

Ordinary Council Meeting

Notice of Meeting

13 February 2018

6.00pm

Council Chamber

Level 9

Council House

27 St Georges Terrace, Perth WA

6000



City of Perth

Agenda

ORDER OF BUSINESS AND INDEX

- 1 Prayer
- 2 Declaration of Opening
- 3 Apologies
- 4 Question Time for the Public

4.1 Question taken on notice at the Ordinary Council Meeting held **19 December 2017**

The following question was taken on notice at Ordinary Council Meeting held **19 December 2017**, the response provided is outlined below:

Question from Mr Paul Turner, 11-55 Haig Park Circle, East Perth WA 6005, in relation to homelessness (CM 375948/17).

Question:	What is happening with funding for homeless people in the City of Perth?
Answer:	<p>Homelessness is a significant social issue that impacts on the City of Perth and the wider community. It is often caused by complex interrelated personal, social and economic factors family and relationship breakdown, mental illness domestic violence, drug and alcohol misuse and disability may lead to homelessness. This combined with the shortage of affordable housing and unemployment, homelessness can become entrenched.</p> <p>The Department of Communities is the lead agency for homelessness in Western Australia. There are two major policy agreements that support homelessness service provision in Western Australia; the <i>National Partnership Agreement on Homelessness (NPAH)</i> and the <i>National Affordable Housing Agreement (NAHA)</i>. In 2015-16 combined State and Commonwealth Government funding agreements was approximately \$81 million. This was allocated to the non-profit and community sector to provide homeless accommodation and support services for individuals and families, and those who are homeless or at risk of becoming homeless as a result of family and domestic violence.</p> <p>The City has recently undertaken a homeless sector review to gain a more in depth understanding of the current environment and gaps in the delivery of homeless services within the City of Perth. The review aims to provide a clear understanding of the City's role within the homelessness sector and outlines a</p>

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	<p>body of work for the city to undertake to establish its role. At present the Homeless Sector Review is proposed to go to Council on the 13 February 2018 for endorsement.</p> <p>Current efforts of the City to support the homeless sector include:</p> <ul style="list-style-type: none"> • The annual Homeless Connect Perth Event through partnership with Volunteering WA, the city has supported this event for 10 years; • Providing financial sponsorship to Perth Registry week (2014, 2016); • Providing a Community Enhancement Grant to RUAH to secure personal identification and facilitate a monthly wrap around service workshops for people experiencing homelessness; • Employing a designated Community Development Officer dedicated to the homelessness portfolio; and • Providing significant in kind support in the form of use of public open spaces, waste and cleansing services, and parking permits to homeless service providers. <p>These efforts compliment the significant economic contribution the City makes in managing the impact of homelessness on public spaces, amenities and other City of Perth community facilities to ensure they are maintained to a high standard.</p> <p>The City wants to develop a more sustainable approach toward homelessness and add significant value to the sector by aligning goals with key stakeholders. When Council meet and deliberate on the Homeless Sector Review this will provide a clear direction and a body of work for the City to undertake to establish its role.</p>
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5 Members on Leave of Absence and Application for Leave of Absence

Cr Barton has requested leave of absence from Friday, 23 March 2018 to Thursday 23, August 2018.

6 Confirmation of minutes – Ordinary Council Meeting 19 December 2017

7 Announcements by the Lord Mayor

8 Disclosure of Members' interests

9 Questions by Members of which due notice has been given

10 Correspondence

11 Petitions

12 Matters for which the meeting may be closed

In accordance with Section 5.23(2) of the *Local Government Act 1995*, the meeting will be required to be closed to the public prior to discussion of the following:

Item No.	Item Title	Reason
Confidential Item 13.20 and	Irwin Street Stage 1: Deed of Variation and Project Progress	s 5.23(2)(c)

Item No.	Item Title	Reason
Confidential Attachments 13.20A to 13.20C		

In accordance with Section 5.23(2) of the *Local Government Act 1995*, should an Elected Member wish to discuss the content of the confidential attachments listed below, it is recommended that Council resolve to close the meeting to the public prior to discussion of the following:

Attachment No.	Item No. and Title	Reason
Confidential Attachment 13.8B	Item 13.8 – East End Improvement Grants – Stage 1 East End Improvement Model	s 5.23(2)(e)(ii)
Confidential Attachments 13.13A and 13.13B	Item 13.13 – Tender 055 17/18 - Lighting Upgrade at Regal Place and Citiplace Car Parks	s 5.23(2)(e)(ii)
Confidential Attachments 13.14A and 13.14B	Item 13.14 – Tender 052-17/18 – Temporary Personnel, Contract Labour and Recruitment	s 5.23(2)(e)(ii)
Confidential Attachments 13.17A to 13.17.D	Item 13.17 – Tender 063-17/18 Tree Watering and Maintenance Services	s 5.23(2)(e)(ii)
Confidential Attachment 13.19A	Item 13.19 – Elected Members’ Communications Protocol	S 5.23(2)(d)

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Reports

- 13.1 Adoption of Amendments to East Perth Area 21 - Constitution Hill North Design Guidelines
- 13.2 52B (Lot 115) Wittenoom Street, East Perth – Renovations to an Existing Two Level Dwelling Including an Addition of a Third Level and a Deck Above the Existing Garage
- 13.3 240 (Lot 3000) St Georges Terrace, Perth – Alterations and Additions to Woodside Plaza
- 13.4 Heritage Grant – 55-59 Goderich Street, East Perth
- 13.5 Heritage Grant – 7 Queen Street, Perth
- 13.6 Industry / Sector Development Sponsorship – Flux Specialty Tech Labs Program
- 13.7 Industry/Sector Development Sponsorship – Western Australian Indigenous Tourism Operators Council
- 13.8 East End Improvement Grants – Stage 1 East End Improvement Model
- 13.9 Financial Statements and Financial Activity Statement for the Period Ended 30 November 2017

- 13.10 Financial Statements and Financial Activity Statement for the Period Ended 31 December 2017
- 13.11 Payments from Municipal and Trust Funds – November 2017
- 13.12 Payments from Municipal and Trust Funds – December 2017
- 13.13 Tender 055 17/18 - Lighting Upgrade at Regal Place and Citiplace Car Parks
- 13.14 Tender 052-17/18 - Temporary Personnel, Contract Labour and Recruitment
- 13.15 Homeless Sector Review
- 13.16 Draft City of Perth Reflect Reconciliation Action Plan 2018-2019
- 13.17 Tender 063-17/18 Tree Watering and Maintenance Services
- 13.18 Third Party Travel Contribution – Cr Adamos – Energy from Waste Conference
- 13.19 Elected Members’ Communications Protocol
- 13.20 Irwin Street Stage 1: Deed of Variation and Project Progress

14 Motions of which Previous Notice has been given

14.1 In accordance with Clause 4.12 of the *City of Perth Standing Orders Local Law 2009* the following notice of motion was received from Cr Limnios on 5 February 2018 for the consideration of Council (CM 33743/18):

Motion

1. That the terms of reference for the CEO Performance Review committee be updated to include the Chair of the CEO Review Panel, who is authorized to undertake the following:
 - a. Action the Request for Quotation (RFQ) to appoint a qualified and experienced consultant in accordance with Council’s Purchasing Policy and relevant corporate procedures;
 - b. Be the key liaison with the approved Consultant and overseeing the progression of the review outside Panel deliberations and meetings;
 - c. Work with the appointed Consultant to prepare the new KPIs for consideration and approval by the Panel which are consistent with market standards and ensure delivery of focused outcomes and reform of the administration.
 - d. Collate information from the administration to assist the Panel with consideration and review of the CEO’s performance.
 - e. Coordinating the meetings and activities of the Review Panel throughout the review process.
2. THAT COUNCIL SHALL REQUIRE as part of the performance review process, that the appointed consultant will, as a minimum, carry out the following:
 - a. Provide all current Council Members with a questionnaire prepared by the consultant regarding the review period, and;

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- b. Provide all current Council Members with the opportunity to give verbal feedback regarding the review period to determine;
 - i. the responsibilities of the CEO during the review period
 - ii. The performance of the CEO with regards to the KPIs and measurements that were applicable during the review period
 - iii. the performance of the City's organisation during the review period
 - c. Provide all Directors and Managers the opportunity to provide confidential guided written feedback on the performance and leadership of the CEO.
 - d. Undertake a 360 degree review of the performance of the CEO with all Directors and Managers, and key stakeholders as determined by the Panel.
 - e. Conduct a review of the CEO's remuneration package and determine the remuneration in accordance with The Salaries and Allowance Tribunal;
 - f. Convene and attend at least one meeting between the consultant and the CEO to discuss the feedback received;
 - g. Convene and attend at least one meeting between the consultant and the Panel to discuss the feedback received;
 - h. Convene and attend at least one meeting between the consultant, the Panel and the CEO to discuss the feedback received; and
 - i. Provide to the Panel and the CEO an Annual Performance Review report incorporating the results of the review exercise.
 - j. Conduct a review of the CEO's Key Performance Indicators (KPIs) and recommend draft KPIs and measurements for the upcoming review period in discussion with the CEO, Panel Chair, and Panel;
3. THAT COUNCIL require that following the presentation of the Annual Performance Review to the Panel and CEO, the CEO shall provide to Council's appointed consultant a written self-assessment of the CEO's own performance against the KPIs and measurements that applied during the review period.
 4. THAT COUNCIL require the appointed consultant will be responsible for coordinating Council Member feedback on the CEO's self-assessment against KPIs and measurements, and the Director, Manager's and key stakeholders feedback on the CEO's leadership behavior, in liasion with the Panel Chair.
 5. THAT COUNCIL require the final CEO performance review report to be presented to Council within 3 months of the process commencing, with new CEO KPIs and measurements for final consideration and endorsement.

Background

Under Section 5.38 of the *Local Government Act 1995* the performance of the Chief Executive Officer must be reviewed by the Council annually, at the minimum. It is through this review process that the Council can review the performance of the Council's only appointed employee and the performance of the organisation. This review is, therefore, a necessary function of the Council.

Administration Response

The Terms of Reference would be more appropriately considered at a CEO Performance Review Committee Meeting (as opposed to a Council Motion). Council has the opportunity to call a Special Committee Meeting as detailed in the City of Perth Standing Orders. The CEO Performance Review Committee's representation includes all members of Council and will allow for appropriate discussion and consideration as it relates to process.

14.2

In accordance with Clause 4.12 of the *City of Perth Standing Orders Local Law 2009* the following notice of motion was received from Cr Limnios on 5 February 2018 for the consideration of Council (CM 31919/18):

Motion

1. The CEO is to conduct a feasibility study on the establishment of a river cat ferry service using low wake ferries initially linking Elizabeth Quay to the following locations; Old Swan Brewery, Crawley Bay/UWA, Applecross/Raffles, South Perth, Burswood, Optus Stadium and East Perth Cove with the potential for expansion.
2. To make contact with neighbouring councils and the state government in order to determine their interest for the establishment of this service and how they see themselves involved. This to be presented to Council within 90 days.

Background

The City of Perth is blessed to have one of the world's most beautiful rivers right on its door step.

It is agreed by many that the city's river is underutilised and could provide an amazing transport network.

My vision is to see a ferry system initially linking Elizabeth Quay to the following locations; Old Swan Brewery, Crawley Bay/UWA, Applecross/Raffles, South Perth, Burswood, Optus Stadium and East Perth Cove with the potential for expansion.

The City of Brisbane has successfully implemented this and it has become an amazing attraction and resource for City dwellers, tourists and commuters alike.

These services have proven to not be a financial burden and if operated correctly profitable.

This service will make Perth a real destination for all West Australians and tourists giving an affordable, pleasant and efficient medium to enjoy our various waterside precincts.

Administration Response

This matter is not listed in the City of Perth Corporate Business Plan or resources identified in the adopted City of Perth Budget or Workforce Plan. Careful consideration will need to be given by Council on the appropriateness of engaging in what is currently a State Government function.

14.3

In accordance with Clause 4.12 of the *City of Perth Standing Orders Local Law 2009* the following notice of motion was received from Cr Limnios on 5 February 2018 for the consideration of Council (CM 31919/18):

Motion

That Council requests the CEO to immediately investigate the current design of these intersections provide Council with a report that provides recommendations, costs, design options and implementation timing to improve the safety of drivers and pedestrians in the area without reducing functionality as well as access and egress, the report to be provided back to Council within two months.

Background

It has been over four years that the intersection of Lake and Aberdeen street including Lake and Francis streets have been cause for regular community complaints and concerns to me regarding safety.

The issues have been around the design and location of instruction signs and the amount of times drivers either drive through the stop signs in particular at the Lake and Aberdeen street intersection, or driving into the stop sign. The signs are repaired and replaced regularly.

This matter has been raised with me by the local business community including residents concerned about their and the general safety of the community often.

Subsequently I have regularly brought this to the attention of the relevant Director and CEO.

Administration Response

This motion would more appropriately be considered by the Planning Committee rather than a Notice of Motion as this will allow for consideration and discussion prior to committing financial and workforce resources to the matter. Council needs to determine whether this intersection poses a greater priority than other works that have been programmed through Risk Assessments and Asset Management Plans.

14.4

In accordance with Clause 4.12 of the *City of Perth Standing Orders Local Law 2009* the following notice of motion was received from Cr Limnios on 5 February 2018 for the consideration of Council (CM 31919/18):

Motion

The CEO to provide a report to council within 90 days on where we can build a world class skatepark, easily accessible by public transport, cost of construction, information on how best to promote and manage the asset as well as the best funding model.

Background

Skateparks have become extremely popular over many years in cities throughout the world.

My research indicates that the first one ever built was in Arizona and opened September 3, 1965.

These purpose built recreational environments attract families, youth, teenagers and adults alike.

They are made for skateboarding, BMX, scooters, wheelchairs, and skating in general.

Some of the many benefits that these skateparks bring to a community are;

Reduction in illicit behaviour, a safe environment for skateboarding, reduction of damage to private property, physical health benefits as its considered a cardio workout and has a positive economic impact as it is a major draw card and attraction if done correctly to the particular precinct.

Administration Response

This matter is not listed in the City of Perth Corporate Business Plan or resources identified in the adopted City of Perth Budget or Workforce Plan. Consideration will need to be given to draft plans (which in one instance, at Wellington Square, includes consideration of an integrated skatepark).

14.5

In accordance with Clause 4.12 of the *City of Perth Standing Orders Local Law 2009* the following notice of motion was received from Deputy Lord Mayor Green on 6 February 2018 for the consideration of Council (CM 31990/18):

Motion

1. That Council request the Chief Executive Officer to prepare a new City Parklets Policy, which pro-actively encourages the establishment of both council and private funded street parklets to encourage greater street activation, pedestrian amenity and support for small business in the city.
2. A draft policy should consider existing policies already implemented by cities around the world, which should focus not on red tape but is easy to understand and use as a policy guide.

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3. The draft policy for consultation should be received by Council no later than April 2018.

Background

Parklets have become extremely popular over many years in cities throughout the world.

Cities around the world are embracing the concept of the city parklet – small public pop up parks set into the existing street, most often using one or two car bays or sidewalks.

New York, San Francisco, Montreal, Vancouver, Toronto and other major international cities are actively encouraging and promoting parklets, having successfully and safely run such programs for many years:

The key objectives of street parklets are to:

- Enhance the pedestrian experience, by making streets more hospitable and people friendly, including providing more green space, shade and seating to provide a place to meet friends; rest, eat or take a break;
- Supporting local small businesses in the area, by encouraging people to linger longer in a precinct;
- Enable small business to expand their alfresco area beyond the traditional pedestrian path, particularly where there is limited a sidewalk or path.

In short, a parklet can bring significant value to a streetscape and the surrounding precinct. They help increase pedestrian traffic in an area, focus and bring out the particular identity of a city neighbourhood and provide just a great experience for both locals and tourists alike.

Cities may define parklets within two categories – city or public parklets, which are paid for and hosted by the city council, and private funded parklets, which add to an existing business or alfresco area.

To obtain further information, please goto ‘Pavements to Parks’ Program in San Francisco, at <http://pavementtoparks.sfplanning.org>.

Developing a parklet policy

A parklet policy should encourage creative, sustainable, high quality parklet installations, which also are safe and meet technical requirements.

However, the policy should not be cumbersome, rather set clear conditions under which parklets may be installed. A parklet how-to-guide can assist this process if a parklet policy is adopted.

Parklets can not be considered in all areas of the city, for example, in clearway zones, but can work very well in low speed environments.

Potential precincts include:

- East Perth (Claisebrook area, including Royal Street)
- West Perth
- Northbridge
- Historic Heart precinct
- West End precinct

The loss of parking revenue from a paid car parking bay on the street may be viewed as a negative, however, the increased foot traffic, vibrancy and enhanced street appeal to a precinct are significant gains for the city.

Any parklet policy should not attempt to charge or recover full costs from the loss of parking, as this will inhibit any private funded uptake of policies, rather the focus should be on encouraging street activation.

Currently, the City of Fremantle, Victoria Park, Vincent and Mandurah have parklets in town centres. This motion is cosponsored by Cr Limnios.

Administration Response

This matter is not listed in the City of Perth Corporate Business Plan or resources identified in the adopted City of Perth Budget or Workforce Plan. Council will need to consider the financial and legal implications of such a policy position, as well as engaging with the Community. The matter would be more appropriately referred to Planning Committee for further consideration.

14.6

In accordance with Clause 4.12 of the *City of Perth Standing Orders Local Law 2009* the following notice of motion was received from Deputy Lord Mayor Green on 6 February 2018 for the consideration of Council (CM 33421/18):

Motion

That Council:

1. Strongly endorses the policy approach for Perth as a “City of Neighbourhoods”, based on the following policy principles that the “City of Neighbourhoods” approach:
 - a. Empowers local residents, small business and property owners who live, work and play in their neighbourhoods to develop and drive ideas to improve their precincts and create active management of a precinct;
 - b. Recognises that the best ideas can be developed from the people who reside, live, work and play every day in those neighbourhoods and enable authentic precinct identities;

- c. Enables the City of Perth to leverage additional funding from private and non-for-profit funding sources to compliment the significant economic work of the city to activate precincts;
 - d. Fosters and facilitates distinct inner city neighbourhoods identities, which enhance the urban experiences for residents buying into the city, and for tourists wanting an, interesting and lively city experience;
 - e. Enhances the overall experience for any visitor to the city – and encourages visitors to look beyond the CBD to visit other parts of the city which have less foot traffic.
 - f. Recognises that precinct and neighbourhoods organisations are not a competitor to the City of Perth operations and programs, but rather active partners who complement and enhance the work of the City to drive economic development and are not a threat to the City’s overall marketing and branding programs.
 - g. Recognises the “City of Neighbourhoods” has been highly successful in cities around the world and the implementation of such an approach in the City of Perth is not working to copy, but rather create authentic and distinct identities of our city;
2. Directs the Chief Executive Officer to write to each precinct and neighbourhood organization, outlining the City’s new policy approach and encouraging participation and feedback;
3. Authorises the establishment of a working group of existing and new neighbourhood and precinct organisations, which must meet a minimum of 5 times per year, with a reference framework to:
 - a. Provide a formal opportunity for engagement by the City with precinct and neighbourhood organisations and an opportunity for feedback;
 - b. Consult on existing and new activation and economic development programs for the city; and
 - c. Examine opportunities for cooperative approaches with precinct organisations
4. The membership of this City Neighbourhoods working group will include the following membership, with up to two representatives invited from each organisation:
 - East Perth Community Safety Group
 - Activate Perth
 - Heritage Perth
 - Historic Heart Incorporated
 - West Perth Local
 - Northbridge Common
 - On William
 - East Perth Collective
 - West End Association

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- King Street Precinct
 - Western Residents Association
 - And any other group that represents a distinct precinct or activation organization in the city.
5. The City Neighbourhoods working group will be Chaired by a member appointed by Council, who will be [Cr Name].
 6. The City Neighbourhoods working group will also include the Director of the Economic Development Team and another staff as determined by the Chief Executive Officer.
 7. The Council direct the CEO and administration to work with relevant Tourism authorities, organisations and the State Government to develop and promote the Perth as City of Neighbourhoods.
 8. The Council recognizes and congratulates the energized approach by the City's Economic Development team, in particular spreading economic activation across the city.

Background

Around the world, great cities are well known for their vibrant, lively and distinct city neighbourhoods – which are encouraged to develop their own brands, identities and which are driven by the residents, businesses and property owners who reside in them.

As our council, already public acknowledges on our website and is seeking community consultation:

“The City is made up of a number of distinctive areas and neighbourhoods, each with their own identity, qualities, strengths and weaknesses” (City of Perth Website, 2018).

