financial Activity Statement and supporting documents will meet its statutory obligation in respect of overseeing the City's financial resources.

## Strategic, Legislative and Policy Implications

| Strategy   |   |
|--|---|
| Strategic Pillar (Objective)                             | Prosperous  |
| Related Documents (Issue Specific Strategies and Plans): | Nil.  |
| Legislation, Delegation of Authority and Policy          |   |
| Legislation:   | <p>Section 6.4(1) and (2) of the <i>Local Government Act 1995</i><br/>           Regulation 34(1) of the <i>Local Government (Financial Management) Regulations 1996</i></p> <p>This section of the Act and the related regulation prescribe the requirement to prepare and present to Council (monthly), a Financial Activity Statement (FAS).</p> <p>That FAS should contain:</p> <ul style="list-style-type: none"> <li>• Annual Budget estimates, and approved revisions to these for comparison purposes.</li> <li>• Actual amounts of income and expenditure to the end of the month of the FAS.</li> <li>• Material variances between the comparable amounts and commentary on reasons for these variances.</li> <li>• Net current assets at the end of the month.</li> <li>• An explanation of the composition of the net current assets at the end of the month to which the FAS relates.</li> <li>• Any other information which the local government deems relevant.</li> </ul> |

|                           |   |
|---------------------------|---|
| Authority of Council/CEO: | The above legislation prescribes that this report be presented to Council on a monthly basis. |
| Policy:                   | 2.1 - Management of Investments   |

## Financial Implications

36. There are no direct financial implications of receiving this report as it reflects a historical accounting of financial transactions. When material variances are noted, appropriate remedial action will be initiated by the administration in a timely and prudent manner.

## Further Information

Nil.












































































































## 14.2 Schedule of Accounts Paid - October 2021

|                            |   |
|----------------------------|---|
| <b>Responsible Officer</b> | Michael Kent – Project Director Strategic Finance (CFO)   |
| <b>Voting Requirements</b> | Simple Majority   |
| <b>Attachments</b>         | Attachment 14.2A – Schedule of Accounts Paid - October 2021 <a href="#">↓</a>  |

### Purpose

For Council to note details of payments made under delegated authority for the month of October 2021.

### Recommendation

That Council:

1. RECEIVES the Schedule of Accounts Paid for the period ended 31 October 2021 as at Attachment 14.2A.
2. RECORDS in the Ordinary Council Meeting minutes the summary of accounts paid being:

| Total Accounts Paid      |                        |
|--------------------------|------------------------|
| Municipal Fund           | \$16,679,571.84        |
| Trust Fund               | \$0                    |
| <b>Total - All Funds</b> | <b>\$16,679,571.84</b> |



## Background

1. In accordance with Regulation 13(2) and 13(3) of the *Local Government (Financial Management) Regulations 1996*, where this power has been delegated, a list of payments for each month is to be compiled and presented to the Council. The Chief Executive Officer is delegated this authority under Delegation 2.14.
2. This authority has then been subdelegated by the Chief Executive Officer.
3. The listing of payments with full disclosure of all required information, is presented as Attachment 14.2A.
4. The listing of payments was made available to the Elected Members via the Council Hub, ahead of the agenda distribution, to provide additional time for review.
5. This summary report then facilitates the acknowledgement of the listing having been received.

## Discussion

6. The Schedule of Accounts Paid (Attachment 14.2A) contains the following payments made under Delegated Authority 2.14 - Payments from the Municipal & Trust Fund:

| Schedule of Accounts Paid - October 2021  |                                |                      |
|---|--------------------------------|----------------------|
| <b>Municipal Fund</b>                     |                                |                      |
| EFT & Cheque Payments                     | Direct Creditor Payments       | 13,304,453.54        |
| <b>Sub Total - EFT &amp; Cheques</b>      |                                | <b>13,304,453.54</b> |
| Direct Debits                             | Bank Charges and Merchant Fees | 80,782.78            |
| <b>Sub Total - Direct Debits</b>          |                                | <b>80,782.78</b>     |
| Payroll                                   | 08 October 2021                | 1,654,446.72         |
|   | 22 October 2021                | 1,629,895.38         |
|   |                                | <b>3,284,342.10</b>  |
| <b>Sub Total - Payroll</b>                |                                |                      |
| Corporate Cards                           | October 2021                   | 9,993.42             |
| <b>Sub Total - Cards</b>                  |                                | <b>9,993.42</b>      |
| <b>Total per Attachment A</b>             |                                |                      |
|   |                                |                      |
| <b>Total Payments from Municipal Fund</b> |                                | <b>16,679,571.84</b> |
|   |                                |                      |
| New Investments                           | (Not Rollover Investments)     | <b>12,000,000</b>    |
|   |                                |                      |
| <b>Trust Fund</b>                         |                                |                      |
| Trust EFT & Cheques                       |                                | 0                    |
| <b>Total - Trust Funds</b>                |                                | <b>0</b>             |
|   |                                |                      |

## Stakeholder Engagement

7. As the contents of this report focus on the organisation’s recent past financial performance, no external consultation is relevant to the preparation of this report.

## Decision Implications

8. In Council’s acknowledgement of receiving the Schedule of Accounts Paid will meet its statutory obligation under regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*.

## Strategic, Legislative and Policy Implications

| Strategy   |               |
|--|---------------|
| Strategic Pillar (Objective)                             | Prosperous    |
| Related Documents (Issue Specific Strategies and Plans): | Annual Budget |

| Legislation, Delegation of Authority and Policy |  |
|---|--|
| Legislation:                                    | <p>Section 6.10 of the <i>Local Government Act 1995</i><br/>           Regulation 13 (1) of the <i>Local Government (Financial Management) Regulations 1996</i></p> <p>This section of the Act and the related regulation prescribes the requirement to prepare a list of all payments made for each month and to present them to Council. The Schedule of Accounts Paid (the ‘list’) should contain, for each payment:</p> <ul style="list-style-type: none"> <li>• Payee Name.</li> <li>• Amount of the Payment.</li> <li>• Date of the Payment.</li> <li>• Sufficient information to identify the transaction.</li> </ul> |
| Authority of Council/CEO:                       | In accordance with Regulation 13(2) and 13(3) of the <i>Local Government (Financial Management) Regulations 1996</i> , where this power has been delegated, a list of payments for each month is to be compiled and presented to the Council.  |
| Policy:   | Delegated Authority 2.14 has been granted to the Chief Executive Officer to make payments from the Municipal and Trust Funds.  |

## Financial Implications

9. There are no direct financial implications of receiving this report as it reflects a historical accounting of financial transactions that were provided for in the adopted budget (as amended).