This approach delivers a range of critical social, community and economic benefits of a city, including:

- A City of Neighbourhoods with their own unique indemnities create a stronger sense of community, and encourage greater resident and business involvement in the care of and management of those precincts;
- A City of Neighbourhoods which are managed or supported by precinct organisations ensure authentic identities, where the best ideas come from the people who live, work and play in those precincts;
- A City of Neighbourhood model encourages and drives greater street activation, vibrancy and life, as precinct organisations became a focal point for change and making practical improvements.
- A City of Neighbourhoods model provides a stronger urban experience for both local visitors and tourists, which encourages people to look beyond just the CBD to other parts of the city, and promote the city as a tourist experience in itself rather than as a gateway to other areas of the State.

- A City of Neighbourhood model is way of local councils and authorities better engaging and connecting with residents and small businesses owners, as precinct organisations became a critical way to consult, engage and work to deliver outcomes.

The **Property Council of Australia 2017 report – Big and Small Ideas for Perth** – strongly recommended the “A City of Neighbourhoods” policy approach, which recognizes existing and emerging inner-city precincts in the City of Perth, and active facilitation and creation of new precincts and neighbourhoods in the city.

In particular, the Property Council report recognizes that this will enhance the Perth as an attractive City for residents to live in, given that “people buy into neighbourhoods with character and that “great places with identity create attachment, sense of place, pride and a greater involvement of people and business with community.”

In this regard, the Property Council of Australia specifically recommends the following actions: (pg 13, 2017)

- *It’s time to think smaller and break the city into more comprehensible pieces by applying spatial, infrastructure, economic and management solutions that strengthen capacity and vitality, and reinforce local identity.*
- *At the heart of this is precinct management, coupled with strategic place positioning. Think place-based community organisations, Main Street Networks and public / private sector partnerships. Aligning community, business and government around this concept, and bringing them together to take ownership of local areas – manage, govern and fund – is key. Any precinct branding should align with Perth’s broader strategic positioning.*
- *Design and implement place specific streetscape features (landscape, signage and other urban theming) to help define areas and streets. The delivery of new public spaces, events, and projects should also be encouraged. These precincts should not be exclusive, generic or based only on retail, but grow from existing themes and strengths.*
- *Key neighbourhoods could be formalised via the creation of new suburbs. Creative names could be developed in consultation with residents and businesses.*
- *Grant funding should be made available for projects that fulfil these objectives, similar to the Suburban Centre Improvement Project (SCIP) grant program operated by the Brisbane City Council.*

The Council motion and recommendations build on the Property Council of Australia’s report and approach.

Within current City of Perth policy setting:

As Councilors would be very aware, the City of Perth is looking at the way Perth city is growing and as a result, the administration is preparing its first City Planning Strategy.

The City of Perth is already asking individual residents to contribute their aspirations for the *“future of the areas where you live, work and play and encourage you to get involved by participating in a community consultation program. In doing so you will help shape the long-term vision for Perth’s neighbourhoods.”* (City of Perth website, 2018)

This motion compliments the existing work of the Planning administration and does not seek to duplicate this work, but rather given the significant momentum with a number of emerging precinct organisations, aims to facilitate cooperation and focus efforts. This is of critical importance, given the current economic climate following the post mining boom – and the desire of residents, businesses and property owners to drive more life, vibrancy and economic activity in the city.

Administration Response

Notwithstanding intent of this motion, it proposes to introduce a new classification of Policy to Council. This matter would be more appropriately referred to Planning Committee to enable further consideration and development of a policy and framework.

15 Urgent Business

16 Closure



MARTIN MILEHAM
CHIEF EXECUTIVE OFFICER

9 February 2018

This meeting is open to members of the public



City of Perth

Council Chambers Seating Layout



Manager Governance
Mark Ridgwell



The Right Honourable
the Lord Mayor
Ms Lisa-M. Scaffidi



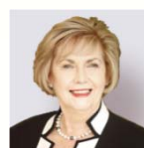
Chief
Executive Officer
Martin Mileham



Director Community and
Commercial Services
Rebecca Moore



Cr Steve Hasluck



**Cr Janet Davidson
OAM JP**



Personal Aide to
the Lord Mayor
Paul Anastas



Director Planning and
Development
Erica Barrenger



Cr Reece Harley



**Deputy Lord Mayor
Jemma Green**



Director Construction
and Maintenance
Paul Crosetta



Manager
Development Approvals
Margaret Smith



Cr Lexi Barton



Cr Lily Chen



Director
Corporate Services
Robert Mianich



Director Economic
Development and Activation
Annaliese Battista



Cr James Limnios



Cr Jim Adamos



Governance and
Electoral Officer
Siobhan Rippington

Public Gallery

INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

Welcome to this evening's Council meeting. This information is provided on matters which may affect members of the public. If you have any queries on procedural matters please contact a member of the City's staff in attendance tonight.

Question Time for the Public

- An opportunity is available at Council meetings for members of the public to ask a question about any issue relating to the City. This time is available only for asking questions and not for making statements. Complex questions requiring research should be submitted as early as possible in order to allow the City sufficient time to prepare a response.
- The Presiding Person may nominate a Member or officer to answer the question and may also determine that any complex question requiring research be answered in writing. No debate or discussion is allowed to take place on any question or answer.
- To ask a question please write it on the white Question Sheet provided at the entrance to the Council Chamber and hand it to a staff member before the meeting begins. Alternatively questions can be forwarded to the City of Perth prior to 3.00pm on the day of the meeting, by:-
 - Letter: Addressed to GPO Box C120, Perth, 6839;
 - Email: governance@cityofperth.wa.gov.au.
- Question Sheets are also available on the City's web site: www.perth.wa.gov.au.

Disclaimer

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any Member or officer of the City during the course of any meeting is not intended to be and is not to be taken as notice of approval from the City. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received.

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EMERGENCY GUIDE

Council House, 27 St Georges Terrace, Perth



The City of Perth values the health and safety of its employees, tenants, contractors and visitors. The guide is designed for all occupants to be aware of the emergency procedures in place to help make an evacuation of the building safe and easy.

BUILDING ALARMS

Alert Alarm and Evacuation Alarm.

ALERT ALARM

beep beep beep

All Wardens to respond.

Other staff and visitors should remain where they are.



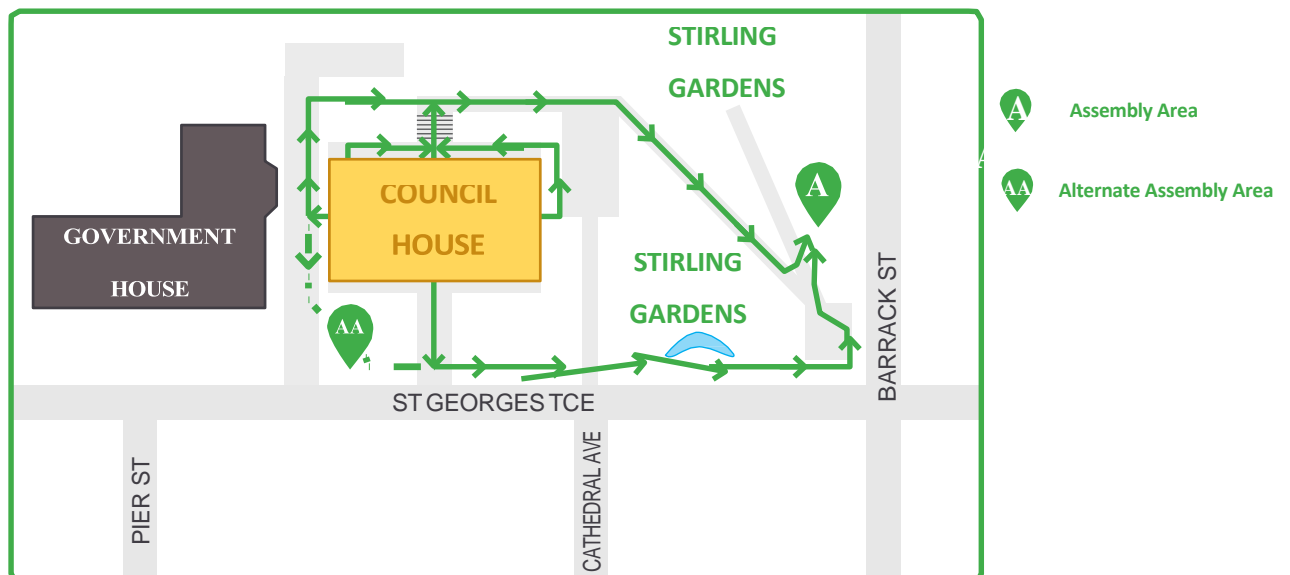
EVACUATION ALARM / PROCEDURES

whoop whoop whoop

On hearing the Evacuation Alarm or on being instructed to evacuate:

1. Move to the floor assembly area as directed by your Warden.
2. People with impaired mobility (those who cannot use the stairs unaided) should report to the Floor Warden who will arrange for their safe evacuation.
3. When instructed to evacuate leave by the emergency exits. **Do not use the lifts.**
4. Remain calm. Move quietly and calmly to the assembly area in **Stirling Gardens** as shown on the map below. Visitors must remain in the company of City of Perth staff members at all times.
5. After hours, evacuate by the nearest emergency exit. **Do not use the lifts.**

EVACUATION ASSEMBLY AREA



Report to the Planning Committee

Agenda **Adoption of Amendments to East Perth Area 21 - Constitution**
Item 13.1 **Hill North Design Guidelines**

Recommendation:

That Council, in accordance with Clause 5 of the Deemed Provisions of the Planning and Development (Local Planning Scheme) Regulations 2015:

- 1. NOTES the submissions received relating to the proposed Amendments to the East Perth Area 21 - Constitution Hill North Design Guidelines as detailed in Attachment 13.1E; and**
- 2. ADOPTS, without modifications, the Amendments to the East Perth Area 21 - Constitution Hill North Design Guidelines, the Map of the Planning Policies, and the Design Guidelines for Normalised Redevelopment Areas as detailed in Attachments 13.1A, 13.1B and 13.1C.**

The Committee recommendation to the Council for this report was resolved by the Planning Committee at its meeting held on 6 February 2018.

The Committee recommendation to the Council is the same as that recommended by the Officers.

FILE REFERENCE:	P1034582
REPORTING UNIT:	City Planning
RESPONSIBLE DIRECTORATE:	Planning and Development
DATE:	23 January 2018
ATTACHMENT/S:	Attachment 13.1A – Comparison Table of Existing and Proposed Design Guidelines Attachment 13.1B – Proposed Amended Design Guidelines Attachment 13.1C – Proposed Amended Planning Precinct and Design Guidelines Area Map Attachment 13.1D – Map of Submissions Attachment 13.1E – Summary of Submissions

Council Role:

- | | | |
|-------------------------------------|-------------|--|
| <input type="checkbox"/> | Advocacy | <i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |
| <input type="checkbox"/> | Executive | <i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i> |
| <input checked="" type="checkbox"/> | Legislative | <i>Includes adopting local laws, town planning schemes and policies.</i> |

- ☐ **Quasi-Judicial** *When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*
- ☐ **Information** *For the Council/Committee to note.*

Legislation / Strategic Plan / Policy:

Legislation Schedule 2 - Planning and Development (Local Planning Scheme) Regulations 2015.
City of Perth City Planning Scheme No. 2.
Local Planning Scheme No. 26 (Normalised Redevelopment Areas)

Integrated Planning and Reporting Framework Implications **Strategic Community Plan**
Goal 1 A city for people.
Goal 2 An exceptionally well designed, functional and accessible city.
Goal 7 An open and engaged city.
Goal 8 A city that delivers for its community.

Policy
Policy No and Name: East Perth Area 21 - Constitution Hill North Design Guidelines

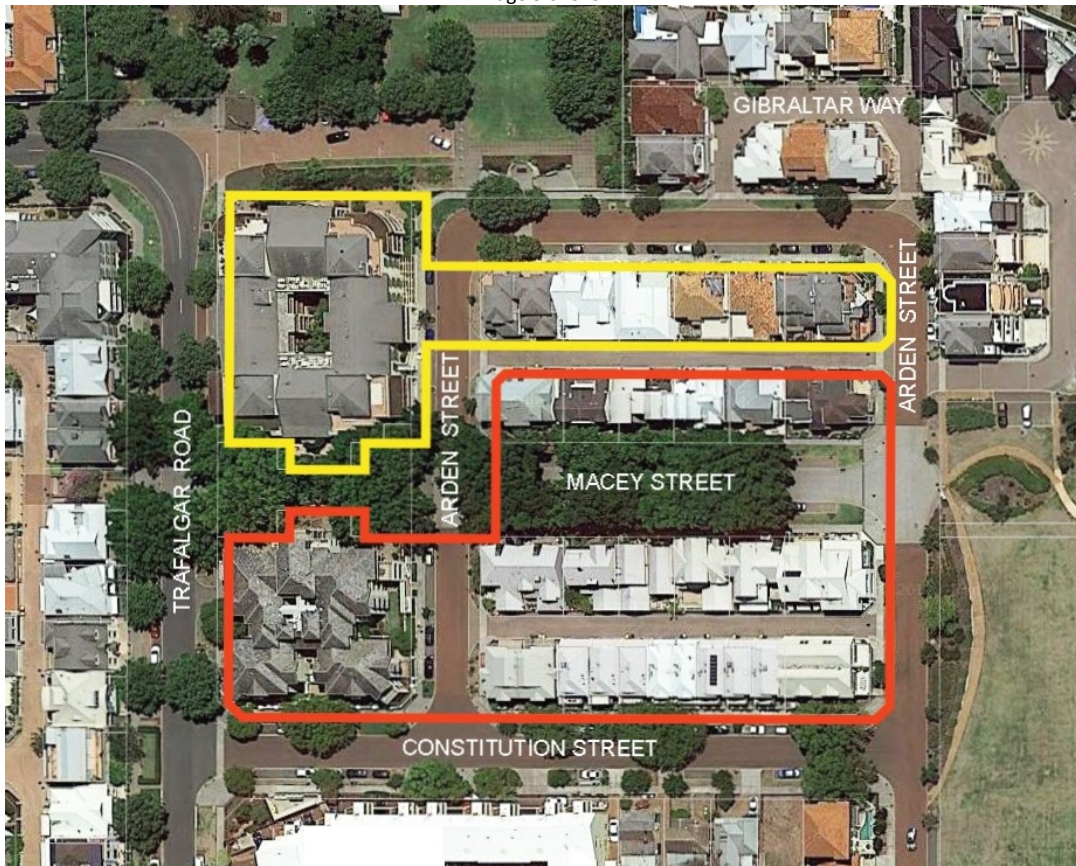
Purpose and Background:

The amendments to East Perth - Area 21 Constitution Hill North Design Guidelines (the Design Guidelines) have been advertised for public comment and the received submissions are presented for the Council's consideration.

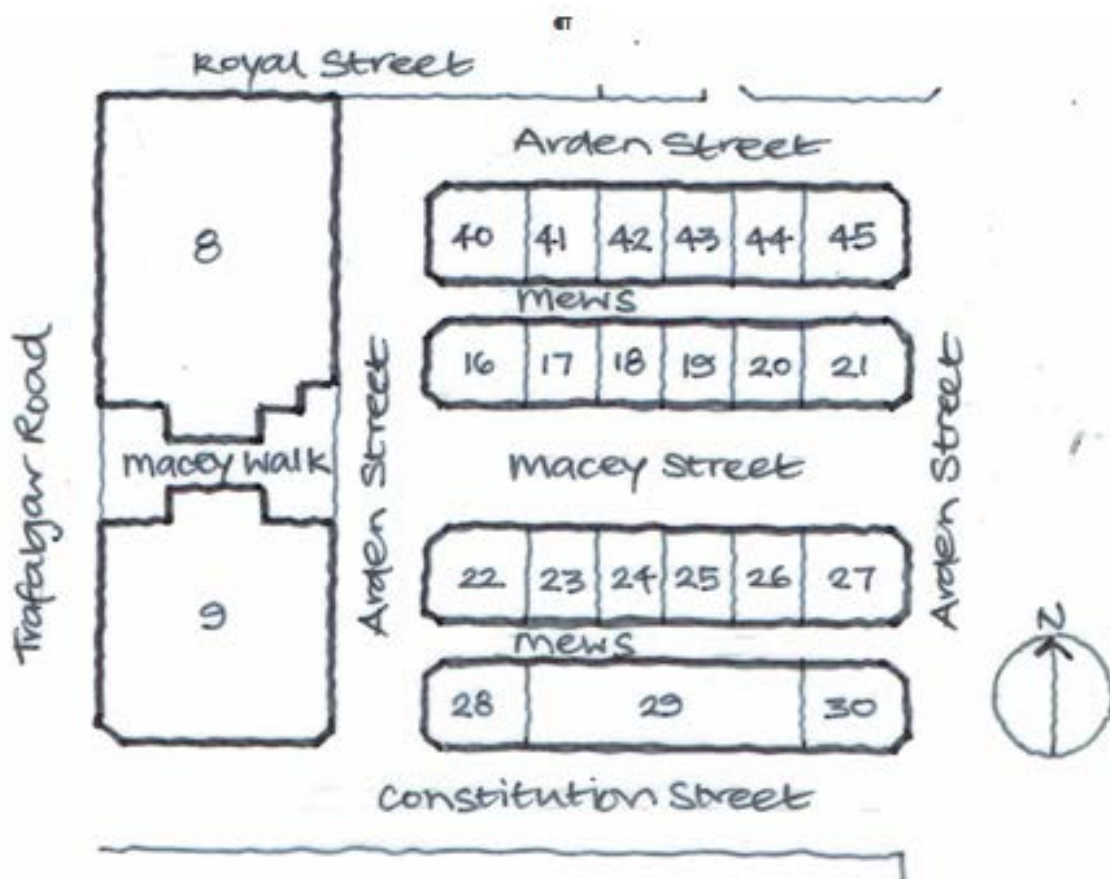
At its meeting on **14 February 2017**, the Council approved a development application for additions to a dwelling at 43 (Lot 41) Arden Street, East Perth. When approving the development the Council noted that the property and immediate surrounds did not have design guidelines to inform development of the land and resolved that 'the City's Officers review the Design Guidelines for East Perth - Area 21 Constitution Hill North to include the properties at 33 to 47 (Lots 40 to 45) Arden Street, East Perth'.

Amendments to the Design Guidelines were presented to the Council at its meeting held on **29 August 2017** where it was resolved that the Design Guidelines be advertised for public comment.

The Amendments propose the inclusion of 33 to 47 (Lots 40 to 45) Arden Street and 50 (Lot 8) Trafalgar Road into the Constitution Hill North Design Guidelines. The current boundary of the Design Guidelines area is marked in red on the aerial image below, while the properties proposed to be incorporated into the area as part of this amendment are bordered in yellow.



The Design Guidelines utilise lot numbers rather than street numbers to identify properties. The applicable lot numbers are shown in the following plan for reference.



In addition to including provisions for the abovementioned properties, the amendments to the Design Guidelines incorporate general changes that will provide greater clarity, remove anomalies and change a small number of provisions to be consistent with the approach across the majority of the city. These changes would not apply retrospectively to existing development or approved development.

A comparison of the existing and proposed Design Guidelines along with the associated rationale is provided in Attachment 13.1A whilst a formatted version of the proposed Guidelines is provided in Attachment 13.1B. A summary of the key changes to provisions is provided as follows:

Section 1.3 Building Envelopes

Building Envelopes for Lots 8 and 9: The existing building envelope figure for Lot 9 has been revised, and a new figure added for this and the newly incorporated Lot 8. The wording has also been clarified. The envelopes are measured using maximum facade heights at the northern and southern lot boundaries and overall maximum building heights that take into account the slope across the lots.

The existing apartment building on Lot 9 significantly exceeds the current building envelope within the Design Guidelines. The revised building envelope is more generous insofar as it reflects the existing building and the gradient of the lot. The new building envelope for Lot 8 also takes this approach.

The buildings on Lots 8 and 9 are unlikely to be redeveloped in the foreseeable future. Nonetheless in the event of any redevelopment it would be unreasonable to expect them to be replaced with significantly smaller buildings as reflected in the current building envelope for Lot 9. The revised building envelope is also more reasonable for the consideration of development applications for minor additions or alterations.

Building Envelopes for Lots 16 to 30 and 40 to 45: The existing building envelopes for Lots 16 to 30 have been retained, with the wording and figures clarified. The same building envelope has then been applied to Lots 40 to 45.

Unlike on Lots 8 and 9, the existing buildings on these lots are broadly compliant with the building envelopes and there is no need to vary the building envelopes from those currently in place.

The additions to the dwelling at 43 (Lot 41) Arden Street, East Perth approved by the Council on 14 February 2017 will, if constructed, project outside the proposed building envelope primarily at the rear of the site. However, the Council has the discretion to vary the Design Guidelines including the building envelope, when determining a development application where the variation is not likely to have an adverse impact on the amenity of the locality. It is noted that the current approval for 43 Arden Street would stand, as the new provisions would not apply retrospectively to existing or approved development.

Section 2.0 Setbacks

The setback provisions have been retained with wording clarified as appropriate. Provisions that allow balconies to extend over lot boundaries have been removed due to the potential adverse impacts on the public realm and associated land tenure complications.

Section 3.0 Access and Parking

The access and parking provisions within this section have been clarified. The figure with indicative car parking locations has been removed and replaced with a provision requiring car parking for Lots 16 to 21 and 40 to 45 to be accessed from the mews, reflecting the original intent and current situation.

Section 4.0 Open Space

The current provisions require that each dwelling has an area of north facing private open space, except in the case of Lots 9 and 24 to 25 due to shading from large street tree canopies. This exception has been extended to apply to Lots 23 to 26 as they are similarly affected by street trees.

The minimum area for a balcony has been increased from 4m² to 10m² and the minimum depth increased from 1.5 to 2m to be consistent with the City Planning Scheme No. 2 (CPS2) Residential Design Policy that applies to residential development across large parts of the city.

Section 7.0 Retaining Walls and Fences

New provisions are included within this section that require boundary fences fronting the mews to have a maximum height of 1.8m. This will provide guidance where the Guidelines are currently silent and is consistent with conventional fence heights for laneways.

Section 9.0 Services

New provisions are included within this section to require that, for all new development, bins should be stored in a location on the lot screened from public view. For lots abutting a mews, a pad for the required number of bins should be included within the lot at the mews boundary.

Normalised Redevelopment Areas Planning Precinct and Design Guideline Map

The map within Part 2 of the Planning Policy Manual that identifies Planning Precincts and Design Guideline Areas within the Normalised Redevelopment Areas has been updated to incorporate the subject lots within the Constitution Hill North Design Guidelines Area. This map forms Attachment 13.1C.

Details:

Consultation

The proposed amendments to the Design Guidelines were advertised for public comment for 28 days between 13 November and 11 December 2017. This is seven days in excess of that required under the *Deemed Provisions of the Planning and Development (Local Planning Scheme) Regulations 2015*.

The proposed amendments were advertised by way of:

- a letter, notice and submission form being sent to landowners within the area indicated in Attachment 13.1D and to the Metropolitan Redevelopment Authority (MRA);
- a notice being placed in The Voice newspaper on 18 November, 2017;
- information being made available for viewing at the City's Customer Service Centre; and
- information being placed on the City's website.

The landowners notified included those with property within or adjacent to the proposed amended Design Guidelines Area as well as any who submitted an objection to the development application for 43 Arden Street, East Perth in 2017. A map indicating the location of landowners notified and those who have now lodged submissions in relation to the proposed amended Design Guidelines forms Attachment 13.1D.

Submissions

A total of eight submissions were received during the consultation period along with one late submission. Of these:

- eight were from landowners who are opposed to the proposed amendments; and
- one was from the MRA who support the proposed amendments.

Financial Implications:

ACCOUNT NO:	CL 16201000
BUDGET ITEM:	Planning Schemes and Policies
BUDGETED AMOUNT:	\$49,400
AMOUNT SPENT TO DATE:	\$17,923
PROPOSED COST:	\$ 550
BALANCE REMAINING:	\$30,927
ANNUAL MAINTENANCE:	N/A
ESTIMATED WHOLE OF LIFE COST:	N/A

All figures quoted in this report are exclusive of GST.

Comments:

Attachment 13.1E provides a summary of the submissions received and the City's response. The concerns raised in the eight submissions from landowners largely relate to previous East Perth Redevelopment Area (EPRA) Design Guidelines and the development approval for 43 Arden Street, and not the amendments to the Design Guidelines now proposed. The details of the submissions and the City's responses to these are summarised as follows:

Submission Comment

The City incorrectly failed to adopt the EPRA Constitution Hill (Stage 2), Claisebrook Design Guidelines.

Response

Prior to January 2002, the properties that are the subject of the proposed amendment were part of the EPRA. In January 2002 the planning authority for large portions of the Redevelopment Area, including these properties, were returned to the City (i.e. normalised) with transitional provisions in place for five years until January 2007. These transitional provisions included the application of the Constitution Hill Design Guidelines adopted by EPRA on 23 May 1994.

On 11 March 2008 the Council adopted all of the EPRA Design Guidelines for these areas that it had knowledge of at that time, with only minor changes. Based on advice from EPRA, it was the City's understanding that 33 to 47 Arden Street and 50 Trafalgar Road, East Perth were not covered by the 1994 Design Guidelines or any other Design Guidelines. Therefore none were adopted for these sites.

In late 2017 following initiation of the proposed Design Guidelines amendment now under consideration, the MRA advised a number of landowners that the Constitution Hill (Stage 2) Design Guidelines were in existence, applied to the subject lots when planning authority was returned to the City in 2002 and should have been in affect up until 2007 under transitional orders. They also subsequently advised the City that they had located a further set of Design Guidelines, the Constitution Hill Design Guidelines (Lots 10-30), that may have been the Guidelines referred to in the Regulations and applicable under the transitional provisions.

The City has sought legal advice on the status of these pre-normalisation Design Guidelines now located by the MRA. This advice has confirmed that any design guidelines that may have covered the properties prior to or during transition ceased to apply after the expiry of the transitional period in 2007. In the unlikely event that they had any application after this date, this ceased in March 2015 as a consequence of an amendment to LPS26.

It is therefore considered appropriate to now proceed with the proposed amendment to the Constitution Hill North Design Guidelines. This will ensure that appropriate planning provisions are in place to assess future development applications for 33 to 47 Arden Street and 50 Trafalgar Road, East Perth and provide greater certainty for landowners in the area on the development that can reasonably be anticipated.

Submission Comment

The 2017 development approval granted for alterations and additions to the dwelling at 43 Arden Street, East Perth conflicts with the EPRA Design Guidelines, the proposed Design Guidelines and existing development in the area. It represents a spot zoning that will have an adverse impact on the amenity of adjacent dwellings and the area. It should therefore be withdrawn.

Response

The approval of the development application is a separate matter to the consideration of the proposed amendments to the Design Guidelines.. The amendments now proposed will ensure greater guidance exists for the assessment of any development proposed in the future for 33 to 47 Arden Street and 50 Trafalgar Road, East Perth.

The proposed amendments to the Design Guidelines cannot apply retrospectively to existing or approved development. The proposed additions to the dwelling at 43 Arden Street, East Perth, will if constructed project outside the proposed building envelope primarily at the rear of the site.

It should be noted however, that the Council has the discretion to vary Design Guidelines including building envelopes, when determining development applications if it is considered that the variation will not adversely affect the amenity of the locality and is consistent with orderly and proper planning.

Under State planning legislation the Council has no power to unilaterally reconsider or revoke the development approval. A development approval can only be cancelled by the Council if an application for cancellation is made by the owner of the land to which the approval relates.

Submission Comment

A number of landowners opposed to the development approval for 43 Arden Street, East Perth have submitted a request to the Minister for Planning, Lands and Housing to review the approval process and the City's failure to have regard to the Constitution Hill (Stage 2) Claisebrook Design Guidelines. They have also indicated that they may undertake a legal challenge in the Supreme Court. They have requested that the amendment be deferred until these reviews are completed.

Response

The City's legal advice has indicated that the development approval could not be cancelled by the Minister. The development approval could only be cancelled by the Supreme Court on the basis that there was an error of law in the approval process. This is not considered to be the case, as confirmed by the legal advice.

It is therefore important to proceed with the Amendment and adopt the Design Guidelines as soon as possible to guide the assessment of any further development applications for the subject properties. The adoption of Design Guidelines for these properties would not prejudice the outcome of any review or legal challenge of the development approval.

Conclusion

While a number of landowners remain opposed to the development application approved for 43 Arden Street, East Perth, the approval of the proposed amendment is a separate matter. It is appropriate that 33 to 47 Arden Street and 50 Trafalgar Road, East Perth be covered by planning provisions. The amendments propose planning provisions that reflect the existing character and amenity of development in the area and it is considered appropriate that Council agrees to adopt them without modification.

COMPARISON OF EXISTING AND PROPOSED CONSTITUTION HILL NORTH DESIGN GUIDELINES AND ASSOCIATED RATIONALE		
EXISTING DESIGN GUIDELINES	PROPOSED DESIGN GUIDELINES	RATIONALE
<ul style="list-style-type: none">The wording proposed to be deleted is highlighted in red.	<ul style="list-style-type: none">The proposed wording is highlighted in red.Wording highlighted in <i>italics</i> does not form part of the Policy text.	
CONTENTS 2.2 Constitution and Macey Street Frontages 2.3 Trafalgar Road and Arden Street Frontages 2.6 Side Boundaries 1.0 INTRODUCTION 1.1 Context These guidelines apply to the land within Constitution Street Precinct (Precinct EP2) as defined in the City of Perth Local Planning Scheme No. 26 (Normalised Redevelopment Areas) (herein called ‘the Scheme’). Refer to the Scheme for Preferred Uses and Plot Ratios, as well as other Planning Policies. Where no guidelines are listed, the standard planning policies apply. The Deemed Provisions set out in the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> also forms part of the Scheme Text.	CONTENTS 2.2 Constitution, Arden, Royal and Macey Street Frontages (east-west orientation streets) 2.3 Trafalgar Road and Arden Street Frontages (north-south orientation streets) 2.6 All Other Boundaries 1.0 INTRODUCTION 1.1 Context These Design Guidelines apply to the land within the Constitution Street Precinct (Precinct EP2) as defined in the City of Perth Local Planning Scheme No. 26 (Normalised Redevelopment Areas) (herein called ‘the Scheme’). The Deemed Provisions set out in the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> also form part of the Scheme. The Scheme identifies Preferred, Contemplated and Prohibited uses within the Constitution Street Precinct and stipulates maximum plot ratio. In determining any application for development approval, the local government will have regard to these Design Guidelines, the Scheme and other Planning Policies. 1.2 Scope of Guidelines These Design Guidelines apply to Lot 9 and Lots 16 to 30, Constitution Hill, as shown in Figure 1. No Design Guidelines exist for lot 8, and 40 to 45 (inclusive). Refer to the Scheme Precinct EP2 for Preferred Uses, Plot Ratios and General Planning Policies.	CONTENTS Contents page headings are consistent with the headings in the main body of the Design Guidelines. 1.0 INTRODUCTION 1.1 Context Text is clarified. Text is clarified. Text on the planning framework is revised for clarity and relocated here. 1.2 Scope of Guidelines Lots that were previously not included in the Design Guidelines are now incorporated. The plan has been revised to indicate all Lots 8, 9, 16 to 30 and 40 to 45 that are now proposed to be included in the Constitution Hill North Design Guidelines. All street names and a north point are added for clarity.

<p>Figure deleted</p>	<p>New Figure inserted</p>
<p>Figure 1:- Extent of Design Guidelines coverage in Constitution Hill land release.</p> <p>1.3 Integration of Art</p> <p>Involvement of artists in designing the new development is strongly encouraged as it can provide opportunities to enrich design responses. Examples of integral artworks include detailing to fences and walls, steps, balustrades, paving design, lighting, building fittings and entry treatments.</p> <p>1.4 Building Envelope</p> <p>The building height and bulk shall be contained within a building envelope, with only minor projections allowed for such items as chimneys, finials, awnings, pergolas, balconies and small portions of bay and dormer windows. Balconies and enclosed rooms must not project past the lot boundaries.</p>	<p>1.3 Integration of Art</p> <p>An artist should be encouraged to be involved in the design of the new development to help enrich design responses. Examples of integral artworks include detailing to fences and walls, steps, balustrades, paving design, lighting, building fittings and entry treatments.</p> <p>1.4 Building Envelopes</p> <p>Building height and bulk shall be contained within a building envelope, with only minor projections outside of this allowed for items such as chimneys, finials, awnings, pergolas, balconies and small portions of bay and dormer windows. Balconies and enclosed rooms must not project past the lot boundaries.</p> <p>For Lot 8, the building envelope shall have a maximum height of 17.5m above finished ground level, projected at 45 degrees from a point 10.5m maximum (3 storeys) above the finished ground level at the Macey Walk lot boundary and from a point 14m maximum (4 storeys) above the finished ground level at the Royal Street lot boundary, as shown in Figure 2. The maximum height at the Arden Street and Trafalgar Road lot boundaries shall not extend above a line that connects the maximum</p>
<p>1.3 Integration of Art</p> <p>Text is clarified</p>	<p>1.3 Integration of Art</p> <p>Text is clarified</p>
<p>1.4 Building Envelope</p> <p>Text is clarified.</p>	<p>1.4 Building Envelopes</p> <p>Text is clarified.</p>
<p>New text and a figure are added for Lot 8 that is now incorporated into the Design Guidelines; the text explains the measurement of height for the building envelope and takes into account the change in level across the site and the existing built form.</p>	<p>New text and a figure are added for Lot 8 that is now incorporated into the Design Guidelines; the text explains the measurement of height for the building envelope and takes into account the change in level across the site and the existing built form.</p>
<p>The new cross section figure visually reflects the text for the</p>	<p>The new cross section figure visually reflects the text for the</p>

Building Envelope for Lot 8.

heights at the Royal Street and Macey Walk lot boundaries.
Note that the 17.5m height is measured from a line across the site connecting the Macey Walk ground level to the Royal Street ground level. The 45 degrees angle applies above the maximum height at all street lot boundaries.

New Figure 2 inserted.

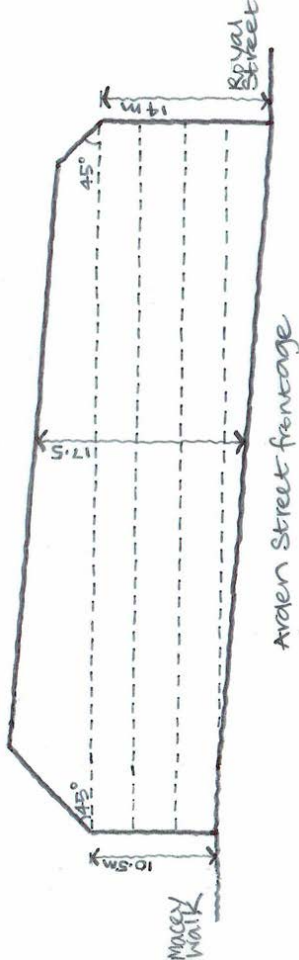


Figure 2: - Building envelope for Lot 8

For Lot 9, the building envelope shall have a maximum height of 17.5m above finished ground level, projected at 45 degrees from a point 10.5m maximum (3 storeys) above the finished ground level at the Constitution Street lot boundary and from a point 14m maximum (4 storeys) above the finished ground level at the Macey Walk lot boundary, as shown in Figure 3. The maximum height at the Arden Street and Trafalgar Road lot boundaries shall not extend beyond a line that connects the maximum heights at the Constitution Street and Macey Walk lot boundaries.

Note that the 17.5m height is measured from a line across the site connecting the Constitution Street ground level to the Macey Walk ground level. The 45 degrees angle applies above the maximum height at all street lot boundaries.

New diagram and label for Figure 3 inserted



Figure 3: - Building envelope for Lot 9

For Lot 9, the building envelope shall have a maximum height of 15m above finished site ground level, projected at 45 degrees from a point 6m above the finished ground level at the lot street frontages and from a point 9m (3 storey) above the finished ground level at the Macey Walk boundary frontage as shown in Figure 2.

Figure 2 deleted

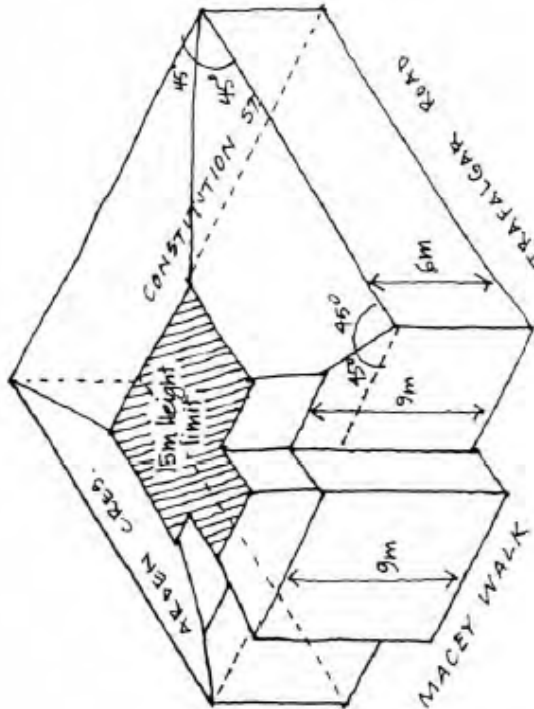
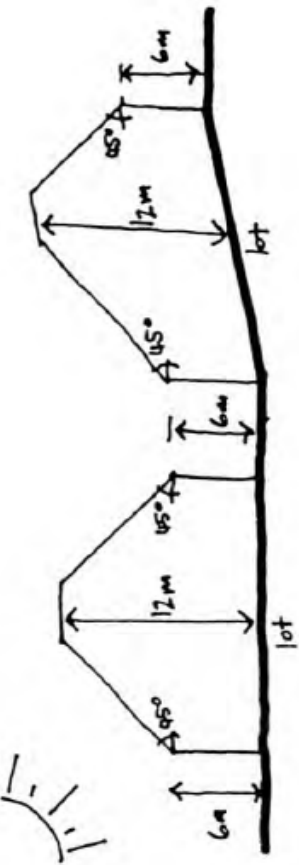
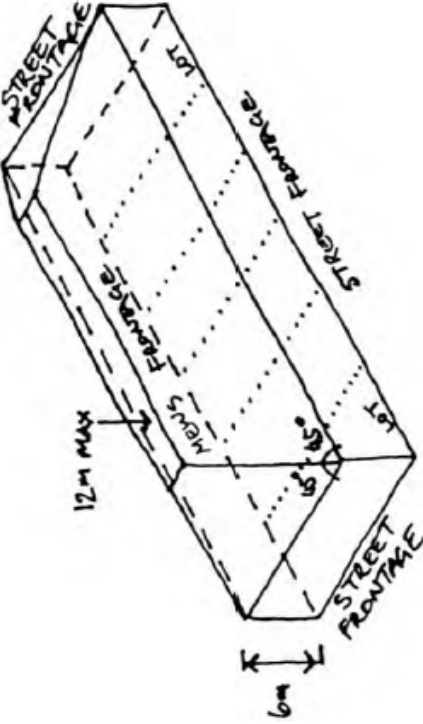
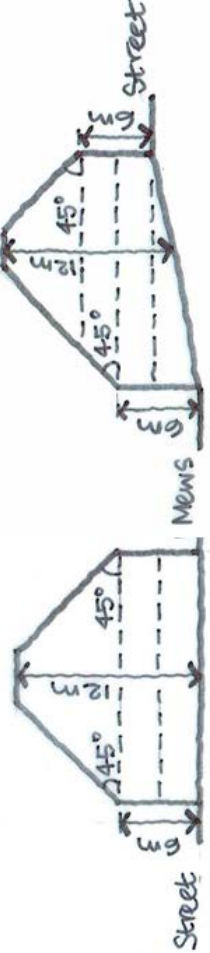
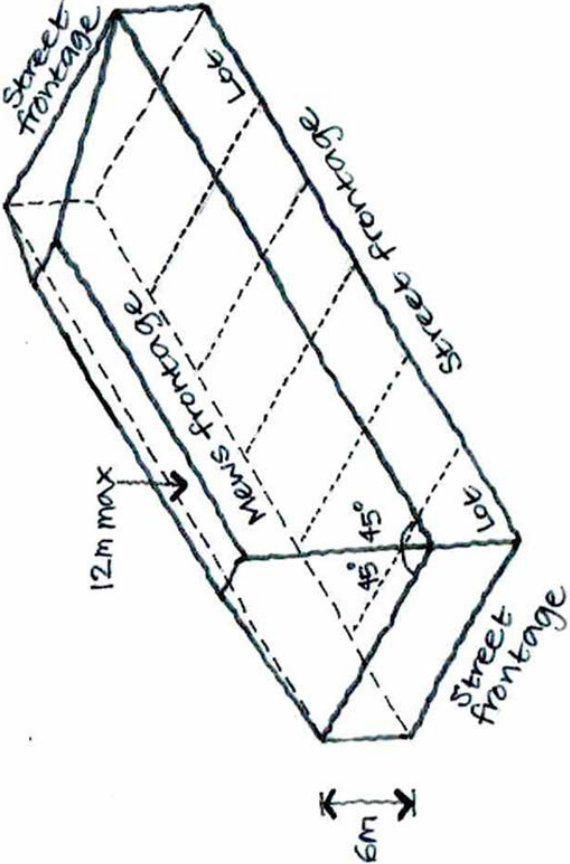
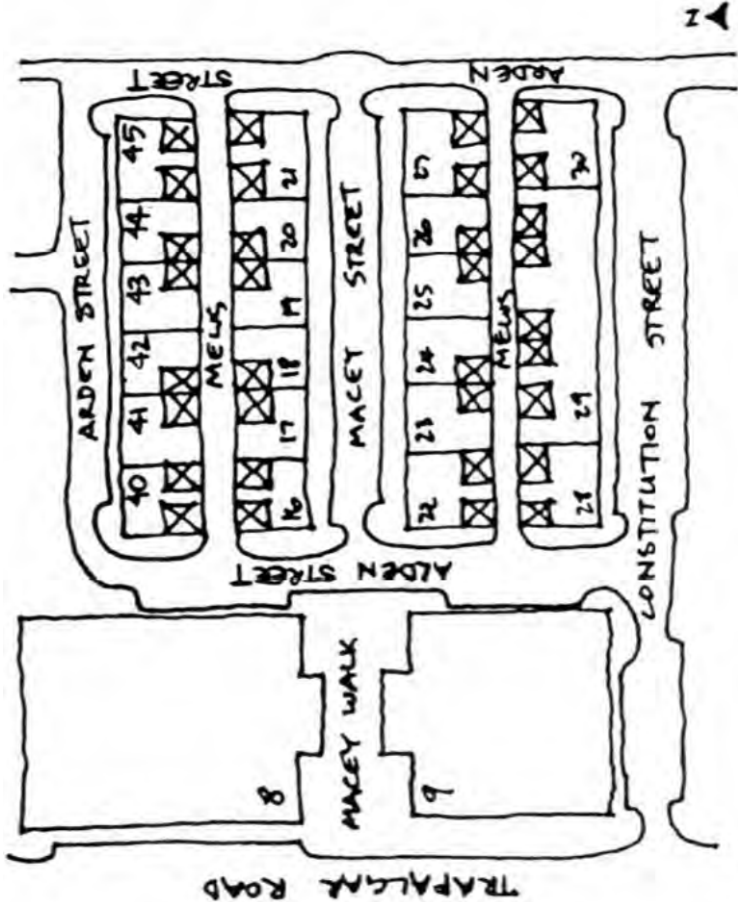