## Further Information

Following the Agenda Briefing Session held on 14 December 2021, further information is provided:

1. Responses to queries on the following payments were made:
  - a. EFT219002 – this payment was for the storage of various items in a Malaga facility such as neon artwork/accessories, artwork, furniture and stain glassed windows.
  - b. EFT219270 - this payment was for a tree survey and report completed by the Trustee for Ben and Rachael Kenyon Family Trust (Homewood Consulting) associated with Tender 000051 Significant Tree Register.
  - c. EFT219661 - the City has a relationship with the Big Issue to act as a distribution point and is supplied with magazines where traders then purchase the magazines from the City and then on-sell for the retail price. Unsold magazines are returned to the Big Issue and the City is then invoiced for what is sold. Other large cities in Australia have similar arrangements in support of people experiencing homelessness or that are less fortunate.




































































































































### 14.3 Community Group Insurance Support Program

|                            |  |
|----------------------------|--|
| <b>Responsible Officer</b> | Melissa Murphy – Acting General Manager Corporate Services   |
| <b>Voting Requirements</b> | Simple Majority  |
| <b>Attachments</b>         | Attachment 14.3A – Council Policy 4.3 Sponsorship and Grants <a href="#">↓</a>  |

#### Purpose

To provide an option for Council’s consideration following the outcomes of the investigation into the establishment of a community group insurance support program.

---

#### Recommendation

That Council:

1. NOTES the findings of the investigation into the establishment of a Community Group Insurance Support Program.
  2. ADOPTS the City funded option as the preferred method for supporting community groups who meet the eligibility criteria.
  3. ACCEPTS the introduction of a Community Insurance Support Program within the grants and sponsorship budget funding for 2022-2023 financial year.
  4. APPROVES the application of a maximum funding limit:
    - a. \$20,000 for the funding program per annum; and
    - b. \$2,000 per each eligible community group per annum.
  5. ADOPTS amended Council Policy 4.3 Sponsorship and Grants as contained in Attachment 14.3A.
-

## Background

1. At its July 2021 Ordinary Meeting, Council resolved to investigate the establishment of a community group insurance support program (Program) and requested a report be presented back to Council at its December 2021 Ordinary Meeting on the outcomes of the investigation.
2. As part of the investigation the City reviewed current community groups within the City, consulted other local government authorities who provide similar incentives and obtained information on relevant and available insurance policies for community groups and cost estimates.
3. Options on delivering a Program were assessed based on associated risk, intricacies of administering the Program and yearly insurance renewals.

## Discussion

4. The City is home to several local community groups who are active in their respective neighbourhoods. These community groups engage with the city across various initiatives and play a vital role contributing to our community and the economy.
5. The City currently has a number of approved community grants and sponsorship initiatives that support eligible community groups.
6. The City understands that affordability of insurance is a critical issue to these community groups and insurance provides financial protection and peace of mind for members, volunteers and participants.
7. The introduction of a community group insurance support initiative will further assist these community groups by reducing the financial burden of insurance costs.
8. **Options for administering the Program**

There are two options the City could adopt to deliver such a program:

a. Option 1 - City funded:

- a. This option would enable eligible community groups to receive funding towards their insurance premiums by the City.
- b. Community groups will engage a reputable (APRA regulated / National Insurance Brokers Association) insurance provider of their choice and acquire quotes on limits and covers that the group deem relevant for their activities and submit them to the City for funding.
- c. The incentive program offered, could have the options to either:
  - Cap the maximum amount paid per eligible community group and total program funding per annum; or
  - Funded in full.

b. Option 2 - City administered:

- a. This option would require the City to engage an insurance provider through a procurement process and obtain a bulk insurance cover on behalf of eligible community groups.
- b. The City would act as a non-advisory intermediary between the insurer and the community groups who wish to participate in the program.
- c. Details of community groups, the activities they perform and levels and type of insurance cover they require will need to be collated yearly and forwarded to the insurance provider to obtain a bulk insurance cover.

9. **Eligibility criteria:**

The following criteria may be considered when assessing eligibility of a community group to either receive a funding for insurance cost (option 1) or entitle them to be part of the bulk community insurance program (option 2).

- a. Be an incorporated not-for-profit Perth based:
  - i. resident or ratepayer association;
  - ii. neighbourhood group; or
  - iii. local community group
- b. Have its members living or working in or adjacent to the neighbourhood or suburb it represents.
- c. Be able to demonstrate a minimum of 12 months previous expenditure on appropriate insurance cover.
- d. Be able to demonstrate that the group's aims, and objectives allow for longevity of the group beyond resolution of a single issue
- e. Not be a religious body
- f. Not be a political interest group or party
- g. The City will not consider applications from Groups who have the option to affiliate to a peak body or state/national organization with insurance provisions (i.e. sporting clubs).
- h. All other eligibility criteria as provided in Council Policy 4.3 Sponsorship and Grants.

10. **Managing the City's risk exposure:**

The following risks have been identified for each option.

- a. Option 1: City funded
  - i. There will be low risk associated with this option, as the City would merely be reimbursing an expenditure.
  - ii. To further minimise risk, the City will only accept, and refund insurance premiums paid to a reputable (APRA regulated product issuer / intermediary that is listed within the National Insurance Brokers Association) insurance provider.
- b. Option 2: City administered
  - i. The City is not equipped to provide any advice to groups on the suitability of the insurance cover and the community groups may expect that the insurance provided is adequate. The City may therefore be exposed to liability if a community group is under insured.
  - ii. Councils are not qualified to be selling or seen to be selling insurance.
  - iii. There may also be an expectation by the groups that the City will be involved in the management and lodgement of any claims.
  - iv. The City will require a process for being notified of any significant change in the risk profile for a community group and report back to the insurer for an update cover and premium.
  - v. If there is a discrepancy between the group's expectation of cover and the insurers response, the City may be drawn into being the intermediary for complaint resolutions.



## Stakeholder Engagement

11. Other local governments that offer similar community insurance programs were consulted to identify how their program was implemented, administered, ongoing costs, insurance providers used, and lessons learned.
12. The City's insurance provider was consulted to identify insurance cover options available with estimated costs, and the City's potential risk exposures. The consultation indicated that Councils are steering away from obtaining bulk insurance policies due to the inherent risks associated with this option.

## Decision Implications

13. Should Council support the recommendations, a Community Group Insurance Support Program will be included for consideration within 2022-2023 Grants and Sponsorship Budget.

## Strategic, Legislative and Policy Implications

| Strategy   |                          |
|--|--------------------------|
| Strategic Pillar (Objective)                             | Liveable                 |
| Related Documents (Issue Specific Strategies and Plans): | Strategic Community Plan |

| Legislation, Delegation of Authority and Policy |   |
|---|---|
| Legislation:                                    | Regulation 12 of the <i>Local Government (Financial Management) Regulations 1996</i> restrictions on making payments from municipal fund or trust fund.   |
| Authority of Council/CEO:                       | Policy 4.3 directs that any sponsorship application for more than \$15,000 or from a funding round be considered by Council.  |
| Policy:   | The eligibility criteria to assess applications has been set in accordance with Council Policy 4.3 Sponsorship and Grants.<br>Regardless of the option chosen, Policy 4.3 will require an amendment to Clause 11 to provide for an exemption for the Program. |

## Financial Implications

14. Should Council decide to incorporate a community group insurance support program within a future budget, the cost estimates are listed in the table below:
15. Estimates are based on 10 community groups (indicative), due to the unknown demand and ease of cost comparison between the two options. It is anticipated that interest in a scheme such as this would gather further interest and application in forward years.

| Insurance cover for 10 community groups  | Option 1-City Funded | Option 2-Administered |
|--|----------------------|-----------------------|
| Public and product liability [\$20 million]                                      | \$8,100              | \$6,100               |
| Volunteer workers [Death and Capital Benefits: \$100,000 / Weekly payment \$750] | \$5,900              | \$5,200               |

|  |                 |                 |
|--|-----------------|-----------------|
| Associations Liability Insurance [\$2 million for Incorporated entities] | \$4,300         | \$3,600         |
| <b>Estimated Total Cost</b>  | <b>\$18,300</b> | <b>\$14,900</b> |

16. The policy cover limits were considered at a higher level of cover relative to limits offered by Councils.
17. City's internal cost associated with delivering Option 2, would be significantly higher than option 1 due to the administrative effort required.
18. A change in risk profile for groups or change in market conditions, may also create increased costs for the City for both options.
19. To mitigate and manage these costs, the following funding controls can be considered for the City funded option:
  - a. Total funding for the program be limited to a maximum of \$20,000 per annum; and
  - b. Total funding per eligible community group be limited to a maximum of \$2,000 per annum.

## Further Information

Following the Agenda Briefing Session held on 14 December 2021, further information is provided:

20. As part of the investigation the City considered Activate Perth, Big N, City of Perth Western Residents Association, Eastern Perth Community Safety group, Historic Heart Incorporated, Love East Perth Northbridge Common, On William and West Perth Local. The sample group was not meant to be exhaustive and was an indicative list at the request of the potential insurer that was looking at gathering information on what a typical group might be considered for insurance.
21. Of the groups above, the following have applied for City funding in the past 24 months:
- East Perth Community Safety Group
  - West Perth Local
  - City of Perth Western Residents Association
  - Activate Perth
  - Historic Heart Inc.
22. The City considered the introduction of a tiered approach for the insurance funding program in consultation with the City's insurance provider.
23. Based on the review, a tiered funding approach was considered not beneficial for the first year of the program as the City would not have had the opportunity to ascertain the demand profile for the program and the level of insurance cover each community group may need.
24. Furthermore, the City's insurer requires a high level of detail regarding each community group in order to provide a definitive quote on level of insurance cover, which the City currently does not have access to having not sought applications for this kind of funding in the past.
25. A tiered approach could be considered for future years, once there is a better understanding of the type of community groups interested, insurance cover required and level of demand.
26. An extension to the type of insurance cover to be included within the program was considered and compared against three other local governments that offer similar programs, and following is a summary:

|  | LG 1 | LG 2 | LG 3 | City of Perth Proposed |
|--|------|------|------|------------------------|
| Public and Product Liability             | X    | X    | X    | X                      |
| Personal Accident Volunteer worker cover | X    | -    | X    | X                      |
| Association liability                    | -    | -    | -    | X                      |

27. No other insurances are provided by the local governments the City consulted with. Furthermore, the City's insurer who considered other insurance options did not recommend augmenting the insurances beyond the above table.
28. Based on the review it is proposed the funding be restricted to the three types of insurance cover identified within the report to limit financial costs and distribute funds equitably.

29. The \$20,000 budget, is considered sufficient to support community groups for the insurance cover identified.



















## 15. Chief Executive Officer Reports

### 15.1 Draft Strategic Community Plan 2022-2032 - Public Consultation

|                     |  |
|---------------------|--|
| Responsible Officer | Michelle Reynolds – Chief Executive Officer  |
| Voting Requirements | Simple Majority  |
| Attachments         | Attachment 15.1A – Draft Strategic Community Plan 2022 - 2032 <a href="#">↓</a> <br>Attachment 15.1B – IAP2 Public Participation Spectrum <a href="#">↓</a>  |

### Purpose

For Council to endorse the draft Strategic Community Plan for the purposes of public consultation.

---

### Recommendation

That Council ENDORSES the draft City of Peth Strategic Community Plan 2022-2032 for the purposes of public consultation.

---

## Background

1. Under section 5.56 of the *Local Government Act 1995*, local governments are required to plan for the future of their district. The *Local Government (Administration) Regulations 1996* sets out that the ‘plan for the future’ includes a Strategic Community Plan (SCP). Minimum requirements for the SCP include:
  - a. local governments are to ensure that the electors and ratepayers of its district are consulted during the development and modifications of the SCP
  - b. the SCP is to set out the community’s vision, aspirations and objectives and cover a period of at least ten years
  - c. at least every four years, the SCP is to undergo a major review.
2. In November 2020, the Council approved the process for which to conduct the major review of the City of Perth’s SCP which included targeted community consultation, amongst other stakeholder engagement activities.
3. In July 2021, Council endorsed the establishment of three strategic pillars: ‘Liveable, Sustainable, Prosperous’. These pillars have been used as a framework to analyse community input for the SCP and anchors each of the strategic objectives detailed within the plan.
4. In line with the Corporate Business Plan 2021/22 adopted by Council at its meeting held on 27 July 2021, a new Strategic Community Plan is due to be presented to Council by 30 June 2022.