Figure 2: - Building envelope for Lot 9

<p>For Lots 16 to 30, the building envelope shall have a maximum height of 12m (4 storey), projected at 45 degrees from a point 6m above the finished ground level at the lot street and mews boundary frontages, as shown in Figures 3 and 4. Note that the 12m height is measured from a line connecting the street and mews levels across the site.</p> <p>Figures 3 and 4 deleted</p>  <p>Figure 3: - Typical section through Lots 16 to 30 showing building envelope</p>  <p>Figure 4: - Typical building envelope for block between mews and street</p>	<p>For Lots 16 to 30 and 40 to 45, the building envelope shall have a maximum height of 12m projected at 45 degrees from a point 6m maximum (2 storeys) above the finished ground level at the street and mews lot boundaries, as shown in Figures 4 and 5. Note that the 12m height is measured from a line across the site connecting the street ground level to the mews ground level.</p> <p>New diagram and label for Figure 4</p>  <p>Figure 4: - Typical sections through a flat lot and a sloping lot showing the building envelopes.</p>  <p>Figure 5 – Typical building envelope for the street block.</p>	<p>Lots 40 to 45 are now incorporated into the Design Guidelines. The text is also clarified to explain the measurement of height for the building envelope. Unlike Lots 8 and 9, the existing built form is generally consistent with the existing building envelope for Lots 16 to 30 and therefore no alteration to the maximum heights is warranted.</p> <p>The diagrams are revised to show the typical building envelopes for a flat lot and a sloping lot and provide clarity. Figure numbers are adjusted.</p>	<h2>2.0 SETBACKS</h2> <h3>2.1 General</h3> <p>Text is clarified as a 'should', particularly as the tree canopy changes constantly and a definitive distance cannot be maintained at all times, also the note on pruning is omitted as it is the responsibility of the City.</p> <p>Provision for balconies to extend beyond lot boundaries has been removed due to the possible adverse impact on the public realm</p>
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<p>2.2 Constitution and Macey Street Frontages</p> <p>3m minimum setback.</p> <p>For Lots 16 to 21, the setback may be further reduced by 0.25m to allow for boundary variations to accommodate services.</p> <p>2.3 Trafalgar Road and Arden Crescent Frontages</p> <p>2m average, with a nil minimum setback.</p> <p>2.4 Macey Walk Frontage</p> <p>Nil minimum setback.</p> <p>2.5 Mews</p> <p>Nil setback for garages/carports and building above garages.</p> <p>Ensure setbacks provide the required clearances of services and service easements.</p> <p>2.6 Side Boundaries</p> <p>For Lot 29, nil to all side boundaries to develop a terrace housing form.</p> <p>For all remaining lots, nil to both side boundaries is acceptable, with at least one nil side setback as follows:</p> <p>Lots 18, 20, 21, 24, 26, 27 and 30 - nil to the western side boundary;</p> <p>Lots 16, 17, 19, 22, 23, 25 and 28 - nil to the eastern side boundary.</p> <p>Side boundary walls up to 6m in height are permitted, with this increasing to any height that fits within the building envelope where a</p>	<p>2.2 Constitution, Arden, Royal and Macey Street Frontages (east-west orientation streets)</p> <p>The building shall be setback a minimum of 3m.</p> <p>2.3 Trafalgar Road and Arden Street Frontages (north-south orientation streets)</p> <p>The building shall be setback an average of 2m, with nil permitted for a portion of its length.</p> <p>2.4 Macey Walk Frontages</p> <p>A nil building setback is permitted.</p> <p>2.5 Mews Frontages</p> <p>A nil building setback is permitted for garages, carports and any building above the garages.</p> <p>Landowners shall ensure that buildings and fences are setback from services and service easements in accordance with the relevant service authorities' requirements.</p> <p>2.6 All Other Boundaries</p> <p>For Lot 29, buildings shall have nil side setbacks to develop a terrace housing form.</p> <p>For all single dwelling lots, a nil setback to both ground level side boundaries is permitted. At least one nil side setback shall be provided as follows:</p> <p>Lots 18, 20, 21, 24, 26, 27, 30, 42, 44 and 45 – building shall have a nil setback to the western side boundary;</p> <p>Lots 16, 17, 19, 22, 23, 25, 28, 40, 41 and 43 – building shall have a nil setback to the eastern side boundary.</p>	<p>and the legal impediments.</p> <p>2.2 Constitution, Arden, Royal and Macey Street Frontages (east-west orientation streets)</p> <p>Heading is clarified to indicate the east-west oriented streets.</p> <p>Text is clarified.</p> <p>This provision could not be verified and is deleted. A minor variation to accommodate services could be considered when a development application is assessed.</p> <p>2.3 Trafalgar Road and Arden Street Frontages (north-south orientation streets)</p> <p>Heading is clarified to indicate the north-south oriented streets.</p> <p>Text is clarified.</p> <p>2.4 Macey Walk Frontages</p> <p>Text is clarified.</p> <p>2.5 Mews Frontages</p> <p>'Frontages' added to heading for clarity.</p> <p>Text is clarified.</p> <p>Text is clarified.</p> <p>2.6 All Other Boundaries</p> <p>Heading is clarified</p> <p>Text is clarified.</p> <p>Text is clarified.</p> <p>Text is clarified and relevant lots now included in the Design Guidelines are added.</p> <p>Text is clarified and relevant lots now included in the Design Guidelines are added.</p> <p>Provision is deleted as the lots have all been developed.</p>
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<p>boundary wall is paired or shared and the dwellings are constructed simultaneously.</p> <p>Upper floors may be set back from nil side boundaries.</p> <p>3.0 ACCESS AND PARKING</p> <p>Provide pedestrian access via front doors facing public streets and Macey Walk.</p> <p>Provide a maximum of two crossovers for vehicle access to Lot 9.</p> <p>Provide all vehicle access to Lots 16 to 20 off mew, with direct opening of garage doors to the mews. See indicative parking locations in Figure 5.</p> <p>Minimise the extent of street and mew frontage given over to car access.</p> <p>All parking to be concealed from public street view.</p> <p>Figure 5 deleted</p> 	
<p>Upper floors may be setback from the side boundaries where a nil building setback is provided at ground level.</p> <p>3.0 ACCESS AND PARKING</p> <p>Pedestrian access to dwellings shall be provided via front doors that face streets, excluding the mews, and Macey Walk.</p> <p>A maximum of two crossovers shall be provided for vehicle access to car parking on Lots 8 and 9.</p> <p>All vehicle access to Lots 16 to 21 and 40 to 45 shall be off the mew, with garage doors opening directly to the mews, but not causing any obstruction to vehicular movement in the mews.</p> <p>The extent of street and mews frontage given over to car access to garages and parking should be minimised.</p> <p>All car parking shall be screened from public view.</p>	<p>Text is clarified.</p> <p>3.0 ACCESS AND PARKING</p> <p>Text is clarified.</p> <p>Text is clarified and Lot 8 added</p> <p>Text is clarified with regards to vehicle access for Lots 21 and the additional Lots 40 to 45 to these Design Guidelines.</p> <p>Text is clarified.</p> <p>Text is clarified.</p> <p>Diagram is deleted as vehicular access off the mews is required for all lots that abut them.</p>
<p>4.0 OPEN SPACE</p> <p>Each dwelling shall be provided with an area of private north facing open space that is directly accessible from a living area. For dwellings abutting Macey</p>	<p>4.0 OPEN SPACE</p> <p>Text is clarified. The lots where variation of orientation will be considered due to shade from existing large trees has been</p>

<p>Walk on Lot 9, and dwellings on Lots 24 and 25 this area of private open space may have any orientation, given the northern shading from existing trees.</p> <p>Private open space may be at ground level or provided as a balcony, terrace or deck.</p> <p>All private open space shall be of usable area and dimensions. As a guide, ground level open space should have an area with minimum dimensions of 4m by 4m, while a balcony serving as the only area of private open space should have a minimum area of 4m², with a minimum dimension of 1.5m.</p> <p>Design balconies for user privacy and the sharing of views.</p> <p>Additional communal open space may be provided as desired, with the intended uses and management responsibilities clearly identified.</p> <p>5.0 BUILDING FORM</p> <p>5.1 General</p> <p>A range of dwelling types is sought for these lots. Multi dwellings are seen as most appropriate for Lot 9, terrace housing for Lot 29 and either shared wall housing or detached housing built to one boundary for other lots.</p> <p>Building heights generally 2 to 3 storey (6m to 12m) plus attic space, with higher development seen as acceptable for Lot 9. Note that attics which are wholly contained within the roof space are not defined as a storey.</p> <p>Encouragement is given for additional dwelling space above mews garages, with scope for studio apartments.</p> <p>5.2 Roof</p> <p>Majority of the roof pitch shall be between 30 – 45 degrees where visible from public area, streets and mews, with a shallower pitch acceptable for verandahs and canopies, small areas of skillion roofs, and small areas of flat roofs where screened behind parapets.</p> <p>Use of dormer/attic windows is encouraged.</p> <p>5.3 Articulation and Detailing</p> <p>Dwellings to present their fronts to public streets and Macey Walk rather than have blank walls and/or car garaging edging these public pedestrian areas.</p>	<p>Macey Walk on Lot 9, and dwellings on Lots 22 to 27, the private open space may have any orientation, given the shading from existing large tree canopies.</p> <p>Private open space may be provided at ground level or as a balcony, terrace or deck.</p> <p>All private open space shall be of a usable area and dimensions. Ground level private open space should include an area with minimum dimensions of 4m by 4m, while a balcony serving as the only area of private open space should have a minimum area of 10m² with a minimum dimension of 2m.</p> <p>Balconies should be designed for user privacy and useability.</p> <p>Additional communal open space may be provided as desired, with the intended uses and management responsibilities clearly identified.</p> <p>5.0 BUILDING FORM</p> <p>5.1 General</p> <p>A range of dwelling types should be provided within Constitution Hill North. Multiple dwellings are most appropriate for Lots 8 and 9; terrace housing for Lot 29; and for the other lots, either terrace houses with external walls on both side boundaries, or semi-detached housing with external walls on one side boundary.</p> <p>Additional dwelling space above mews garages may be considered, with scope for ancillary dwellings.</p> <p>5.2 Roof</p> <p>The majority of the roof pitch shall be between 30 to 45 degrees where it is visible from Macey Walk, streets and mews, with a shallower pitch being acceptable for verandahs and canopies and small areas of skillion roofs. Small areas of flat roofs are acceptable where they are screened behind parapets.</p> <p>Dormer/attic windows should be considered in the roof design.</p> <p>5.3 Articulation and Detailing</p> <p>Openings to habitable rooms of dwellings shall face streets, mews and Macey Walk, rather than blank walls and/or garages.</p>	<p>extended to include all lots with frontage to the southern side of Macey Street.</p> <p>Text is clarified.</p> <p>The minimum area of a balcony has been increased to 10m² and the minimum depth to 2m consistent with City Planning Scheme No. 2 Residential Design Policy provisions. As with all of the amended provisions, this will not apply retrospectively to existing development.</p> <p>Text is clarified.</p> <p>5.0 BUILDING FORM</p> <p>5.1 General</p> <p>Text is clarified to include the precinct name and revised terms for housing types on the different types of lots.</p> <p>This detail is deleted as the number of storeys and building heights are defined and contained within Section 1.4 Building Envelope.</p> <p>Text is clarified and the more commonly used term of 'ancillary dwellings' is included.</p> <p>5.2 Roof</p> <p>Text is clarified and that Macey Walk is the 'public area'.</p> <p>Text is clarified.</p> <p>5.3 Articulation and Detailing</p> <p>Text is clarified and includes mews, as publicly accessible areas, that would be perceived to be safer and more attractive with openings of habitable rooms facing onto them.</p>
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Design dwellings to enable "eyes on the street, walkway and mews" for casual surveillance from inside some habitable rooms and from balconies.	Dwelling design shall enable "eyes on the street, Macey Walk and the mews " for passive surveillance from inside some habitable rooms and from outdoor areas, such as balconies.	Text is clarified.
Articulate and detail buildings to provide a modulated street frontage with use of elements such as verandahs, balconies, dormers and window projections to provide visual interest and establish a fine grained scale to development. Detailing to generally provide richness and variety, accentuate vertical rhythms, reduce visual bulk of building mass and enhance individual dwelling identity.	Buildings shall be articulated and detailed to provide modulated street facades with the use of elements such as verandahs, balconies, dormers and window projections to provide visual interest and establish a fine-grained scale to development. Detailing shall provide richness and variety, accentuate vertical rhythms, reduce visual bulk of building mass and enhance individual dwelling identity.	Text is clarified.
Special treatment is encouraged to signify the gateway role of buildings on Lot 9.	The design of buildings on Lots 8 and 9 should respond to their gateway locations.	Text is clarified and Lot 8 is now included as it is highly visible, particularly from Royal Street.
Corner buildings to address both streets, with special treatment encouraged to mark corners and link both streets e.g. additional floor height, distinct roof form, articulation of corner wall elements, distinctive window design, variation in materials and colours, special balcony treatments.	Corner buildings shall address both streets with consideration given to treatments that mark corners and link both streets, for example through additional floor height, distinct roof form, articulation of corner wall elements, distinctive window design, variation in materials and colours and special balcony treatments.	Text is clarified.
Detail garages (particularly doors), carports and parking areas to reduce their visual impact and add interest at the pedestrian level.	Garages (particularly doors), carports and parking areas should be detailed to reduce their visual impact and add interest at the pedestrian level.	Text is clarified.
6.0 COLOURS AND MATERIALS	6.0 COLOURS AND MATERIALS	6.0 COLOURS AND MATERIALS
6.1 Wall and windows Predominantly red brick, limestone and similarly coloured masonry or rendered walls , with painted cladding acceptable on upper floors. Reflective glass or dark tinted glass is not permitted.	6.1 Wall and windows Walls shall be predominantly red brick, limestone and similarly coloured masonry or render, with painted cladding acceptable on upper floors. Reflective mirror glass or dark tinted glass in openings shall not be permitted.	6.1 Wall and windows Text is clarified. Text is clarified. Mirror glass is the conventional term for reflective glass that can be disconcerting to pedestrians.
6.2 Accent colours May be in any shade to trip , fascias, gutters, doors and windows, balustrades, pergolas, fence infill panels.	6.2 Accent colours An accent colour should highlight elements, such as trims , fascias, gutters, doors and windows, balustrades, pergolas and fence infill panels.	6.2 Accent colours Text is clarified.
6.3 Roofs Select roof materials within the following colour range: tiles in autumn or terracotta tones; flat profile shingles in slate grey; corrugated metal decking in Colorbond Off White, Merino, Wheat, Birch Grey, Saltbush, Beige, Homestead, Mist Green .	6.3 Roofs Roof materials shall be selected within the following colour range: tiles in terracotta or similar mid-range tones; flat profile shingles in slate grey; corrugated metal decking in shades of grey, cream, mid-brown and pale green, such as Colorbond Surfmist, Paperbark, Sandbank, Dune, Cove, Classic Cream, Terrain and Pale Eucalypt .	6.3 Roofs Text is clarified. "Mid-range" tones imply warm colours similar to terracotta, whereas 'Autumn' is open to interpretation. The current Colorbond colours are listed to replace the older colours in the existing Design Guidelines.
A Zincalume finish is acceptable where it can be demonstrated that glare and reflectivity will not be a problem to neighbours and surrounding activities.	A Zincalume finish may be acceptable where it can be demonstrated that glare and reflectivity will not be a problem to neighbours and surrounding activities.	Text is clarified.

<p>7.0 RETAINING WALLS AND FENCES</p> <p>Materials and colours of retaining walls and solid components of fences to be as for walls.</p> <p>Retaining walls to be a maximum of 12m high when measured from the pedestrian zone of adjacent streets or walkways.</p> <p>Where fences front streets or public open space (not mews) and exceed 1.2m in height, provide infill panels of 50% visually transparent painted timber or metal designs.</p> <p>Fencing style to streets and public open space (not mews) of capped piers (to individual detail) maximum 2m high, with a fence base course of matching material minimum 0.45m high, and infill panels to maximum 1.8m high.</p> <p>Solid panels of fencing are permitted where the only area of private open space is to the public street frontage, or the only portion of north facing private open space fronts the street or public open space. In such cases, the extent of solid fencing should not exceed 50% of the lot width for that particular dwelling. Solid panels of fencing are permitted to mews frontages, with no limit on extent.</p>	<p>7.0 RETAINING WALLS AND FENCES</p> <p>Materials and colours of retaining walls and the solid components of fences shall match the external walls of the dwelling.</p> <p>Retaining walls shall have a maximum height of 1.2m when measured from the ground level of the adjoining streets or walkways.</p> <p>The style of fencing fronting Macey Walk and streets (not mews) shall include capped masonry piers with a maximum height of 2m and a solid base course of a matching material between 0.4 and 0.6m in height. Above this 50% visually permeable infill panels shall be provided to a maximum height of 1.8m. These infill panels shall be constructed of painted timber or metal.</p> <p>Solid panels of fencing may be permitted where the only area of private open space is at ground level and abuts the street frontage or Macey Walk. In such cases, the extent of solid fencing shall not exceed 50% of the lot width for that particular dwelling. Solid panels of fencing are permitted to mews frontages, with no limit on their width.</p> <p>Any boundary fence facing the mews shall have a maximum height of 1.8m.</p>	<p>7.0 RETAINING WALLS AND FENCES</p> <p>Text is clarified, particularly the matching of fence colours to the external walls of the building.</p> <p>Text is corrected. A retaining wall of 1.2m maximum height would still allow interaction between the pedestrian at ground level and the users of the building on the lot. It is assumed that the 12m specified is an error.</p> <p>Text is clarified and the two paragraphs on fence style are combined into one. A maximum solid base course of 0.6m is added to ensure the visually permeable panel is substantial. A “visually permeable” panel is the conventional term, rather than “visually transparent”.</p> <p>Text is clarified. Macey Walk is named as the public open space.</p> <p>Additional text is included to ensure any new fences at the mews boundary is the conventional 1.8m maximum height for privacy and security.</p>
<p>7.0 RETAINING WALLS AND FENCES</p> <p>Permeable segmental paving to be used for all hard surfaces to increase on-site absorption.</p> <p>Where paving abuts sealed surfaces in streets or mews and is visible from public areas, integrate new paving in colour, texture and scale.</p> <p>Scale and form of trees (in mature state) shall relate to building mass.</p>	<p>8.0 LANDSCAPE</p> <p>Permeable segmental paving shall be used for all hard surfaces to increase on-site absorption of water.</p> <p>Where paving abuts sealed surfaces in streets or the mews and is visible from public areas, the new paving should be a compatible colour, texture and scale.</p> <p>The scale and form of trees (in mature state) should relate to building mass.</p> <p>9.0 SERVICES</p>	<p>8.0 LANDSCAPE</p> <p>Text is clarified.</p> <p>Text is clarified.</p> <p>Text is clarified with ‘should’ as the tree scale and form at maturity would not be monitored relative to the building mass.</p>

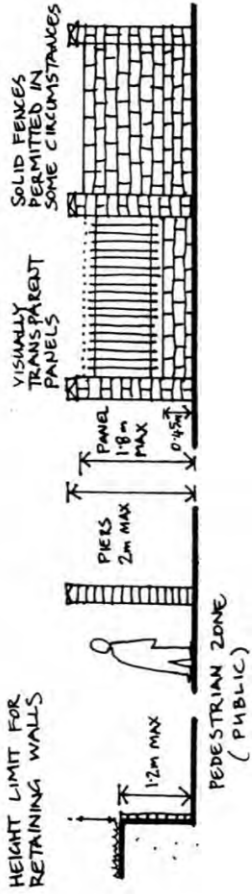


Figure 6: Typical fencing styles and heights

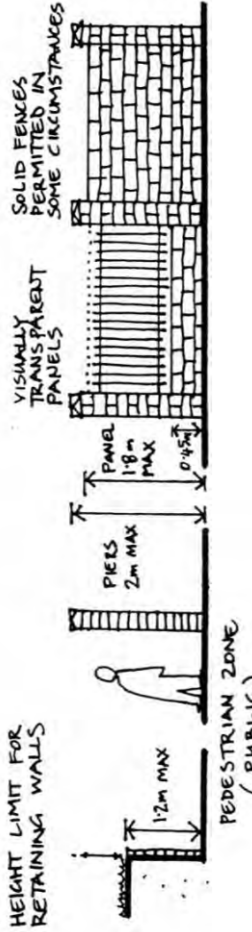


Figure 6: - Typical fencing styles and heights

<p>9.0 SERVICES</p> <p>All meters and connections are accessed off the mews for Lots 16 to 30, with such fittings to be integrated into the overall landscape and building design at the mews frontage. A similar level of design integration is required for Lot 9. A service easement area is defined for each lot and structures shall remain clear of this area.</p> <p>All piped and wired services, air conditioners, clothes drying areas and hot water storage tanks should be concealed from street and public area view (mews view is acceptable), with the exception of solar panels and solar water heaters which may be visible where they are in the same plane as the roof and there is no alternative location that can provide a similar level of solar efficiency.</p> <p>A Sewerage and Drainage Plan is to be provided with all building license applications as special stormwater conditions apply.</p>	<p>All meters and connections shall be accessed off the mews for Lots 16 to 30 and Lots 40 to 45, with fittings to be integrated into the overall landscape and building design at the mews frontage. A similar level of design integration is required for Lots 8 and 9. Where a service easement area is defined for each lot, any structure shall remain clear of this area.</p> <p>All piped and wired services, air conditioners, clothes drying areas and hot water storage tanks shall be concealed from Macey Walk and streets, excluding the mews, with the exception of solar panels and solar water heaters that may be visible where they are in the same plane as the roof and where there is no alternative location that can provide a similar level of solar efficiency.</p> <p>For all lots, the required number of bins shall be stored on the lot and screened from public view. For Lots 16 to 30 and Lots 40 to 45, to avoid any bins obstructing vehicular movement in the mews on waste collection day, a pad for the required number of bins shall be constructed at the rear of the lot at the boundary with the mews.</p>	<p>9.0 SERVICES</p> <p>Text is clarified and Lots 40 to 45 and Lot 8 are now included.</p> <p>Text is clarified.</p> <p>This sentence is not required as it is a matter addressed as part of the required Building License application.</p> <p>This provision is added to ensure the storage of bins is screened as part of new development and that the site layout allows bins to be located on the single and grouped dwelling lots, and not in the mews, on waste collection day.</p>
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City of Perth
City Planning Scheme
No. 2



Planning Policy Manual – Part 2

**Planning Policies and Design Guidelines for Normalised
Redevelopment Areas**

Section 2.21
East Perth – Area 21
Constitution Hill North



Version #	Decision Reference	Synopsis
1	11 March 2008	Adopted
2	17 March 2015	Amended
3	11 April 2017	Amended

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1.0 INTRODUCTION

1.1 Context

These Design Guidelines apply to the land within the Constitution Street Precinct (Precinct EP2) as defined in the City of Perth Local Planning Scheme No. 26 (Normalised Redevelopment Areas) (herein called 'the Scheme').

The Deemed Provisions set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* also form part of the Scheme.

The Scheme identifies Preferred, Contemplated and Prohibited uses within the Constitution Street Precinct and stipulates maximum plot ratio. In determining any application for development approval, the local government will have regard to these Design Guidelines, the Scheme and other Planning Policies.

1.2 Scope of Guidelines

These Design Guidelines apply to Lots 8, 9, 16 to 30 and 40 to 45 Constitution Hill North, as shown in Figure 1.

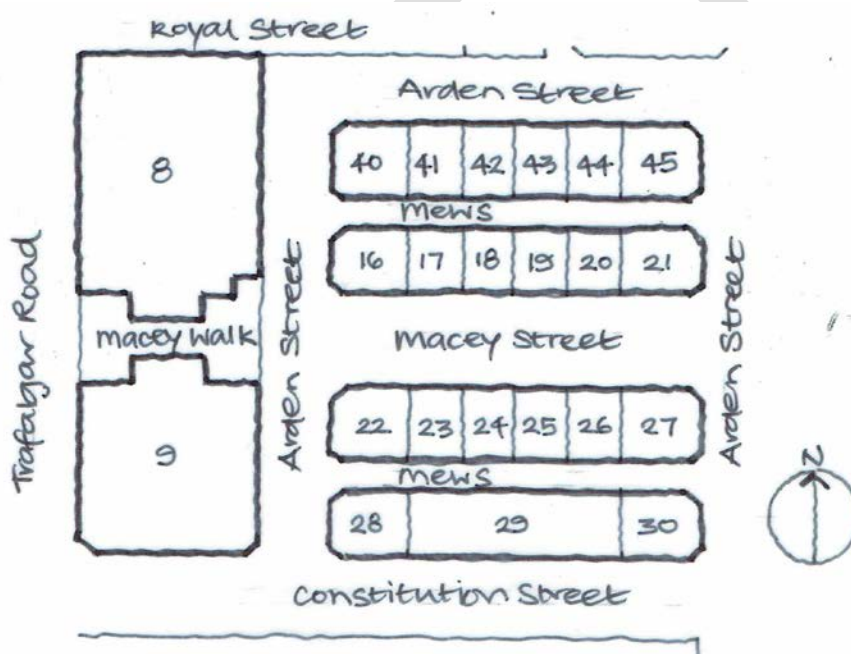


Figure 1: - Extent of Design Guidelines coverage in Constitution Hill North land release.

1.3 Integration of Art

An artist should be encouraged to be involved in the design of the new development to help enrich design responses. Examples of integral artworks include detailing to fences and walls, steps, balustrades, paving design, lighting, building fittings and entry treatments.

1.4 Building Envelopes

- Building height and bulk shall be contained within a building envelope, with only minor projections outside of this allowed for items such as chimneys, finials, awnings, pergolas, balconies and small portions of bay and dormer windows. Balconies and enclosed rooms must not project past the lot boundaries.

- For Lot 8, the building envelope shall have a maximum height of 17.5m above finished ground level, projected at 45 degrees from a point 10.5m maximum (3 storeys) above the finished ground level at the Macey Walk lot boundary and from a point 14m maximum (4 storeys) above the finished ground level at the Royal Street lot boundary, as shown in Figure 2. The maximum height at the Arden Street and Trafalgar Road lot boundaries shall not extend beyond a line that connects the maximum heights at the Royal Street and Macey Walk lot boundaries.

Note that the 17.5m height is measured from a line across the site connecting the Macey Walk ground level to the Royal Street ground level. The 45 degrees angle applies above the maximum height at all street lot boundaries.

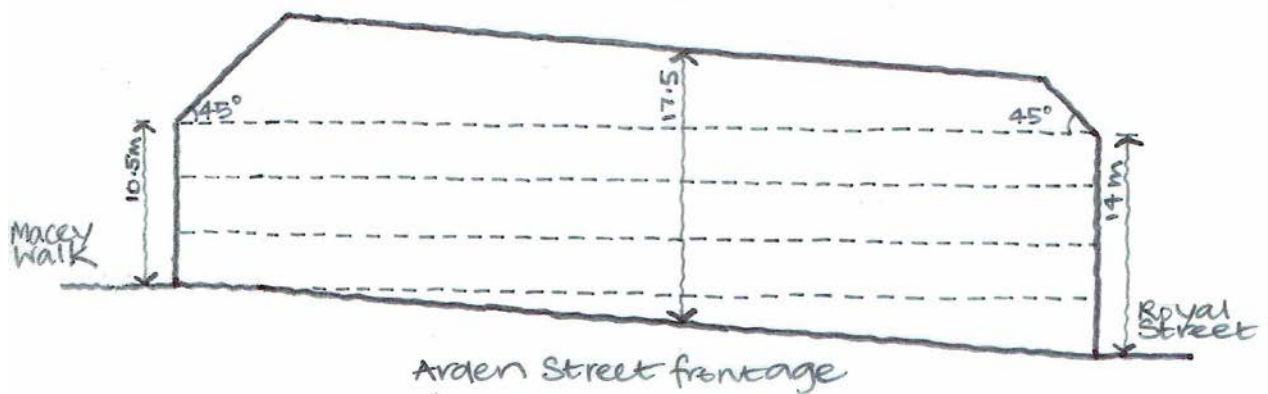


Figure 2: - Building envelope for Lot 8

- For Lot 9, the building envelope shall have a maximum height of 17.5m above finished ground level, projected at 45 degrees from a point 10.5m maximum (3 storeys) above the finished ground level at the Constitution Street lot boundary and from a point 14m maximum (4 storeys) above the finished ground level at the Macey Walk lot boundary, as shown in Figure 3. The maximum height at the Arden Street and Trafalgar Road lot boundaries shall not extend beyond a line that connects the maximum heights at the Constitution Street and Macey Walk lot boundaries.

Note that the 17.5m height is measured from a line across the site connecting the Constitution Street ground level to the Macey Walk ground level. The 45 degrees angle applies above the maximum height at all street lot boundaries.

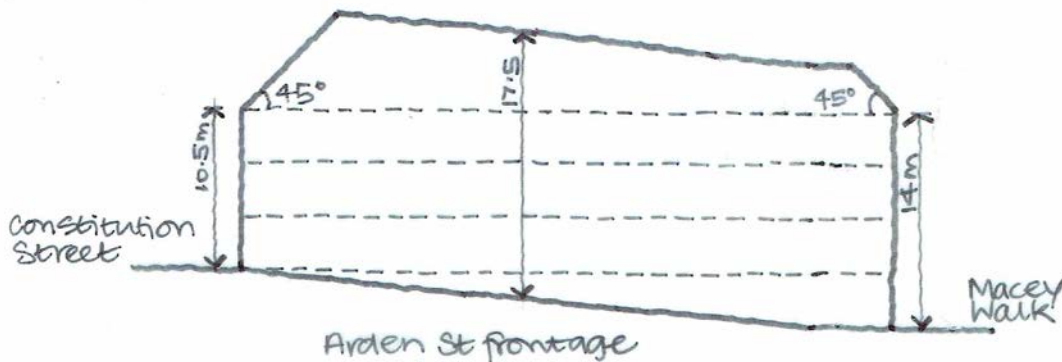


Figure 3: - Building envelope for Lot 9

- For Lots 16 to 30 and 40 to 45, the building envelope shall have a maximum height of 12m projected at 45 degrees from a point 6m maximum (2 storeys) above the finished ground level at the street and mews lot boundaries, as shown in Figures 4 and 5. Note that the 12m height is measured from a line across the site connecting the street ground level to the mews ground level.

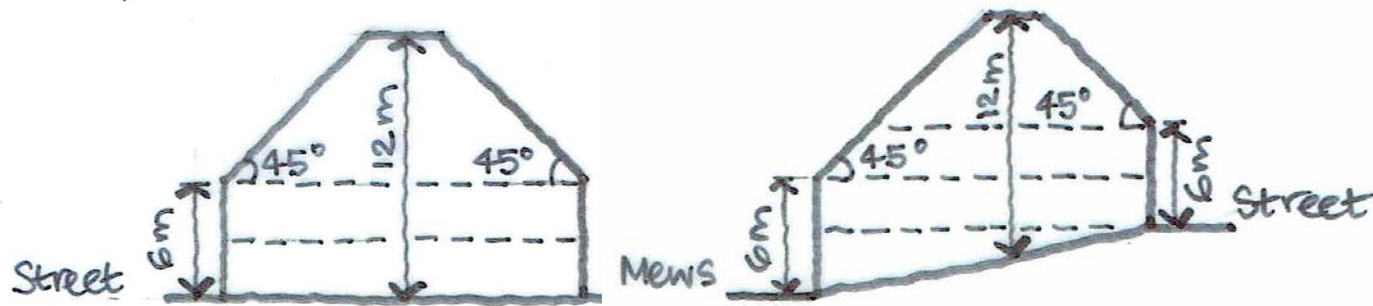


Figure 4: - Typical sections through a flat lot and a sloping lot showing the building envelopes.

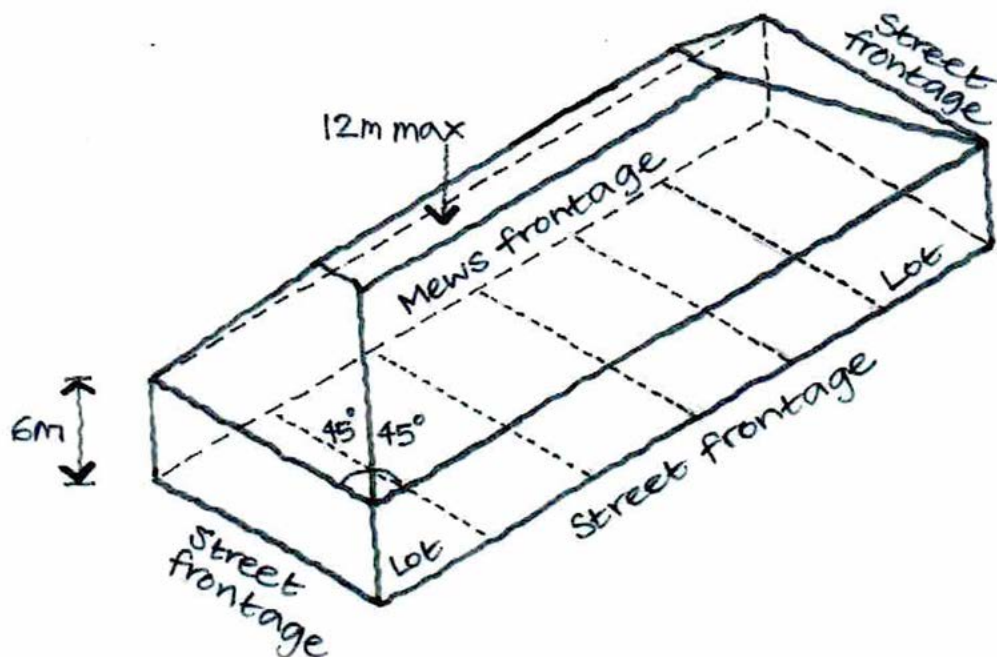


Figure 5 – Typical building envelope for the street blocks.

2.0 SETBACKS

2.1 General

- No part of a building or balcony should be closer than 1m to any existing overhanging street tree canopy.
- Balconies may project up to 2m beyond the building setback but not beyond the lot boundary.

2.2 Constitution, Arden, Royal and Macey Street Frontages (east-west orientation streets)

- The building shall be setback a minimum of 3m.

2.3 Trafalgar Road and Arden Street Frontages (north-south orientation streets)

- The building shall be setback an average of 2m, with nil permitted for a portion of its length.

2.4 Macey Walk Frontages

- A nil building setback is permitted.

2.5 Mews Frontages

- A nil building setback is permitted for garages, carports and any building above the garages.
- Landowners shall ensure that buildings and fences are setback from services and service easements in accordance with the relevant service authorities' requirements.

2.6 All Other Boundaries

- For Lot 29, buildings shall have nil side setbacks to develop a terrace housing form.
- For all single dwelling lots, a nil setback to both ground level side boundaries is permitted. At least one nil side setback shall be provided as follows:
 - Lots 18, 20, 21, 24, 26, 27, 30, 42, 44 and 45 – building shall have a nil setback to the western side boundary;
 - Lots 16, 17, 19, 22, 23, 25, 28, 40, 41 and 43 – building shall have a nil setback to the eastern side boundary.

Upper floors may be setback from the side boundaries where a nil building setback is provided at ground level.

3.0 ACCESS AND PARKING

- Pedestrian access to dwellings shall be provided via front doors that face streets, excluding the mews, and Macey Walk.
- A maximum of two crossovers per lot shall be provided for vehicle access to car parking on Lots 8 and 9.
- All vehicle access to Lots 16 to 30 and 40 to 45 shall be off the mews, with garage doors opening directly to the mews, but not causing any obstruction to vehicular movement in the mews.
- The extent of street and mews frontage given over to car access to garages and parking should be minimised.
- All car parking shall be screened from public view.

4.0 OPEN SPACE

- Each dwelling shall be provided with an area of private north facing open space that is directly accessible from a living area. For dwellings abutting Macey Walk on Lot 9, and dwellings on Lots 22 to 27, the private open space may have any orientation, given the shading from existing large tree canopies.

- Private open space may be provided at ground level or as a balcony, terrace or deck.
- All private open space shall be of a usable area and dimensions. Ground level private open space should include an area with minimum dimensions of 4m by 4m, while a balcony serving as the only area of private open space should have a minimum area of 10m² with a minimum dimension of 2m.
- Balconies should be designed for user privacy and useability.
- Additional communal open space may be provided as desired, with the intended uses and management responsibilities clearly identified.

5.0 BUILDING FORM

5.1 General

- A range of dwelling types should be provided within Constitution Hill North. Multiple dwellings are most appropriate for Lots 8 and 9; terrace housing for Lot 29; and for the other lots, either terrace houses with external walls on both side boundaries, or semi-detached housing with external walls on one side boundary.
- Additional dwelling space above mews garages may be considered, with scope for ancillary dwellings.

5.2 Roof

- The majority of the roof pitch shall be between 30 to 45 degrees where it is visible from Macey Walk, streets and mews, with a shallower pitch being acceptable for verandahs and canopies and small areas of skillion roofs. Small areas of flat roofs are acceptable where they are screened behind parapets.
- Dormer/attic windows should be considered in the roof design.

5.3 Articulation and Detailing

- Openings to habitable rooms of dwellings shall face streets, the mews and Macey Walk, rather than blank walls and/or garages.
- Dwelling design shall enable "eyes on the street, Macey Walk and the mews" for passive surveillance from inside some habitable rooms and from outdoor areas, such as balconies.
- Buildings shall be articulated and detailed to provide modulated street facades with the use of elements such as verandahs, balconies, dormers and window projections to provide visual interest and establish a fine-grained scale to development. Detailing shall provide richness and variety, accentuate vertical rhythms, reduce visual bulk of building mass and enhance individual dwelling identity.
- The design of buildings on Lots 8 and 9 should respond to their gateway locations.
- Corner buildings shall address both streets with consideration given to treatments that mark corners and link both streets, for example through additional floor height, distinct roof form, articulation of corner wall elements, distinctive window design, variation in materials and colours and special balcony treatments.
- Garages (particularly doors), carports and parking areas should be detailed to reduce their visual impact and add interest at the pedestrian level.

6.0 COLOURS AND MATERIALS

6.1 Wall and windows

- Walls shall be predominantly red brick, limestone and similarly coloured masonry or render, with painted cladding acceptable on upper floors.
- Reflective mirror glass or dark tinted glass in openings shall not be permitted.

6.2 Accent colours

- An accent colour should highlight elements, such as trims, fascias, gutters, doors and windows, balustrades, pergolas and fence infill panels.