## Discussion

5. The City has engaged its community to develop the Strategic Community Plan 2022-2032, as detailed in Table 1 of this Report. This report proposes that the draft SCP is made available for public comment for an extended period to the end of February 2022.
6. This consultation is an opportunity “to close the loop” by garnering validation and feedback from the community-at-large on any gaps, priorities or opportunities that ought to be addressed by the City’s long-term aspiration. It is further intended that additional time for public consultation will allow the City to engage with further with its stakeholders.
7. Public consultation avenues will include:
  - a. inviting feedback from participants of earlier Strategic Community Plan engagement to the people that provided their contact details
  - b. attendance at the Neighbourhood Group meetings held during this period
  - c. using the Engage Perth website to make the draft SCP available to invite public comment.
8. All submissions provided during the public comment period will be analysed and considered for the final drafting of the SCP. This is intended to be presented to Council for adoption before the June 2022 Ordinary Council Meeting.

## Stakeholder Engagement

9. As part of the engagement, participants were consulted on the City’s vision, aspirations and objectives for Perth as a place to work, live, invest, study and play. Forums included an online survey, fourteen pop-up events and a budget discussion with neighbourhood groups.

10. In addition to reviewing the results of feedback of earlier engagement projects, other points of engagement with stakeholders has been used to inform the key principles and themes presented in the SCP. These engagements are listed in Table 1.

Table 1 Engagement activities undertaken to develop the Strategic Community Plan 2022-2032

| Targeted groups                                  | Engagement Description   | When               |
|--|--|--------------------|
| General public                                   | Online survey and 14 pop up events with a total of 127 contributors.   | May – June 2021    |
| Arts and culture key stakeholders                | Arts and Culture Roundtable to explore challenges, opportunities and priorities.   | 9 June 2021        |
| Diversity, Equity and Inclusion key stakeholders | Community workshops and survey; Access and Inclusion Advisory Group workshop; Elders Advisory Group workshop; LGBTQIA+ Advisory Group workshop; Internal survey and working group workshop with a total of 213 contributors. | March – April 2021 |
| Neighbourhood/community groups                   | Neighbourhood budget discussion; online feedback; Neighbourhood Group meetings; Coffee with Council  | Various times      |

## Decision Implications

11. If Council supports the recommendation, the draft SCP will be presented to Council for formal adoption prior to 30 June 2022.

## Strategic, Legislative and Policy Implications

| Strategy   |  |
|--|--|
| Strategic Pillar (Objective)                             | The Strategic Community Plan incorporates the strategic pillars previously endorsed by Council.                    |
| Related Documents (Issue Specific Strategies and Plans): | Once finalised the Strategic Community Plan 2022-2032 will replace the current Strategic Community Plan 2019-2029. |

| Legislation, Delegation of Authority and Policy |   |
|---|---|
| Legislation:                                    | As per Section 5.56 <i>Local Government Act 1995</i> and Section 19C of the <i>Local Government (Administration) Regulations 1996</i> , the City of Perth is required to regularly review its Strategic Community Plan.   |
| Authority of Council/CEO:                       | The City's Corporate Business Plan identifies that a major review of the Strategic Community Plan will be presented to Council for consideration in 2021-22.  |
| Policy:   | The proposed consultation is aligned with the City of Perth's Stakeholder Engagement Policy. The aim of this policy and the proposed consultation is to ensure relevant stakeholders are provided with a fair and meaningful opportunity to participate in planning and facilitating the accountability of local government to their communities. |

## Financial Implications

Nil.

## Further Information

Following the Agenda Briefing Session held on 14 December 2021, further information is provided:

12. Regarding Attachment 15.1A:

- a. The third last paragraph of the CEO Foreword has been reworded to '*While the Evolution to Excellence plan is the roadmap for evolving the City of Perth's operations...*'
- b. The Snapshot has been updated.
- c. The list of informing documents on page 32 has been updated to include the Lighting Framework.
- d. Regarding inclusion of the Tech Action Plan (currently under development) under Informing Documents on page 34, it was advised that one of the proposed themes of the City's draft Economic Development Strategy (the draft Strategy), which is currently under development, is "A City for Innovation", with the goal to "Secure Perth's place as a smart city and home of world-leading knowledge and innovation." Specific reference to start-up and technology growth is contained within this strategic theme and one of the key considerations of the draft Strategy's development is to rationalise a variety of economic focus areas or opportunities within the one document.

Notwithstanding the above, at its meeting held on 30 November 2021, Council requested the Chief Executive Officer to prepare a Tech Action Plan which is proposed to outline what support, incentives and / or other initiatives the City can provide, to attract and support local, interstate and overseas tech businesses to the City of Perth.

It is recommended at this stage that the Economic Development Strategy should be the major informing document for this strategic goal, as the substance and form of the Tech Action Plan has yet to be developed or considered by Council. However, if considered appropriate, the Tech Action Plan can be included and appropriately referenced in the final document presented to Council for adoption.

13. Following the public consultation process and analysis of any feedback given, a branded version of the plan, incorporating any suggested changes, will be presented to Council for final adoption.







































































































## 15.2 Nomination of Elected Members to The Library Board of Western Australia

|                     |   |
|---------------------|---|
| Responsible Officer | Michelle Reynolds – Chief Executive Officer |
| Voting Requirements | Simple Majority                             |
| Attachments         | Nil.  |

### Purpose

For Council to nominate three elected members, for the Minister for Tourism; Culture & the Arts; Heritage, to select one elected member, to represent the City on The Library Board of Western Australia.

---

### Recommendation

That Council NOMINATES three elected members for the consideration of the Minister to appoint one elected member to The Library Board of Western Australia.