6.3 Roofs

- Roof materials shall be selected within the following colour range: tiles in terracotta or similar mid-range tones; flat profile shingles in slate grey; corrugated metal decking in shades of grey, cream, mid-brown and pale green, such as Colorbond Surfmist, Paperbark, Sandbank, Dune, Cove, Classic Cream, Terrain and Pale Eucalypt.
- A Zincalume finish may be acceptable where it can be demonstrated that glare and reflectivity will not be a problem to neighbours and surrounding activities.

7.0 RETAINING WALLS AND FENCES

- Materials and colours of retaining walls and the solid components of fences shall match the external walls of the dwelling.
- Retaining walls shall have a maximum height of 1.2m when measured from the ground level of the adjoining street or walkway.
- The style of fencing fronting Macey Walk and streets (not mews) shall include capped masonry piers with a maximum height of 2m and a solid base course of a matching material between 0.4 and 0.6m in height. Above this 50% visually permeable infill panels shall be provided to a maximum height of 1.8m. These infill panels shall be constructed of painted timber or metal.
- Solid panels of fencing may be permitted where the only area of private open space is at ground level and abuts the street frontage or Macey Walk. In such cases, the extent of solid fencing shall not exceed 50% of the lot width for that particular dwelling. Solid panels of fencing are permitted to mews frontages, with no limit on their width.
- Any boundary fence facing the mews shall have a maximum height of 1.8m.

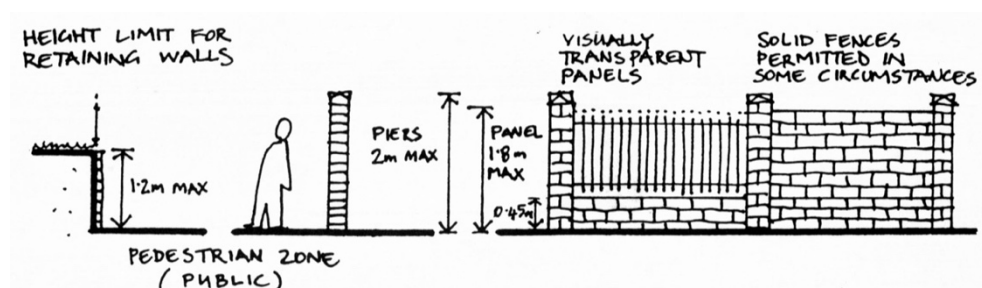


Figure 5: - Typical fencing styles and heights

8.0 LANDSCAPE

- Permeable segmental paving shall be used for all hard surfaces to increase on-site absorption of water.
- Where paving abuts sealed surfaces in streets or the mews and is visible from public areas, the new paving should be a compatible colour, texture and scale.
- The scale and form of trees (in mature state) should relate to building mass.

9.0 SERVICES

- All meters and connections shall be accessed off the mews for Lots 16 to 30 and Lots 40 to 45, with fittings to be integrated into the overall landscape and building design at the mews frontage. A similar level of design integration is required for Lots 8 and 9. Where a service easement area is defined for each lot, any structure shall remain clear of this area.
- All piped and wired services, air conditioners, clothes drying areas and hot water storage tanks shall be concealed from Macey Walk and streets, excluding the mews, with the exception of solar panels and solar water heaters that may be visible where they are in the same plane as the roof and where there is no alternative location that can provide a similar level of solar efficiency.
- For all lots, the required number of bins shall be stored on the lot and screened from public view. For Lots 16 to 30 and Lots 40 to 45, to avoid any bins obstructing vehicular movement in the mews on waste collection day, a pad for the required number of bins shall be constructed at the rear of the lot at the boundary with the mews.

Claisebrook Village Precincts

- EP1 - Claisebrook Inlet
- EP2 - Constitution Street
- EP3 - Royal Street Central
- EP4 - Silver City
- EP5 - Royal Street West
- EP6 - Boans
- EP7 - East Parade
- EP8 - Belvidere
- EP9 - Brown Street
- EP10 - Riverbank
- EP11 - Cemeteries
- EP12 - Waterloo
- EP13 - Plain Street
- EP16A - PTA Depot
- EP16B - PTA Transport Corridor

Riverside Precincts

- EP25 - Queens
- EP26 - WA Police Service
- EP27 - Waterbank
- EP28 - Queens Gardens
- EP29 - WACA
- EP30 - Trinity College
- EP31 - Gloucester Park
- EP32 - Hillside

New Northbridge Precincts

- NB1 - Russell Square
- NB2 - Lake Street
- 22 - Museum Street

Perth City Link Precincts

- 33 - The Arena
- 34 - King-Lake Street
- 35 - Horseshoe Bridge Plaza

Perth Cultural Centre Precincts

- 36 - James Street
- 37 - William Street

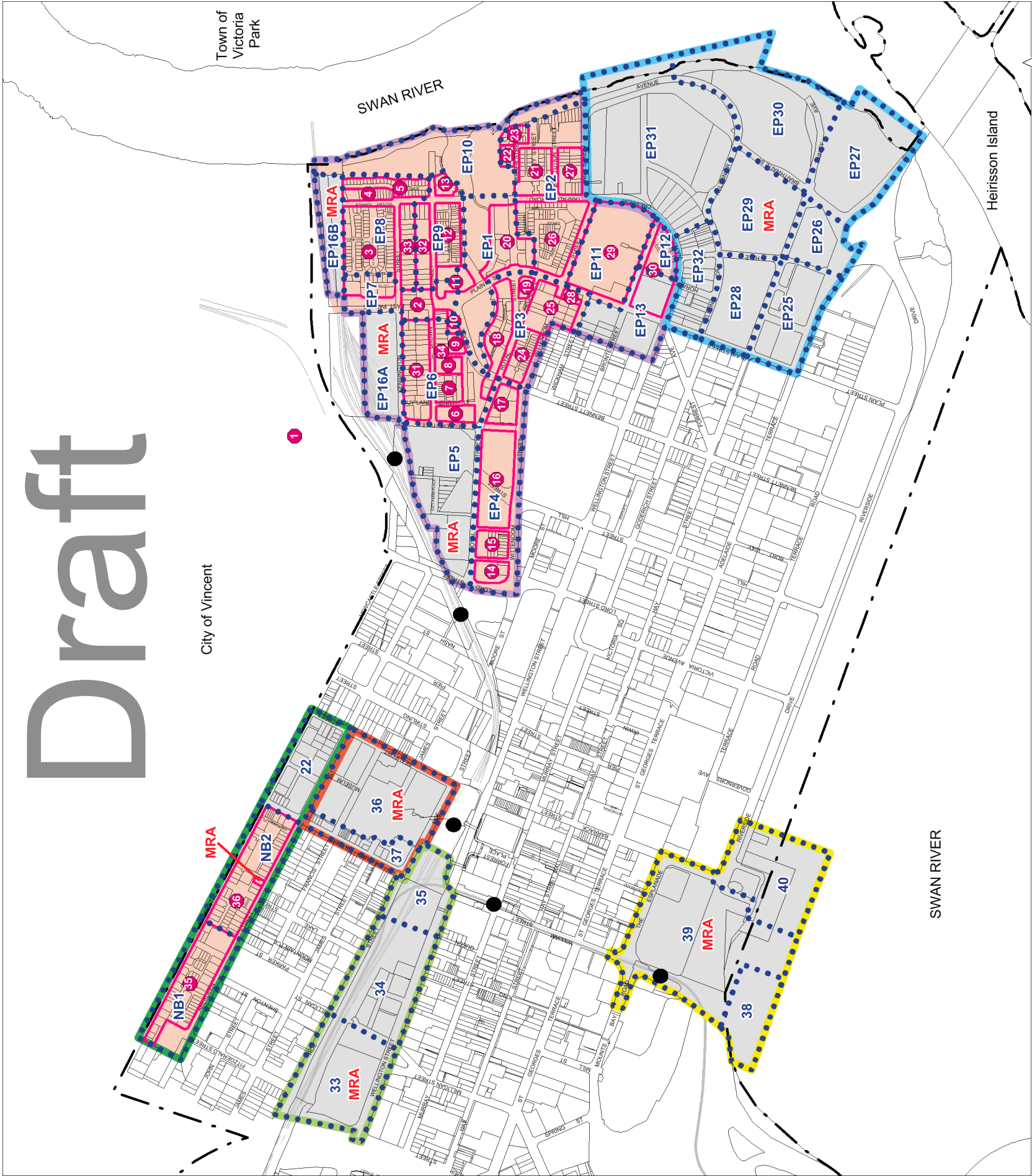
Elizabeth Quay Precincts

- 38 - Riverfront
- 39 - Inlet
- 40 - Barrack Square

LEGEND

- Scheme Area
- Precinct Boundary
- Precinct Number
- Metropolitan Redevelopment Authority Area (MRA)
- Claisebrook Village Project Area
- Riverside Project Area
- New Northbridge Project Area
- Perth City Link Project Area
- Perth Cultural Centre Project Area
- Elizabeth Quay Project Area
- Municipal Boundary
- Design Guidelines Boundary and Number

- 1 Claisebrook Road North (City of Vincent)
- 2 East Parade
- 3 Belvidere
- 4 Victory Terrace
- 5 Jewell Lane
- 6 Fielder Street
- 7 Saunders Street
- 8 Boans Warehouse
- 9 Brook Street
- 10 Brook Street (P & O Site)
- 11 Chinese Consulate
- 12 North Cove
- 13 Harbourside
- 14 Lord and Norbert Streets
- 15 Norbert and Clotilde Streets
- 16 Silver City
- 17 East Perth Primary School
- 18 Eastbrook Terrace
- 19 Regal Place Car Park
- 20 South Cove
- 21 Constitution Hill North
- 22 Gibraltar Way
- 23 The Quadrant
- 24 Royal and Bennett Streets
- 25 Plain Street
- 26 Haig Park
- 27 Constitution Hill South
- 28 Lot 201 Plain Street
- 29 East Perth Cemetery
- 30 Waterloo
- 31 Brown & Kensington Streets West
- 32 Brown Street East
- 33 Kensington Street East
- 34 Lot 119 Brown Street
- 35 Russell Square
- 36 Lake Street

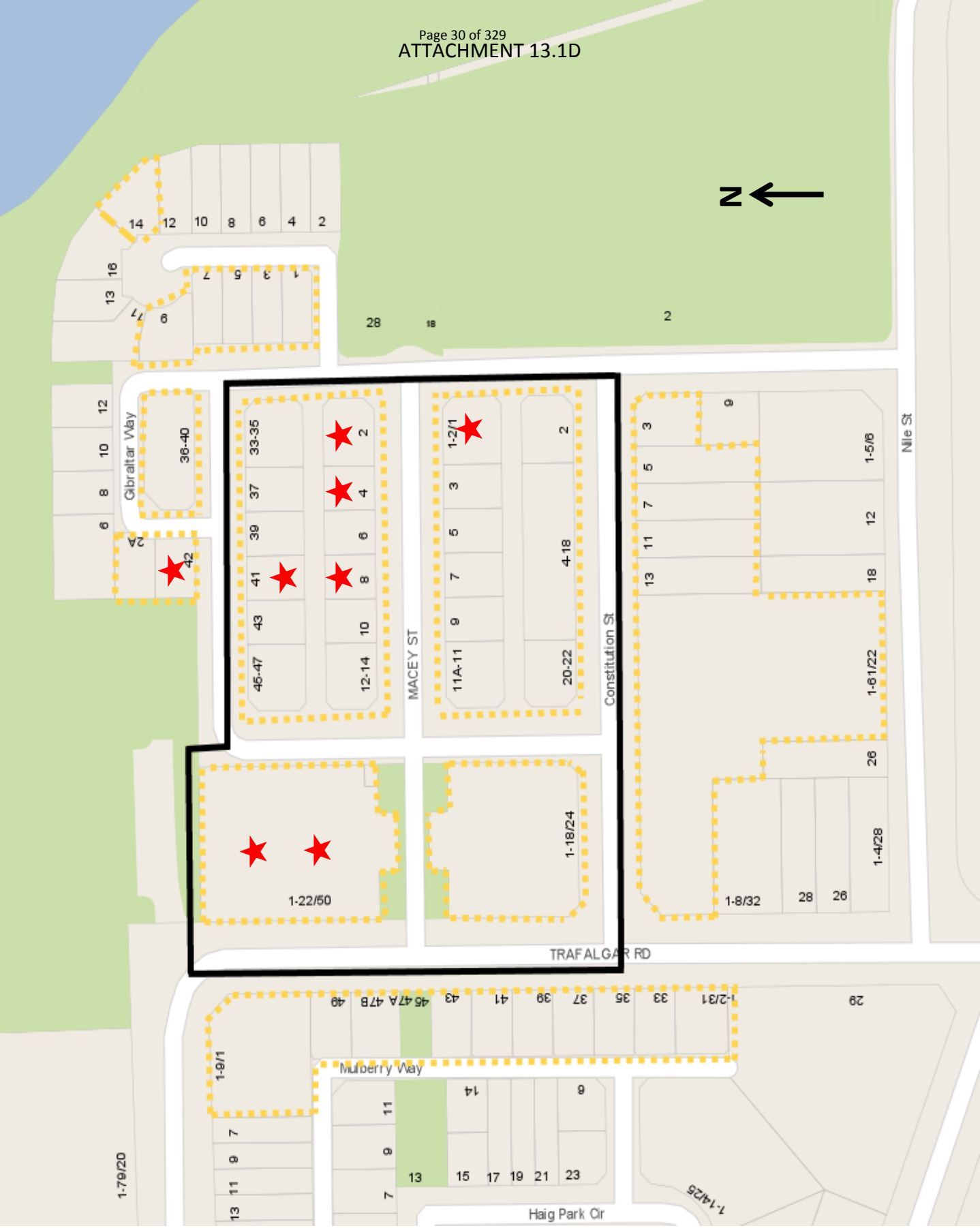


Map of Submissions Received

Proposed Amended
Design Guidelines Area

Landowners Consulted

Landowners who made
Submissions



SUMMARY OF SUBMISSIONS

Constitution Hill North Design Guidelines.

SUBMISSION	SUMMARY OF COMMENTS	CITY OF PERTH RESPONSE
<p>Submission No. 1</p> <p>J and A Meneely 42 Arden St, East Perth</p>	<p>1.1 The City Should Have Adopted EPRA Design Guidelines</p> <p>The Metropolitan Redevelopment Authority (MRA) has confirmed that Guidelines exist for the 33 to 47 Arden Street and 50 Trafalgar Road, East Perth and were adopted by the East Perth Redevelopment Authority (EPRA) on 23 May 1994 and were transferred to the City of Perth in 2002.</p> <p>The East Perth Redevelopment (Subtracted Area) Regulations 2002 include a Schedule that lists the Design Guidelines transferred to the City.</p> <p>The City was negligent by failing to adopt the EPRA Constitution Hill (Stage 2), Claisebrook Design Guidelines into the current Design Guidelines for the site. This resulted in an anomaly in the Guidelines.</p>	<p>1.1 Does Not Align</p> <p>Prior to January 2002, the properties that are the subject of the proposed amendment were part of the East Perth Redevelopment Area. In January 2002 in accordance with the East Perth Redevelopment (Subtracted Area) Regulations 2002, the planning authority for large portions of the Redevelopment Area, including these properties, were returned to the City (i.e. normalised) with transitional provisions in place for five years until January 2007.</p> <p>The 2002 Regulations included a Schedule that listed the Design Guidelines that were to be used during the five year transitional period. The Schedule references the Constitution Hill Design Guidelines adopted on 23 May 1994.</p> <p>On 11 September 2007 Local Planning Scheme No. 26 (LPS26) was gazetted to cover the normalised Redevelopment Areas and on 11 March 2008 the Council adopted all of the EPRA Design Guidelines for these areas that it had knowledge of at that time, with only minor changes. Based on advice from EPRA, it was the City's understanding that 33 to 47 Arden Street and 50 Trafalgar Road, East Perth were not covered by the 1994 Constitution Hill Design Guidelines or any other design guidelines. Therefore the City acted in good faith on advice received and no Design Guidelines were adopted for these sites.</p>

SUBMISSION	SUMMARY OF COMMENTS	CITY OF PERTH RESPONSE
		<p>In late 2017 following initiation of the proposed Design Guidelines Amendment now under consideration, the Metropolitan Redevelopment Authority (MRA) advised a number of landowners that the Constitution Hill (Stage 2) Design Guidelines were in existence, applied to the subject lots when planning authority was returned to the City in 2002 and should have been in affect up until January 2007 under transitional orders. These Design Guidelines are undated.</p> <p>Since then the MRA has located a further set of design guidelines titled Constitution Hill Design Guidelines (Lots 10-30) that bear the date 18 May 1994. These appear to be the set that may have applied under the transitional provisions rather than the Stage 2 set provided to the landowners. They do not however cover Lots 8 and 9.</p> <p>The City has sought legal advice on the status both of these pre-normalisation Design Guidelines now located by the MRA. This advice has confirmed any design guidelines that may have covered the properties prior to or during transition ceased to apply after the expiry of the transitional period in 2007. In the unlikely event that they had any application after this date, this ceased in March 2015 as a consequence of an amendment to LPS26.</p> <p>It is therefore considered appropriate to now proceed with the proposed amendment to the Constitution Hill North Design Guidelines. This will ensure that appropriate planning provisions are in place to assess future development application applications for 33 to 47 Arden Street and 50 Trafalgar Road, East Perth and provide greater certainty for landowners in the area on the development that can</p>

SUBMISSION	SUMMARY OF COMMENTS	CITY OF PERTH RESPONSE
	<p>1.2 Development Approval for 43 Arden St, East Perth Conflicts With Proposed Design Guidelines</p> <p>While the development approval for 43 Arden Street, East Perth has not yet commenced construction, it represents a spot zoning that is in conflict with the Constitution Hill (Stage 2), Claisebrook Design Guidelines and with the proposed Guidelines.</p>	<p>reasonably be anticipated. It should be noted, however, that when determining development applications the Council has the discretion to vary the provisions of design guidelines if it is considered that the variation would be consistent with orderly and proper planning and not have an undue adverse impact on the amenity of the locality.</p> <p>1.2 Outside Scope</p> <p>On 14 February 2017 the Council approved alterations and additions to a dwelling at 43 Arden Street, East Perth. In approving the development the Council noted that the property and immediate surrounds did not have design guidelines to inform development of the land and resolved that <i>'the City's Officers review the design guidelines for East Perth Area 21 Constitution Hill North to include the properties at 33 to 47 (Lots 40 to 45) Arden Street, East Perth'</i>. As discussed above, the EPRA Constitution Hill (Stage 2) Design Guidelines were not applicable.</p> <p>In the absence of design guidelines at that time the application was assessed in accordance with the principles of orderly and proper planning and the requirements of LPS26 and City Planning Scheme No. 2 (CPS2).</p> <p>The approval of this development application is a separate matter to the consideration of the proposed amendment to the Constitution Hill North Design Guidelines. The amended provisions will not apply retrospectively to existing or approved development but will provide greater guidance for the assessment of any development proposed in the future.</p>

SUBMISSION	SUMMARY OF COMMENTS	CITY OF PERTH RESPONSE
	<p>1.3 Defer Amendment</p> <p>Landowners opposed to the development approval granted for 43 Arden Street, East Perth have submitted requests to the Minister for Planning, Lands and Housing to review the approval process and advise that a legal challenge in the Supreme Court may be undertaken. It is requested that the amendment be deferred until these reviews are completed.</p>	<p>The proposed additions to the dwelling at 43 Arden Street, East Perth, will if constructed project outside the proposed building envelope primarily at the rear of the site. However as indicated above, the Council has the discretion to vary Design Guidelines including the building envelopes, when determining a development application under certain circumstances.</p> <p>It is noted that the Council has no power to unilaterally reconsider or revoke the development approval granted for 43 Arden Street, East Perth. A development approval can only be cancelled by the Council if an application for cancellation is made by the owner of the land to which the approval relates.</p> <p>1.3 Does Not Align</p> <p>As indicated in Response No. 1.1 above, the City is of the view that any design guidelines that may have covered the site prior to or during transition do not apply and could not have been taken into consideration when determining the development application. This has been confirmed by legal advice obtained by the City.</p> <p>Legal advice has also indicated that the development approval could not be cancelled by the Minister. The development approval could only be cancelled by the Supreme Court on the basis of that there was an error of law in the approval process and this is not considered to be the case.</p> <p>It is considered important to proceed with the Amendment and adopt Design Guidelines to cover 33 to 47 Arden Street</p>