---

## Background

1. The [Library Board of Western Australia Act 1951](#) (the Act) enables the City of Perth to submit to the Minister, a panel of three names, from which the Minister shall select one, to be a member of the Library Board of Western Australia representing the City.
2. In 2018, the Minister appointed former Commissioner, Andrew Hammond, to the Board for a four-year term expiring on 3 July 2022, as per section 5(5) of the Act. Prior to the October 2020 election, Mr Hammond, at the request of the Minister, agreed to remain on the Board until the expiry of his term.
3. On 8 November 2021, the City received correspondence from the Minister requesting three nominations for the forthcoming vacancy as soon as practicable.

## Discussion

4. The Minister has advised that the nominees should have the capacity to contribute to the Board at a strategic level and across a range of areas including financial and risk management, policy and governance matters as well as areas of professional knowledge and interest.
5. Section 15 of the Act prescribes the duties of the Board as including the control and management of The State Reference Library and the oversight of and provision of assistance to registered public libraries. The Board may provide, control and manage libraries and library services; and may provide for the training of persons to carry out the duties of librarians and library assistants, such training to conform to the requirements of the Library Association of Australia.
6. Generally, Board meetings are held every two months on a Thursday morning, at the State Library. Meetings last approximately two hours.
7. Board members are not remunerated. However, Board members are entitled to travel and other out-of-pocket expenses.
8. Council are reminded to be cognisant of the [Premier's Circular 2019/07](#), which states that 'All board and committee appointments should reflect the diversity of the community, and contribute towards the Government's target of 50 per cent representation on women.' In 2020, when Council nominated three male elected members to the Perth Theatre Trust Board, the City received correspondence from the Minister requesting the City review its nominations, referencing the State Government's commitment detailed above. There are currently six male and six female Board members, including Mr Hammond. A vacancy on the Board is in the process of being filled.

## Stakeholder Engagement

9. Meeting details and Board composition have been confirmed with the State Library of Western Australia Administration.

## Decision Implications

10. If Council does not nominate a representative, the City's interests will not be represented on the Board. Under the Act, the Minister can recommend to the Governor a person of the Minister's choosing to occupy the City's vacancy on the Board.

11. If Council nominates representatives, the Minister will select one member to be appointed. The member will hold the position for four years, in accordance with the Act.

## Strategic, Legislative and Policy Implications

| Strategy   |            |
|--|------------|
| Strategic Pillar (Objective)                             | Prosperous |
| Related Documents (Issue Specific Strategies and Plans): | Nil.       |

| Legislation, Delegation of Authority and Policy |  |
|---|--|
| Legislation:                                    | <a href="#">Library Board of Western Australia Act 1951</a><br><a href="#">Section 5 The Board</a><br><a href="#">Section 15 Functions and powers of the Board</a> |
| Authority of Council/CEO:                       | Council has the power to nominate members for the Board, the CEO does not have delegated authority to make this decision on behalf of the City.                    |
| Policy:   | Nil.   |

## Financial Implications

Nil.

## Further Information

Nil.

### 15.3 2022 Council Meeting Schedule

|                     |   |
|---------------------|---|
| Responsible Officer | Michelle Reynolds – Chief Executive Officer |
| Voting Requirements | Simple Majority                             |
| Attachments         | Nil.  |

#### Purpose

For Council to consider the dates of its 2022 Ordinary Meetings.

---

#### Recommendation

That Council ADOPTS the Ordinary Council Meeting dates, times and places for 2022 as detailed in Table 2 of this report.

---



## Background

1. Pursuant to section 5.3 of the *Local Government Act 1995* (the Act), Council is required to hold ordinary meetings and they must be held not more than three months apart. Section 5.4(b) of the Act prescribes that ordinary meetings are to be held if decided by Council. Regulation 12 of the *Local Government (Administration) Regulations 1996* (the Admin Regs) require the CEO to publish on the City's website, the dates, times and places where ordinary meetings are to be held.

## Discussion

2. Since 2018, City of Perth Council meetings have been held at 5.00pm on the last Tuesday of the month and the December ordinary meeting is held on the third Tuesday of the month. Agenda Briefing Sessions are held one week prior to its corresponding ordinary meeting.
3. In 2021, alternative meeting times were trialled in May and August. In October 2021, livestreaming of Council meetings was introduced. The public attendance at Agenda Briefing Sessions and Ordinary Council Meetings in 2021 is as follows:

**Table 1**

| Month     | ABS Attendance   | OCM Attendance   |
|-----------|--|--|
| February  | 0  | 21   |
| March     | 1  | 15   |
| April     | 3  | 3  |
| May       | 10 (4.00pm start time)   | 25 (12.00pm start time)  |
| June      | 3  | 13   |
| July      | 0  | 15   |
| August    | 10 (4.00pm start time)   | 28 (2.00pm start time)   |
| September | 6  | 3  |
| October   | 5  | 15 (in-person)<br>24 (concurrent live viewers),<br>382 (total views as at 22/11) |
| November  | in-person = 0<br>concurrent live viewers = 5<br>total views (as at 10/12) = 50 | in-person = 4<br>concurrent live viewers = 8<br>total views (as at 10/12) = 105  |

4. Although attendance numbers are higher during the months where alternative start times were trialled, with the introduction of live streaming it is anticipated that this form of public participation in council meetings will become the most popular. As such, the start time of all meetings in 2022 is proposed to be 5.00pm.

5. There is no legislation that prescribes meeting start times; it is up to each individual local government. Of the Band 1 local governments assessed, eight commence at 7.00pm with the rest commencing anywhere from 5.00pm to 6.30pm. Fifteen out of those local governments also hold Briefings at the same time as Council meetings.
6. As in previous years, a recess in January is proposed. In December 2022, the meetings are proposed to be brought forward an additional one week to the second Tuesday of the month to maximise community participation as the festive season is typically a busy period with many people commencing holidays early in the month.
7. The proposed schedule for the 2022 Ordinary Council Meetings (and corresponding Agenda Briefing Sessions) is as follows:

**Table 2**

| Agenda Briefing Sessions   | Ordinary Council Meetings  |
|--|--|
| City of Perth Council Chamber<br>Council House<br>27 St Georges Terrace<br>Perth WA 6000 | City of Perth Council Chamber<br>Council House<br>27 St Georges Terrace<br>Perth WA 6000 |
| 5.00pm Tuesday 15 February 2022  | 5.00pm Tuesday 22 February 2022  |
| 5.00pm Tuesday 22 March 2022   | 5.00pm Tuesday 29 March 2022   |
| 5.00pm Tuesday 19 April 2022   | 5.00pm Tuesday 26 April 2022   |
| 5.00pm Tuesday 24 May 2022   | 5.00pm Tuesday 31 May 2022   |
| 5.00pm Tuesday 21 June 2022  | 5.00pm Tuesday 28 June 2022  |
| 5.00pm Tuesday 19 July 2022  | 5.00pm Tuesday 26 July 2022  |
| 5.00pm Tuesday 23 August 2022  | 5.00pm Tuesday 30 August 2022  |
| 5.00pm Tuesday 20 September 2022   | 5.00pm Tuesday 27 September 2022   |
| 5.00pm Tuesday 18 October 2022   | 5.00pm Tuesday 25 October 2022   |
| 5.00pm Tuesday 15 November 2022  | 5.00pm Tuesday 22 November 2022  |
| 5.00pm Tuesday 6 December 2022   | 5.00pm Tuesday 13 December 2022  |

### Committees

8. Regulation 12(2)(b) of the Admin Regs requires a local government to publicise the meeting details of committee meetings which are open to the public. As none of Council's committees have delegated authority, committee meetings are not required to be open to the public and therefore the dates of those meetings are not subject of this report. The meeting dates will be determined by each Committee and the frequency is prescribed by the relevant Terms of Reference.

### Elected Member Engagement Sessions

9. In 2020, Council resolved upon the dates and times of Elected Member Engagement Sessions (Sessions). However, as these Sessions are not a formal meeting of Council, have no decision making authority and are not open to the public, a Council decision to determine the Session dates and times is not required. Further, if Council were to determine the dates and times by Council resolution, then a Council resolution would be required for any changes to the schedule.

10. The Session dates and times will be determined by the Chief Executive Officer and will generally be held on the first and second Tuesday of each month, commencing at 4.00pm.

## Stakeholder Engagement

11. The dates, times and location of the meetings will be published on the City's website following Council's consideration.

## Decision Implications

12. If Council resolves upon the recommendation, the City will achieve compliance with Admin Reg 12.

## Strategic, Legislative and Policy Implications

| Strategy   |            |
|--|------------|
| Strategic Pillar (Objective)                             | Prosperous |
| Related Documents (Issue Specific Strategies and Plans): | Nil.       |

| Legislation, Delegation of Authority and Policy |  |
|---|--|
| Legislation:                                    | <p><i>Local Government Act 1995</i></p> <p>Sections 5.3(1) and (2) - Council is to hold ordinary meetings and they are to be held not more than 3 months apart.</p> <p>Section 5.4 - Ordinary meetings are to be held if so decided by Council</p> <p>Regulation 12 of the <i>Local Government (Administration) Regulations 1996</i> - the CEO must publish the dates, times and places where meetings are to be held on the website before the beginning of the year in which ordinary meetings are to be held.</p> |
| Authority of Council/CEO:                       | Pursuant to section 5.4 of the <i>Local Government Act 1995</i> , ordinary meetings are to be held if so decided by Council.   |
| Policy:   | Nil.   |

## Financial Implications

Nil.


## Further Information

Nil.

## 16. Committee Reports

### Audit and Risk Committee meeting held on 13 December 2021

#### 16.1 Fraud and Corruption Plan

|                     |   |
|---------------------|---|
| Responsible Officer | Michelle Reynolds – Chief Executive Officer   |
| Voting Requirements | Simple Majority   |
| Attachments         | Confidential Attachment 16.1A – City of Perth Fraud and Corruption Report<br>Attachment 16.1B – Fraud and Corruption Control Plan - December 2021 <a href="#">↓</a>  |

#### Purpose

The consider the attached Fraud and Corruption Control Plan.

---

#### Committee and Officer Recommendation

That Council ENDORSES the Fraud and Corruption Control Plan and Fraud Risk Assessment.

---

## Background

1. At its Ordinary Council meeting held in August 2021, the City's Fraud and Corruption Policy was endorsed unopposed, demonstrating the intentions of Council's direction and their commitment to minimising the instances of fraud, misconduct, bribery and corruption.
2. The Report of the Inquiry into the City of Perth (June 2020) recommendations #296 to 299 state that:
  - *The City adopt a process, in accordance with industry best practice and standards, to identify and document the City's misconduct and fraud risks and implement treatment plans.*
  - *The City undertake within three months of this report a corruption and misconduct risk assessment, including, for example, areas such as contracting and procurement, financial management, human resources, information management and service delivery areas.*
  - *The first City corruption and misconduct risk assessment be conducted by an independent and suitably qualified provider and the outcome be reported to the Audit Committee and the Council.*
  - *Corruption and misconduct risk assessment be reviewed annually and included in a report to the Audit Committee and the Council.*
3. The Office of the Auditor General's 'Fraud Prevention in Local Government' report (August 2019) recommends:
  - *In line with better practice, all entities should ensure they implement a coordinated approach to manage their fraud risks. Entities should:*
  - *assess fraud risks across their business*
  - *develop a Fraud and Corruption Control Plan and review it at least once every 2years...*
4. The City has zero tolerance for fraud and corruption as reflected in the City's Fraud and Corruption Control Policy.

## Discussion

5. KPMG were engaged to:
  - a. undertake a preliminary assessment of the City's fraud and corruption risks to provide sufficient information to set the direction of the Fraud and Corruption Control Plan; and
  - b. develop a Fraud and Corruption Control Plan for the City.
6. As part of this engagement, KPMG sent out a Fraud Risk Management Survey to survey staff views on fraud and corruption within the City, including the process of managing and responding to instances.
7. The Fraud Risk Assessment undertaken by KPMG is detailed in Confidential Attachment A.
8. The Fraud and Corruption Control Plan (Plan) as detailed in Attachment B, documents the strategic and operational approach to controlling fraud and corruption within the City. It provides an overview of how fraud and corruption risks will be prevented, detected and responded to and complies with the requirements of *AS8001-2008 Fraud and Corruption Control Standard* (the Standard).
9. The Plan sets out the arrangements for the overall management of fraud and corruption risks, and any instances of fraud and/or corruption. The primary objective of the Plan is to protect resources, including information, and safeguard the integrity and reputation of the City. The Plan will be embedded within the City to facilitate a system-based framework.