SUBMISSION	SUMMARY OF COMMENTS	CITY OF PERTH RESPONSE
		and 50 Trafalgar Road, East Perth as soon as possible to provide greater guidance in the assessment of any further development applications for these properties. The adoption of design guidelines for these sites would not prejudice the outcome of any review or court action in relation to the development approval.
Submission No. 2 Janice and Peter Watt 1A Macey St, East Perth	<p>2.1 The City Should Have Adopted EPRA Design Guidelines</p> <p>There was a properly adopted planning document provided by EPRA for lots 40-45 Arden Street and 50 Trafalgar Road: Constitution Hill (Stage 2), Claisebrook Design Guidelines. These Design Guidelines were forwarded by the MRA to the City in 2002.</p> <p>The City of Perth was negligent in its investigation regarding Design Guidelines for the area. Guidelines existed for the lots and should have been applied to the development application for 43 Arden Street, East Perth.</p> <p>2.2 Oppose Development Approval for 43 Arden St, East Perth</p> <p>The development approval for 43 Arden Street, East Perth will create overshadowing and overlooking of adjoining properties and will interfere with the access and egress of cars during construction.</p> <p>2.3 Reconsider Development Approval for 43 Arden Street, East Perth</p> <p>In light of the existence of the Constitution Hill (Stage 2),</p>	<p>2.1 Does Not Align</p> <p>Refer to Response No. 1.1 above.</p> <p>2.2 Outside Scope</p> <p>Refer to Response No. 1.2 above.</p> <p>2.3 Outside Scope</p> <p>Refer to Response No's 1.1, 1.2 and 1.3 above.</p>

SUBMISSION	SUMMARY OF COMMENTS	CITY OF PERTH RESPONSE
	<p>Claisebrook Design Guidelines, the development approval granted to 43 Arden Street, East Perth should be overturned and these Guidelines adhered to. If not, one house will stand one story higher than any of its neighbours, and no other resident will be allowed to extend (should they wish) once the amendment is approved.</p> <p>The City of Perth should support the majority of landowners in the area who are now aware that Design Guidelines were in place prior to approval for additions at 43 Arden Street being granted. The approval was based on incorrect information and went against the EPRA intent of maintaining similar building envelopes.</p>	
<p>Submission No. 3</p> <p>Phillip Boyton and Rosemarie Boyton Unit 17/50 Trafalgar Road, East Perth</p>	<p>3.1 The City Should Have Deferred the Development Application for 43 Arden Street, East Perth Until the EPRA Design Guidelines Were Located.</p> <p>The Constitution Hill (Stage 2) Claisebrook Design Guidelines were adopted by EPRA on 23 May 1994 and were forwarded to the City of Perth in 2002. The City was negligent in failing to incorporate these Design Guidelines into the current design guidelines and only becoming aware of the anomaly when a development application for 43 Arden Street, East Perth was lodged in August 2016.</p> <p>When the application was lodged ratepayers requested that the City investigate the existence of Design Guidelines. The City advised that Guidelines did not exist, but they were subsequently located by MRA after</p>	<p>3.1 Does Not Align</p> <p>Refer to Response No. 1.1 above.</p> <p>Notwithstanding the absence of Design Guidelines, under Section 75, Clause 1 (b) of the Deemed Provisions of the Planning and Development (Local Planning Scheme) Regulations 2015; the Council is required to determine a development application that requires advertising to surrounding landowners within 90 days of receipt of the application.</p>

SUBMISSION	SUMMARY OF COMMENTS	CITY OF PERTH RESPONSE
<p>Submission No. 4</p> <p>Dierdre Westblade 2 Macey Street, East Perth</p>	<p>landowner inquiries.</p> <p>The Council should have deferred the application until the “anomaly” was investigated and corrected. Instead the Council approved the application and created a spot zoning that is to the detriment of adjacent landowners and conflicts with concepts set up for development in the area.</p> <p>3.2 Rescind Development Approval for 43 Arden Street, East Perth</p> <p>The existing EPRA Design Guidelines should be adopted and the City should urgently rescind the development approved granted to 43 Arden Street, East Perth.</p> <p>4.1 The City Should Have Adopted EPRA Design Guidelines</p> <p>EPRA developed the Constitution Hill (Stage 2) Claisebrook Design Guidelines for the area in 1994. The responsibility for these was transferred back to the City in 2002. So the statement that the sites are not covered by Design Guidelines is incorrect.</p> <p>The East Perth Redevelopment (Subtracted Area) Regulations 2002 include a Schedule that lists the Design Guidelines transferred to the City of Perth.</p> <p>The failure of the City of Perth to locate and incorporate the EPRA Design Guidelines into the current Guidelines was negligent. As a result unnecessary time and money has been spent on amending Design Guidelines.</p>	<p>3.2 Outside Scope</p> <p>Refer to Response No. 1.2 and 1.3 above.</p> <p>4.1 Does Not Align</p> <p>Refer to Response No. 1.1 above.</p>

SUBMISSION	SUMMARY OF COMMENTS	CITY OF PERTH RESPONSE
	<p>4.2 Defer Amendment</p> <p>While the development at 43 Arden Street, East Perth has not commenced, it represents a spot zoning which is in conflict with the 1994 Design Guidelines and is not acceptable. The adoption of the City's proposed amendment should be deferred until due process has been completed. The proposed amendments should then be subject to the outcomes of these processes.</p>	<p>4.2 Does Not Align</p> <p>Refer to Response No. 1.2 and 1.3 above.</p>
<p>Submission No. 5</p> <p>Tristan Ju Teck Ng 4 Macey Street, East Perth</p>	<p>5.1 The City Should Have Adopted EPRA Design Guidelines</p> <p>It is understood that the MRA has confirmed that Design Guidelines exist for 33 to 47 Arden Street and 50 Trafalgar Road, East Perth. They were adopted by the EPRA on 23 May 1994 and were transferred to the City of Perth in 2002.</p> <p>It is also understood that the East Perth Redevelopment (Subtracted Area) Regulations 2002 include a Schedule that lists the Design Guidelines transferred to the City.</p> <p>The City of Perth appears to have omitted to incorporate the EPRA Design Guidelines into the current design guidelines.</p> <p>5.2 Oppose Development Approval for 43 Arden St, East Perth That Conflict With Design Guidelines</p> <p>While the development approval for 43 Arden Street, East Perth has not yet commenced construction, it may</p>	<p>5.1 Does Not Align</p> <p>Refer to Response No. 1.1 above.</p> <p>5.2 Outside Scope</p> <p>Refer to Response No. 1.2 above. As indicated the Council has the discretion to vary Design</p>

SUBMISSION	SUMMARY OF COMMENTS	CITY OF PERTH RESPONSE
	<p>represent a spot zoning. It could be in conflict with the Constitution Hill (Stage 2), Claisebrook Design Guidelines, and the proposed Guidelines. The property therefore appears to have been afforded preferential treatment. It was not subject to the same Guideline conditions and restrictions that other properties in the area have had to abide by. This is effectively discrimination against the other property owners and therefore the proposed Amendments should not be approved.</p> <p>5.3 Defer Amendment</p> <p>It is understood that the development approval for 43 Arden Street is being reviewed by the Minister for Planning, Lands and Housing and further avenues to challenge the decision in the Supreme Court are being pursued. It is requested that the amendment be deferred until these reviews are completed.</p>	<p>Guidelines where it is satisfied that the variation would be consistent with orderly and proper planning and not have an undue adverse impact on the amenity of the locality.</p> <p>5.3 Does Not Align</p> <p>Refer to Response No. 1.3 above.</p>
<p>Submission No. 6</p> <p>Metropolitan Redevelopment Authority (MRA)</p>	<p>6.1 Support New Guidelines</p> <p>The MRA notes that there are a number of lots within the Constitution Hill Precinct that are not covered by adopted Design Guidelines. It supports the amendment of the Constitution Hill North Design Guidelines to include these lots.</p>	<p>6.1 Noted</p> <p>Support noted.</p>
<p>Submission No. 7</p> <p>Bonita Morgan 41 Arden Street, East</p>	<p>7.1 The City Should Have Adopted EPRA Design Guidelines</p> <p>The City of Perth was required to maintain East Perth after</p>	<p>7.1 Does Not Align</p> <p>Refer to Response No. 1.1 above.</p>

SUBMISSION	SUMMARY OF COMMENTS	CITY OF PERTH RESPONSE
Perth	<p>handover from EPRA in 2002. A Government Act started the renewal of East Perth and the City has no charter to amend it.</p> <p>7.2 Oppose Approved Development For 43 Arden St, East Perth And Request That It Be Rescinded</p> <p>The City has not managed the Design Guidelines to the detriment of properties in Arden Street and Macey Street, East Perth. Allowing a spot zoning will result in serious overshadowing problems to adjacent properties leading to high power usage in winter and inability to resell.</p> <p>The spot rezoning is in conflict with the original Design Guidelines and should be rescinded.</p>	<p>7.2 Outside Scope</p> <p>Refer to Response No. 1.2 above.</p>
Submission No. 8 Beth Richardson Unit 4/50 Trafalgar Road, East Perth	<p>8.1 The Approved Development is Not Consistent With Height Policy</p> <p>All existing properties within the area are governed by three storey height limit legislation. Allowing a fourth storey to be granted on a dwelling facing the park/Swan River with its rear to three storey houses will create an overshadowing effect and encroach on the privacy of these neighbouring houses. The additional storey will be visible to all surrounding residents and will not be consistent with existing building structures.</p>	<p>8.1 Outside Scope</p> <p>As indicated under Response No. 1.1 no height limit applied to 43 Arden St, East Perth when the development application for alterations and additions to the dwelling there was approved in 2017. Under the proposed Amendment a building envelope will apply to this site and adjacent sites with a six metre maximum building height at the street and mews frontages and a 12 metre maximum building height at the centre of the site.</p>
Submission No. 9 Wenfu Chi 8 Macey Street, East	<p>9.1 The City Should Have Adopted EPRA Design Guidelines</p> <p>The MRA has confirmed that Design Guidelines already</p>	<p>9.1 Does Not Align</p> <p>Refer to Response No. 1.1 above.</p>

SUBMISSION	SUMMARY OF COMMENTS	CITY OF PERTH RESPONSE
<p>Perth</p> <p>Late Submission</p>	<p>exist and were adopted by EPRA in 1994. Responsibility for these Guidelines was transferred to the City of Perth in 2002. The East Perth Redevelopment (Subtracted Area) Regulations 2002 include a Schedule that lists the Design Guidelines transferred to the City.</p> <p>The City was negligent in that it failed to incorporate the EPRA Constitution Hill (Stage 2), Claisebrook Design Guidelines into the current design guidelines. This resulted in an anomaly in the Guidelines.</p> <p>9.2 Defer Amendment</p> <p>While the development at 43 Arden Street, East Perth has not commenced, it represents a spot zoning which conflicts with the Constitution Hill (Stage 2), Claisebrook Design Guidelines and is not acceptable. The adoption of the City's proposed amendment should be deferred until reviews by the Minister for Planning, Lands and Heritage is complete.</p>	<p>9.2 Does Not Align</p> <p>Refer to Response No. 1.2 and 1.3 above.</p>

Agenda Item 13.2	52B (Lot 115) Wittenoom Street, East Perth – Renovations to an Existing Two Level Dwelling Including an Addition of a Third Level and a Deck Above the Existing Garage
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Recommendation:

*That, in accordance with the provisions of the City Planning Scheme No. 2, Local Planning Scheme No. 26 and the Metropolitan Region Scheme, Council **APPROVES** the application for renovations to an existing two level dwelling including addition of a third level and a deck above the existing garage at 52B (Lot 115) Wittenoom Street, East Perth as indicated on the Metropolitan Region Scheme Form One dated 14 November 2017 and as shown on the plans received on 16 November 2017 subject to:*

- 1. final details of the proposed finishes, colours and materials of the proposed development and specifically of the building's eastern elevation being submitted for approval by the City prior to applying for a building permit, with the finishes to the eastern elevation being completed to the City's satisfaction prior to the new third level of the dwelling and the garage roof deck being occupied and used;*
- 2. any proposed external building plant, piping, ducting and air conditioning units being located so as to minimise any visual and noise impact on the adjacent developments, and being screened from view, with details of the location and screening of any proposed external building plant being submitted for approval by the City prior to applying for a building permit;*
- 3. the glass balustrading on the garage roof deck area to be obscure or translucent glazing; and*
- 4. a construction management plan for the proposal being submitted for approval by the City prior to applying for a building permit, detailing how it is proposed to manage:*
 - a. delivery of materials and equipment to the site;*
 - b. storage of materials and equipment on the site;*
 - c. obtaining access over adjoining sites to complete construction and finishes on the side elevation;*
 - d. parking arrangements for the contractors and subcontractors;*
 - e. maintaining access through the rear laneway throughout construction; and*
 - f. any other matters likely to impact on the surrounding properties.*
- 5. the new lift being designed and located to ensure no that there is no transmission of noise or vibration to the adjacent property at 52A Wittenoom Street.*

Advice note:

1. ***the final details of the eastern elevation, as required under condition 1, should include a material pallet and/or wall design that aims to achieve improved light penetration into the courtyard of the dwelling at 52A Wittenoom Street.***

At the Planning Committee held on 6 February 2018, the Committee agreed to amend the officer recommendation, adding point five and an advice note as follows:

5. the new lift being designed and located to ensure no that there is no transmission of noise or vibration to the adjacent property at 52A Wittenoom Street.

Advice note:

1. the final details of the eastern elevation, as required under condition 1, should include a material pallet and/or wall design that aims to achieve improved light penetration into the courtyard of the dwelling at 52A Wittenoom Street.

Reason: To address to matters raised in the objections and to ameliorate the impact on amenity for the surrounding properties.

FILE REFERENCE:	2017/5469
SUBURB/LOCATION:	52B Wittenoom Street, East Perth
REPORTING UNIT:	Development Approvals
RESPONSIBLE DIRECTORATE:	Planning and Development
DATE:	16 November 2017
ATTACHMENT/S:	Attachment 13.2A – Location Plan Attachment 13.2B - Perspectives
3D MODEL PRESENTATION:	No
LANDOWNER:	Ms T M Lewis
APPLICANT:	Ms T M Lewis
ZONING:	(MRS Zone) Urban Zone (Local Planning Scheme No. 26 Precinct) EP3 – Royal Street Central
APPROXIMATE COST:	\$150,000

Council Role:

- | | | |
|--------------------------|-------------|--|
| <input type="checkbox"/> | Advocacy | <i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |
| <input type="checkbox"/> | Executive | <i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i> |
| <input type="checkbox"/> | Legislative | <i>Includes adopting local laws, town planning schemes and policies.</i> |



Quasi-Judicial

When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.



Information

For the Council/Committee to note.

Legislation / Strategic Plan / Policy:

Legislation

*Planning and Development Act 2005
Planning and Development (Local Planning Scheme) Regulations 2015 – Deemed Provisions
City Planning Scheme No. 2 (CPS2) Local Planning Scheme No. 26*

Policy

Policy No and Name:

East Perth Planning Policies and Design Guidelines
Design of Residential Development (3.1) City Development Design Guidelines (4.1)

Purpose and Background:

The 198 m² subject site is located within the East Perth Precinct No. 15 (P15) under the City Planning Scheme No. 2 (CPS2) and is subject to Local Planning Scheme No. 26 (LPS26). The subject site is situated within the 'Royal Street Central' Precinct of East Perth (EP3) and is subject to the Royal and Bennett Streets Design Guidelines. The intent of the precinct is to focus on retail and commercial activity whilst also supporting mixed-use development.

The subject site is currently occupied by a two level residential dwelling which fronts onto Wittenoom Street with rear laneway access for vehicles and servicing. The site abuts residential dwellings to the east and west with mixed use buildings immediately to the north and south.

An application for renovations including the addition of a third level, installation of a pool, and the conversion of the roof of the existing garage into a roof deck was submitted to the City on 16 November 2017.

Details:

The proposed development consists of the following:

- an additional level being constructed above the existing two level dwelling bringing the dwelling to three levels in height. The new third level will comprise a stair case addition, store room, master bedroom, bathroom and a robe area;
- installation of a new lift providing access between the ground floor, first floor and second floor;

- removal of the first floor roof to allow for the extension of the ceiling height from 2400mm to 2657mm;
- removal of the rear wall of the existing garage to accommodate a new laundry area on the ground floor;
- conversion of the roof of the existing garage to a roof deck including the installation of balustrading, an outdoor kitchen, privacy screening, and Colorbond roof;
- installation of a new swimming pool and storage area on the ground floor adjacent to the west of the existing garage;
- the extension to the height of the parapet wall on the south eastern side of the subject lot in order to provide privacy;
- construction of a walkway on the second floor between the main dwelling and the garage roof deck; and
- an internal renovation within the property including relocation of the existing ground floor kitchen, new concrete flooring, removal of existing air conditioning ducts and addition of new ducts, and the addition of a new hand basin and sliding doors on the ground floor.

Compliance with Planning Scheme:

Land Use

The subject site is located within the East Perth Precinct (P15) under City Planning Scheme No. 2 and is subject to Local Planning Scheme No. 26 (LPS26). The subject property falls within the 'Royal Street Central' Precinct within LPS26. The Royal Street Central Precinct is the main focus for shopping and commercial activity in the East Perth Area, whilst also supporting mixed-use development. A 'Residential' use is a 'Preferred' (P) use in this Precinct.

Development Requirements

The proposal's compliance with the requirements of LPS26 and the Royal and Bennett Streets Design Guidelines are summarised below:

Development Standard	Proposed	Required/Permitted
Building Height	Three storeys with a maximum building height of 8.25 metres. Maximum building height of 5.06 metres for proposed deck area on the roof of the existing garage.	Minimum two storeys with a maximum building height of 14 metres to the roof ridge. Maximum building height of 3 metres for rear garages abutting the right of way.

Development Standard	Proposed	Required/Permitted
Setbacks		
Front (street):	3.0m (no change)	Min - 3.0m, Max – 3.5m
Rear:	Nil (no change)	Min - Nil
Side (at street frontage):	Nil (no change)	Min – Nil, Max – Nil
Access	Existing vehicular access maintained from the right of way.	All vehicular access shall be obtained via the right of way.
Plot Ratio	65.4m ² of additional area to the existing dwelling with a maximum plot ratio of 1.04 (205m ²).	Maximum plot ratio of 2.5 (495m ²) provided that in any development having a plot ratio in excess of 1.5, not less than 50% of the excess floor area shall be dedicated to residential use.
Open Space	The existing courtyard area is modified with more than 16m ² maintained.	Private open space shall be provided to each dwelling in the form of a courtyard with a minimum area of 16m ² .
Privacy	No openings are proposed on the eastern elevation of the existing dwelling. The proposed garage roof deck is setback 1.9 metres from the adjacent property to the west and includes privacy screening.	Designs should be mindful of privacy issues. Windows, balconies and terraces should be located to avoid any loss of amenity to the extent possible.
Walls	The exterior walls will consist of face brickwork and the new parapet wall will match the colours and style of the existing boundary walls.	Exterior of walls of buildings should be predominately of masonry construction and may utilise combinations of face brickwork or blockwork, rendered finishes, and limestone block.
Blank Walls	The proposed works will result in a blank façade on the eastern elevation containing no openings and has a nil setback.	Exposed blank facades are not permitted. Elevations should be detailed and articulated to provide visual interest, except where nil setbacks adjoin other lots.

Development Standard	Proposed	Required/Permitted
Roofs	A colorbond roof is proposed for the garage roof deck area. Solar roof tiling is proposed on the main residential dwelling. The roof of the garage roof deck area and the roof of the residential dwelling will have a matching appearance.	Roof materials and colours should be compatible with the building style. Roofs should preferably be flat profile tiles in mid-grey or pale ochre, or corrugated metal decking in Colorbond Off White, merino, birch grey, wheat or saltbush.
Roof Form	Proposed roof on the dwelling pitched at 25 degrees, roof over the deck area will be flat.	Roofs may be flat or pitched up to 45 degrees.

Comments:

Consultation

The proposal was advertised for three weeks to the neighbouring properties to the east (52A Wittenoom Street) and west (54 Wittenoom Street) of the subject site.

One submission was received from the residents at 52A Wittenoom Street who have raised an objection to the proposal citing the following concerns:

- *The scale of the proposed parapet wall could potentially reduce natural daylight and breeze coming into their home;*
- *The bulk and finish of the proposed parapet wall will result in the eastern elevation having an unattractive appearance;*
- *The potential increase of noise given the proposed garage roof top outdoor area is right beside the master bedroom of their residences and is separated by a wall that appears to be of single brick construction;*
- *The noise of the proposed lift.*

These concerns will be discussed in further detail in the following sections of this report.

Overshadowing

The existing courtyard of 52A Wittenoom Street, located east of the subject site, abuts the courtyard of the subject site however is marginally offset to the south and is currently divided by a 1.8 metre high boundary wall. As part of the works, the boundary wall will be replaced with a new six metre high parapet wall. The parapet wall is significantly taller than the existing boundary and therefore will overshadow the adjoining 52A Wittenoom Street in the afternoon.