10. This Plan applies to all City of Perth Elected Members, Candidates, Committee Members, Advisory Group members, City employees including the CEO, agency staff, volunteers or interns and third parties such as a consultant, contractor or supplier.

## Stakeholder Engagement

Nil.

## Decision Implications

11. Adoption and embedding the Fraud and Corruption Control Plan at the City will assist in protecting resources and safeguarding the integrity and reputation of the City.

## Strategic, Legislative and Policy Implications

| Strategy   |            |
|--|------------|
| Strategic Pillar (Objective)                             | Prosperous |
| Related Documents (Issue Specific Strategies and Plans): | Nil.       |

| Legislation, Delegation of Authority and Policy |   |
|---|---|
| Legislation:                                    | <i>Local Government (Audit) Regulations 1996 (WA)</i>   |
| Authority of Council/CEO:                       | Under regulation 16 of the <i>Local Government (Audit) Regulations 1996 (WA)</i> , an audit committee is to guide and assist the local government in carrying out its functions relating to other audits and other matters related to financial management. |
| Policy:   | Nil.  |

## Financial Implications

12. Costs associated with addressing treatment action plans identified in the Fraud Risk Assessment will be absorbed into normal business operations or identified in future budget processes.

## Further Information

**Following the Audit and Risk Committee Meeting held on 13 December 2021 the following further information is provided.**

13. On page 16 of Attachment 16.1B section 4.1 has been amended to state that data analytics will be used as appropriate rather than 'considered and an appropriate program developed'.
14. On page 21 of Attachment 16.1B, Appendix C has been amended to state 'inappropriate use of credit cards' instead of 'corporate credit card fraud'.

















































## 16.2 Procurement of Property Portfolio Consultant Report

|                            |   |
|----------------------------|---|
| <b>Responsible Officer</b> | Michelle Reynolds – Chief Executive Officer   |
| <b>Voting Requirements</b> | Simple Majority   |
| <b>Attachments</b>         | Confidential Attachment 16.2A – Review of Procurement of Property Review Consultant |

### Purpose

The consider the Review: Procurement of Property Portfolio Consultant Report.

---

### Committee and Officer Recommendation

That Council NOTES the Review: Procurement of Property Portfolio Consultant Report.

---

## Background

1. A request was received from a member of the Audit and Risk Committee to review the process to date in relation to the procurement of the Property Portfolio Review.

## Discussion

2. Findings of the review into the Procurement of Property Portfolio Consultant are detailed in Confidential Attachment A.

## Stakeholder Engagement

Nil.

## Decision Implications

3. If Council does not adopt the recommendation of this report, there will be no formal acceptance by Council of findings and recommendations contained within the report. As a result, management would lack direction on process improvement.

## Strategic, Legislative and Policy Implications

| Strategy   |            |
|--|------------|
| Strategic Pillar (Objective)                             | Prosperous |
| Related Documents (Issue Specific Strategies and Plans): | Nil.       |

| Legislation, Delegation of Authority and Policy |   |
|---|---|
| Legislation:                                    | <i>Local Government (Audit) Regulations 1996 (WA)</i> |
| Authority of Council/CEO:                       | This report is for noting only.                       |
| Policy:   | Nil.  |

## Financial Implications

Nil.

## Further Information

Nil.

### 16.3 Internal Audit Reports 2020/21

|                            |  |
|----------------------------|--|
| <b>Responsible Officer</b> | Michelle Reynolds – Chief Executive Officer  |
| <b>Voting Requirements</b> | Simple Majority  |
| <b>Attachments</b>         | Confidential Attachment 16.3A – Procurement 24 November 2021<br>Confidential Attachment 16.3B – ICT Governance 19 November 2021<br>Confidential Attachment 16.3C – Complaints and Grievance Handling 24 November 2021<br>Confidential Attachment 16.3D – Project Management 18 November 2021 |

#### Purpose

The purpose of this paper is to recommend that the Audit and Risk Committee consider the attached Internal Audit Reports for recommendation to Council for approval at the Ordinary Council Meeting on 21 December 2021.

---

#### Committee and Officer Recommendation

That Council NOTES the Internal Audit Reports for 2020/21, including the:

- a. Procurement and Contract Management Internal Audit Report – November 2021;
  - b. ICT Governance Internal Audit Report – November 2021;
  - c. Complaints and Grievance Handling Internal Audit Report – November 2021; and
  - d. Project Management Internal Audit Report – November 2021.
-

## Background

1. The following internal audits were included within the Internal Audit Plan 2020/21:
  - Payroll;
  - NSW DRIVES24;
  - VicRoads;
  - Procurement and Contracting;
  - ICT Governance;
  - Complaints and Grievances; and
  - Project Management.
2. This plan was approved by the former Commissioners and subsequently revised to include, amongst others, an audit of the Owners and Occupiers Electoral Roll following recommendations from the Report of the Inquiry into the City of Perth.

## Discussion

3. Previous internal audits completed and reported to the Audit and Risk Committee in August 2021 include:
  - a. Payroll;
  - b. NSW DRIVES24;
  - c. VicRoads; and
  - d. Owners and Occupiers Electoral Roll.
4. The following 2020/21 internal audits are now complete and are submitted in Confidential Attachments A to D for consideration by the Audit and Risk Committee:
  - a. Procurement and Contracting;
  - b. ICT Governance;
  - c. Complaints and Grievances; and
  - d. Project Management.

## Stakeholder Engagement

5. KPMG, as the internal auditors for 2020/21, conducted all the audits provided in this report.

## Decision Implications

6. If Council does not adopt the recommendation of these reports, there will be no formal acceptance by Council of the findings and recommendations contained within these reports. As a result, management would lack direction on process improvement.

## Strategic, Legislative and Policy Implications

| Strategy   |            |
|--|------------|
| Strategic Pillar (Objective)                             | Prosperous |
| Related Documents (Issue Specific Strategies and Plans): | Nil        |

| Legislation, Delegation of Authority and Policy |   |
|---|---|
| Legislation:                                    | <i>Local Government (Audit) Regulations 1996 (WA)</i> |
| Authority of Council/CEO:                       | This report is for noting by the Committee only.      |
| Policy:   | Nil.  |

## Financial Implications

Nil.

## Further Information

Nil.



## 17. Motions of which Previous Notice has been Given

### 17.1 Notice of Motion – Councillor Brent Fleeton - Reforming the Perth Parking Levy

The following Notice of Motion was submitted in accordance with clause 4.12 of the *Standing Orders Local Law 2009*.

|                         |   |
|-------------------------|---|
| <b>Councillor</b>       | Councillor Brent Fleeton  |
| <b>Date Received</b>    | 12 December 2021  |
| <b>Motion</b>           | <p>That Council <u>REQUESTS</u> the Chief Executive Officer to:</p> <ol style="list-style-type: none"> <li>1. Compile a comprehensive briefing paper on reforming all aspects of the Perth Parking Levy including rates, areas it applies to and what projects should be funded from the balance, for consideration at an Elected Member Engagement Session prior to the next meeting of the City of Perth Committee.</li> <li>2. Allocate \$15,000 for financial modelling from an experienced consultant with working knowledge of the Perth Parking Levy and the City's parking business.</li> </ol>   |
| <b>Reasons Provided</b> | <p>Council is fully aware of the CAT Bus extensions which have recently come into effect, along with the State Government's long-term increase for the Perth Parking Levy to pay for it. In the last State Budget, this increase cost City of Perth ratepayers roughly \$380,000. We didn't increase parking fees to cover it, so our budget wore the increase. This is set to happen each year for the next 4 years. While we have seemingly lost the war on arguing for a reduction in the PPL tax, we need to be fully prepared to submit to the State Government the best scenario possible for our ratepayers spread across our neighbourhoods.</p> <p>From a recent engagement session which included a representative from the Department of Transport, it's clear work is being undertaken by the State Government to extend the area covered by the PPL, including potentially new rates of the tax, but we still don't know the mystery balance of the reserve which continues to grow despite the many unfunded projects we have across the city, like bike paths and pedestrian friendly infrastructure upgrades.</p> <p>Through the Lord Mayor's leadership, we have made some progress in getting a commitment from the Auditor General to provide a review into the PPL, the balance, how it's being spent, including if our ratepayers in Perth are subsidising the CAT services in Freo and Joondalup. However, even with the results of this audit promised some time in 2022, we are unlikely to see that before the State announces changes to the PPL. As the single largest payer of this parking tax, we need to be prepared. We also need to provide leadership for ratepayers, our big employers in the CBD, so that we have the right information to put our best case forward through the City of Perth Committee which includes the Premier/Treasurer, John</p> |

Carey our local MP and LG Minister, along with department representatives.

The CEO will be able to use this motion to seek urgent support in modelling different rates of the PPL to apply in different neighbourhoods, and to model what happens if Nedlands and Crawley are included, and to identify risks we aren't presently aware of.

I encourage Councillors to support the motion, because if we don't act before the State makes its changes, we'll look like we are asleep at the wheel.

## Administration Response to Notice of Motion

|                     |   |
|---------------------|---|
| Responsible Officer | Dale Page – General Manager Planning and Economic Development |
| Voting Requirements | Simple Majority   |
| Attachments         | Nil.  |

### Discussion

1. The City of Perth currently contributes approximately \$17 million towards the current Perth Parking Levy total of \$60 million collected per annum (28% of the total).
2. The *Perth Parking Management Act 1999* and associated regulations are complex pieces of legislation, with components (like expenditure) that are not well drafted and open to interpretation.
3. Given the importance and impact of this legislation on the City, any changes to the current legislation could have major implications for the City.
4. In recognition of this:
  - the City has already commenced the process of seeking legal advice to understand the process and consultation the State Government is required to undertake prior to making changes to the Perth Parking Management Regulations; and
  - the City considers a comprehensive briefing paper on reforming all aspects of the Perth Parking Levy, has significant merit.

### Decision Implications

5. However, if the Council supports the motion, as currently interpreted by the City's Administration, it is considered the timeframe stipulated would be too restrictive to conduct proper research and thorough modelling/analysis on such an important issue.
6. Given the information is being sought to put the City's best case forward on potential changes to the Perth Parking Levy, it could expose the City to risk, if the work is not accurate and well considered.
7. The work required for a comprehensive briefing paper, if undertaken properly and not at the expense of other projects already captured in the Corporate Business Plan, would require the involvement of an experienced economic modelling firm; would require a timeframe of approximately 6 months; and is likely to cost in the order of \$100,000+ (depending on scope definition). Such expenditure is not captured within the current budget and would either need to be factored into the mid-year budget review or the 2022/23 operational budget.
8. If Council considers the timing of the work to be critical, some financial modelling could be done in a shorter timeframe to provide some scenario analysis:
  - Application of flat charges per bay across the City, including new areas;
  - Location specific charges – different options based on neighbourhoods;
  - Potential variations to existing permitted charges.
9. Costs associated with implementing parking fees in areas that are currently uncharged (i.e. no parking meters), could also be calculated.

10. This information could be provided to Elected Members via a briefing note or an engagement session in the new year.
11. However, this would not be the comprehensive piece of work on reforming the Perth Parking Levy currently contemplated by motion.

## Strategic, Legislative and Policy Implications

| Strategic Community Plan                                 |              |
|--|--------------|
| Strategic Pillar (Objective)                             | Sustainable. |
| Related Documents (Issue Specific Strategies and Plans): | Nil.         |

| Legislation, Delegation of Authority and Policy |   |
|---|---|
| Legislation:                                    | <i>Perth Parking Management Act 1999</i> s.23(3) Perth Parking Licensing Amount.<br><br><i>Perth Parking Management Regulations 1999.</i>   |
| Authority of Council/CEO:                       | In accordance with Section 2.7 of the <i>Local Government Act 1995</i> , the role of Council is to govern the City's affairs and oversee the allocation of the City's finances and resources. |
| Policy:   | Perth Parking Policy 2014 s4. Objectives.   |

## Financial Implications

12. The financial implications of the motion will require additional expenditure, as an unbudgeted item.
13. The likely costs of the work would only be able to be estimated once the scope of the project is defined more clearly and quotes have been received from consultants. However, it is currently estimated that the comprehensive review and briefing being requested, could cost upwards of \$100,000.

## Further Information

Nil.

18. Matters for which the meeting may be closed

19. Urgent Business

20. Closure