It is noted that similar developments already exist among a number of lots along Wittenoom Street, where the courtyard is bounded by the external parapet walls of the neighbouring property. The residences which have courtyards with this configuration include 50 (Lot 113),

56 (Lot 117) and 58 (Lot 118) Wittenoom Street. The site specific plan of the Royal and Bennett Streets Design Guidelines show Lots 112 – 119 Wittenoom Street are to be designed where the residential dwelling is built to the front of the property facing onto Wittenoom Street, with garages being located at the rear and courtyards situated central to each lot. Accordingly, a number of the dwellings on the lots along Wittenoom Street have courtyards bounded by the parapet walls of the neighbouring property, including 50 (Lot 113), 56 (Lot 117) and 58 (Lot 118) Wittenoom Street. Given the proposed six metre parapet wall and the design of the proposal is consistent with the Royal and Bennett Street Design Guidelines, the extent of overshadowing is considered to be acceptable.

Building Height

The Royal and Bennett Streets Design Guidelines state that dwellings are required to be a minimum of two storeys and are permitted to be a maximum of 14 metres in height to the roof ridge. The proposal seeks to increase the number of levels from two to three but will have a total building height of 8.25 metres. The additional level will be setback from the front elevation of the building, whereby the existing character of the streetscape will be maintained. As the building height for the main dwelling complies with the Design Guidelines the additional building height can be supported.

In accordance with the Royal and Bennett Streets Design Guidelines building envelopes are used to define the allowable limits of building bulk. The only projections beyond the envelope that will be allowed will be building services and features that contribute to the character and identity of the building and the locality. Balconies and awnings may project beyond the building. The site specific plan for the Royal and Bennett Streets Design Guidelines show that there is a maximum building height of three metres at the rear boundary for Lots 112-119 with any additional building height being contained within a 45 degree plane up to 14 metres in height. The proposed deck area above the existing garage has a maximum height of 5.06 metres from the ground level to the top of the roof. Part of the roof deck area will project into the prescribed maximum building envelope, however it is noted that other properties along Wittenoom Street also project outside the maximum building height for the rear boundary. These properties include 50 (Lot 113) and 58 (Lot 118) Wittenoom Street. The proposed deck area will be open on three sides and is similar in nature to a balcony that is permitted to project beyond the building envelope. Therefore, it is considered to be a minor encroachment that will not have an adverse impact on adjoining properties or the existing streetscape of the laneway. It is recommended that the proposed encroachment into the building envelope to the rear of the subject site be supported.

Privacy

In regards to concerns raised by the neighbours over potential privacy issues, the Royal and Bennett Streets Design Guidelines affirm that designs of dwellings should mitigate privacy concerns where possible.

The proposal aims to protect the privacy of the adjoining property to the east. Firstly, the proposed additional level does not overlook the neighbouring property to the east given there are no openings on this side of the dwelling. Secondly, the construction of parapet walls will ensure that the adjoining property to the east cannot be overlooked from the proposed walkway and garage roof deck.

The development plans show privacy screening located on the western and northern sides of the new outdoor deck area above the existing garage to ensure privacy can be maintained

between the subject site and the neighbouring property to the west. The roof deck is setback 1.9 metres from the western boundary with 1.6 metre high glass balustrading. It is considered that the proposed design adequately limits any potential for overlooking or privacy issues.

Building Design, Materials and Finishes

The objection has raised a concern over the unattractive appearance of the eastern elevation of the dwelling and walls of the subject site. The addition of another level to the existing dwelling and the construction of the parapet wall will result in a large area of exposed brick visible from the adjoining property.

The Royal and Bennett Streets Design Guidelines state that exterior of walls of buildings should be predominately of masonry construction and may utilise combinations of face brickwork or blockwork, rendered finishes, and limestone block. The applicant has responded to this concern and advised that they have no issues with the walls on the eastern elevation being finished to a high quality. The intention is for the new walls to be face brick however the applicants are willing to have the eastern elevation finished in another material if this appearance is not considered to be acceptable.

However, the applicant also state that the east facing wall can only be finished to a high standard if the residents at 52A Wittenoom Street provide consent for workers to access their property to undertake any such work. Noting the requirements of the design guidelines, a high quality finish of the blank walls on the eastern elevation to the City's satisfaction should be required as a condition of any approval.

The proposal conforms to the development standards and provisions of the Royal and Bennett Streets Design Guidelines. Furthermore, the proposal is consistent with its approach to design where the garage and the residential dwelling are integrated rather than detached elements of the residences.

Noise

The objection to the proposal has detailed concerns regarding noise, particularly from the proposed lift and garage roof deck. More specifically, the residents of 52A Wittenoom Street have identified this noise potentially being heard from their main bedroom as the primary concern. The applicant has responded to the objection noting the courtyards of 52A and 52B Wittenoom Street are adjacent to each other and that this current configuration is not ideal for noise reduction. They have advocated that the proposal will reduce noise noting that the six metre high parapet wall will block more sound than the existing 1.8 metre high boundary wall.

In regards to the lift, the applicant has noted that any noise produced from the lift will also be attenuated by the proposed parapet wall and the lift shaft. Furthermore, the applicant has stated that they would not install a lift which would generate a high volume of noise, as doing so would have much more impact on them.

Whilst the use of a lift and garage roof deck may have potential noise impact, the proposal is not considered to have any additional noise impact than the use of the existing outdoor courtyard area.

Conclusion

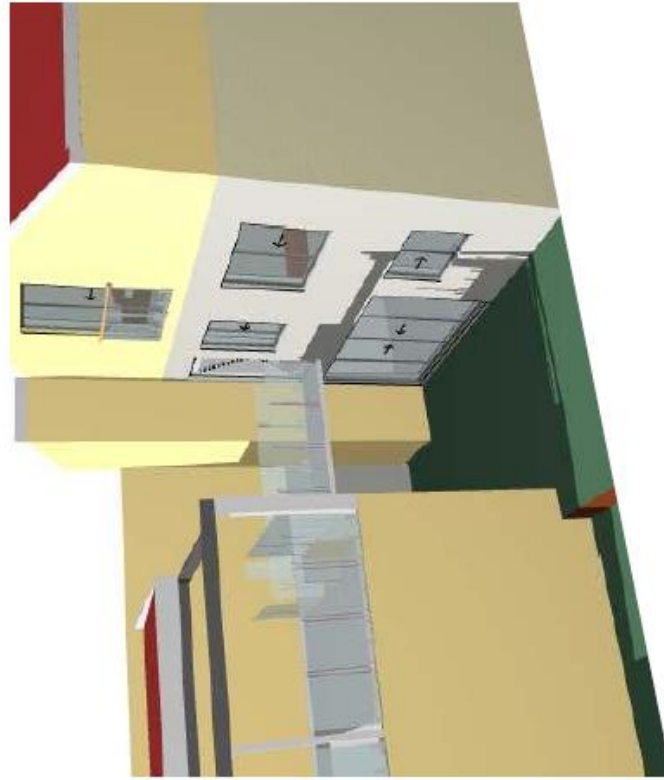
The proposed alterations and additions to the residence at 52B Wittenoom Street have been designed to comply with the applicable design guidelines. Notwithstanding, the objection received from the neighbours to the east of the subject site outlined issues pertaining to concerns over privacy, overshadowing, noise, building design and appearance.

The design is considered to be consistent with the provisions of the Royal and Bennett Streets Design Guidelines. Furthermore, the proposal seeks to follow a design which is similar in nature to other residences on the street, whilst maintaining privacy between adjoining properties. Any overshadowing of the adjoining property is limited to afternoon sun only and the proposal is not considered to create any additional noise concerns.

The applicant has responded to the concerns raised within the objection and they have highlighted that they are willing to cooperate with the City to address any major issues identified and can be satisfactorily addressed as conditions of any approval. It is recommended that the proposal for the alterations and additions to the existing residence be approved.



2017/5469 - 52B (LOT 115) WITTENOOM STREET, EAST PERTH



2017/5469 - 52B (LOT 115) WITTENOOM STREET, EAST PERTH (PERSPECTIVES)

Agenda **240 (Lot 3000) St Georges Terrace, Perth – Alterations and**
Item 13.3 **Additions to Woodside Plaza**

Recommendation:

*That, in accordance with the provisions of the City Planning Scheme No. 2, the Metropolitan Region Scheme and the Planning and Development (Local Planning Schemes) Regulations 2015 – Deemed provisions for local planning schemes, the Council **APPROVES** the application for alterations and additions to ‘Woodside Plaza’ at 240 (Lot 3000) St Georges Terrace, Perth as indicated on the Metropolitan Region Scheme Form One dated 6 July 2017 and as shown on the plans received on 17 January 2018 subject to:*

- 1. final details including a sample board of the high quality and durable materials, colours and finishes being submitted for approval by the City prior to applying for a building permit;*
- 2. all building plant including water tanks, transformers, lift overruns and air condensers shall be located internally or screened from all external views including from above to form an integral part of the design of the building with final details of the location and screening of such plant and services being submitted for approval by the City prior to applying for a building permit;*
- 3. a consolidated/updated Waste Management Plan demonstrating the storage and servicing of waste generated by the new and modified tenancies and facilities being submitted for approval by the City prior to applying for a building permit;*
- 4. all existing pedestrian access easements on the site impacted by the proposed development being extinguished and/or modified prior to occupation of the new tenancies, with the public being granted permanent, unrestricted access to the public plaza from Milligan Street and St Georges Terrace for 364 days out of every year, with the written consent of the City being first obtained if it becomes necessary for public access to this area to be restricted for more than one day per year;*
- 5. final details of the design, dimensions, treatment and content of the corner LED sign box element addressing matters relating, but not limited to, traffic safety, integration with the streetscape and compliance with the requirements of the City’s Signs Policy (4.6), being submitted for approval by the City prior to applying for a building permit;*

(Cont’d)

6. ***a final environmental wind assessment, including wind tunnel model measurements, being undertaken to quantify and compare the wind conditions against the relevant pedestrian wind comfort criteria and, if necessary, including mitigation strategies to achieve compliance with the criteria, with details being submitted by the applicant and approved by the City prior to applying for a building permit. Any significant design changes resulting from the amended wind impact analysis being the subject of a separate application for approval;***
7. ***a detailed landscaping, reticulation and management plan being submitted for approval by the City prior to its installation with the approved landscaping being maintained thereafter to a high standard and to the satisfaction of the City; and***
8. ***any new signage being integrated into the design of the building and any signs which are not exempt from approval under the City's Signs Policy 4.6 requiring a separate application for approval noting that any proposed roof signs on the lantern element will only be considered where, in the opinion of the Council, the sign would make a positive contribution to the city skyline and is compatible with the design and scale of the lantern element.***

At the Planning Committee held on 6 February 2018, the Committee agreed to amend point eight of the officer recommendation as follows:

8. ***any new signage being integrated into the design of the building and any signs which are not exempt from approval under the City's Signs Policy 4.6 requiring a separate application for approval noting that any proposed roof signs on the lantern element will only be considered where, in the opinion of the Council, the sign would make a positive contribution to the city skyline and is compatible with the design and scale of the lantern element.***

Reason: To provide further clarity on the application of the City's Signs Policy 4.6 and its requirements to any roof signage proposed at a later date.

FILE REFERENCE:	2017/5403
SUBURB/LOCATION:	240 St Georges Terrace, Perth
REPORTING UNIT:	Development Approvals
RESPONSIBLE DIRECTORATE:	Planning and Development
DATE:	29 January 2018
ATTACHMENT/S:	Attachment 13.3A – Location plan Attachment 13.3B – Perspectives
3D MODEL PRESENTATION:	No
LANDOWNER:	Perpetual Trustee Co Ltd
APPLICANT:	Hames Sharley

ZONING: (MRS Zone) Central City Area Zone
 (City Planning Scheme Precinct) St Georges (P6)/Citiplace (P5)
 (City Planning Scheme Use Area) City Centre
 (CPS2 Special Control Area) 5.0 - 240 St Georges Terrace
 (Lot 3000) and 899-915 Hay Street (Lot 3001)

APPROXIMATE COST: \$9.5 million

Council Role:

- | | | |
|-------------------------------------|----------------|---|
| <input type="checkbox"/> | Advocacy | <i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |
| <input type="checkbox"/> | Executive | <i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i> |
| <input type="checkbox"/> | Legislative | <i>Includes adopting local laws, town planning schemes and policies.</i> |
| <input checked="" type="checkbox"/> | Quasi-Judicial | <i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i> |
| <input type="checkbox"/> | Information | <i>For the Council/Committee to note.</i> |

Legislation / Strategic Plan / Policy:

Legislation *Planning and Development Act 2005*
 Planning and Development (Local Planning Scheme) Regulations 2015
 City Planning Scheme No. 2 - Clause 28(6) Bonus Plot Ratio

Policy
 Policy No. and Name: 4.1 - City Development Design Guidelines
 4.6 - Signs

Background:

The 5,520m² site is located on the corner of St Georges Terrace and Milligan Street and is occupied by 'Woodside Plaza' which comprises a 29 level office and retail building and associated landscaped plaza.

At its meeting held on **12 December 2000**, Council granted conditional approval for an office and hotel development on the subject site comprising a 26 storey office building and a 15 level hotel building accommodating 235 rooms and 284 tenant car parking bays. At its meeting held on **27 February 2001**, Council considered and granted conditional approval for

amendments to the previous approval. Development of the approved hotel component did not proceed with the current office tower and adjacent plaza area being constructed and finalised/occupied in 2004. The Hotel development was later replaced by an office development fronting Hay Street which was constructed in 2010.

No major refurbishments or redevelopments have occurred at Woodside Plaza since that time. It is noted that Woodside has since entered into a lease for an office building at 98 Mounts Bay Road and will be vacating Woodside Plaza in the near future. The office tower is to be refurbished and rebranded.

Details:

Approval is sought for alterations and additions to the existing office building and plaza at the subject site as follows:

Basement Level Two	<ul style="list-style-type: none"> • Removal of two tenant car parking bays; • Installation of new lift.
Basement Level One	<ul style="list-style-type: none"> • Removal of existing end of trip facility and five courier bays; • Installation of new lift and bicycle storage area.
Basement Mezzanine Level	<ul style="list-style-type: none"> • Removal of existing stairs from St Georges Terrace to the retail arcade; • Modification to existing retail tenancy; • Relocation of fire booster and fire egress.
Ground Floor Level	<ul style="list-style-type: none"> • Demolition of existing retail arcade and tenancies; • New wellness centre and retail tenancy; • New food and beverage tenancies; • Removal of existing service infrastructure, planter boxes and vegetation with the retention of the existing car park exhaust with new cladding and a LED sign.
Plaza	<ul style="list-style-type: none"> • Replacement of existing astro turf with higher quality synthetic turf; • Addition of timber and precast concrete seating elements to the existing trees along the western edge; • Upgrading of existing shade sails and lighting.
Mezzanine Level	<ul style="list-style-type: none"> • Removal of existing canopy fronting St Georges Terrace; • Demolition of existing office space to accommodate an auditorium and childcare centre with an associated external play area.
Sixteenth Floor Level	<ul style="list-style-type: none"> • Refurbishment of the existing external deck area.
Roof Level	<ul style="list-style-type: none"> • Removal of existing 'butterfly roof' and flagpole and replacement with screening treatments to screen the plant area and allow for a more uniform and streamlined built form.

Compliance with Planning Scheme:

Land Use

The subject site is located within the City Centre use area of the Citiplace (P5) and St Georges (P6) Precincts of City Planning Scheme No. 2 (CPS2). The majority of the site, which contains the main office/retail building, is located within the St Georges Precinct (P6) with only the outdoor landscaped plaza being located within the Citiplace Precinct (P5). The St Georges Precinct will continue to function as the State's principal centre for business, finance, commerce and administration. While offices will form the major activity, the Precinct will also accommodate a range of commercial and educational uses, including banks, travel agencies, educational establishments, art galleries and convenient facilities for the work force, such as restaurants, lunch bars, kiosks and local shops, particularly at street or pedestrian level, to create more diversity and interest.

The proposed refurbishment works includes the retention and introduction of new uses including restaurants/cafes ('Dining'), childcare centre ('Healthcare 1'), florist ('Retail [General]') and wellness centre ('Recreation and Leisure'). The proposed 'Dining' uses are classified as preferred ('P') in the City Centre use area of the St Georges Precinct (P6) under CPS2. Whilst the 'Healthcare 1', 'Retail (General)' and 'Recreation and Leisure' uses are contemplated 'C' within the Precinct and 'Healthcare 1' and 'Recreation Leisure' uses being prohibited 'X' where they front the street at pedestrian level. It is noted that the wellness centre and childcare centre are located internally on the site and are not adjacent to Milligan Street or St Georges Terrace.

The mix of uses are considered to be consistent with the precinct statement of intent in contributing to the local day and night time economy in support of the predominant commercial uses and providing essential services for those working and living in the area as well as enhancing the vibrancy of the area.

Development Requirements

The continuation of large scale development in this Precinct will reflect its high profile, its image as a group of landmark buildings and the predominance of the Precinct as the State's business heart. Buildings will be of a high standard of design and presentation, including signs, in keeping with the prestigious character of the Precinct. The present skyline character of tall, slender, interestingly shaped towers, lighting and appropriate roof signs, will be maintained in any future development.

Special Control Area 5 (SCA5) applies to the subject site and the adjoining site being 919 Hay Street. SCA5 was established to facilitate the comprehensive redevelopment of the land parcels in a coordinated manner. The provisions of SCA5 include requirements relating to plot ratio, car parking, pedestrian movement, heritage conservation and landscaping.

The proposal's compliance with the relevant CPS2 and SCA5 development requirements is summarised below:

Development Standard	Proposed	Permitted/Required
Maximum Plot Ratio	57, 992m ² (10m ² net reduction from existing 58,002m ²)	58,113m ²
Landscaped Area	Retention and upgrading of the existing landscaped areas	Landscaped areas shall be provided and maintained

Comments:

Design Advisory Committee

The application was considered by the Design Advisory Committee at its 16 November 2017 meeting. The DAC, having considered the design for the proposed alterations and additions to 'Woodside Plaza' advised that it:-

- "1. has no objection to the closure of the existing retail arcade due to its commercial failure but advises that the building's interface with the street and the amenity of the pedestrian environment, particularly along the Milligan Street frontage of the site, needs to be further enhanced to be more welcoming and attractive;*
- 2. notes the removal of the established landscaping adjacent to the street corner and encourages the review of opportunities for greening the street frontages of the site ;*
- 3. considers that the scale and detail of the proposed corner LED screen/light box requires more design thinking, taking into account views into the ground floor lobby; traffic safety (potential 'backgrounding' of traffic signals); the City's Sign Policy and the character of the locality;*
- 4. supports the proposed north facing tenancies that will contribute to activating the plaza space together with the softening treatment of the level above, but requests more detail of the changes to the landscaping within the plaza, including plant species;*
- 5. notes the proposal to remove the existing canopy along St Georges Terrace but advises that the design approach to canopies should be further considered in relation to the City's Design Guidelines and ameliorating wind impacts of the existing office tower, and also the potential to integrate a canopy with the new corner retail element;*
- 6. considers that more detail is required in respect of the proposed roof lantern element, with more design attention being given to its materials and its contribution to the city skyline as viewed from all directions;*
- 7. advises that it is premature for the Committee to consider any request for bonus plot ratio until such time as the applicant has provided details of how much bonus plot ratio is being sought together with information and plans addressing the relevant essential and performance criteria of the City's Bonus Plot Ratio Policy."*

The applicant has submitted revised plans and details to address the above points. The following sections detail the extent to which the revised plans respond to the design matters raised by the DAC. In relation to item 7 above, the applicant has advised that whilst the child care centre remains part of the proposed refurbishment, no bonus plot ratio is being sought

at this stage and does not form part of this application. As noted in the development compliance table, the proposed works will result in a minor reduction in plot ratio floor area from 58,002m² to 57,992m².

Building Design and Presentation to Street

Under CPS2, development within the St Georges Precinct shall contribute to an interesting and comfortable pedestrian environment, minimising strong wind conditions, glare and sun reflection in the street. St George's Terrace is to be developed as a grand boulevard to provide an improved pedestrian environment. North-south pedestrian links across the Precinct are to be maintained, improved and added to where appropriate. In addition, SCA5 includes objectives relating to the adequate provision of landscaped areas accessible to the public and the provision of pedestrian accessways to enable pedestrian movement throughout the site.

In view of these requirements and as outlined previously, the overall design of the proposed refurbishment was generally supported by the DAC, subject to the submission of additional details to address matters relating to:

- the building's interface with the street and the amenity of the pedestrian environment, particularly along the Milligan Street frontage;
- the scale and impact of the corner LED screen/lightbox;
- landscaping within the plaza, including plant species;
- the removal of canopies and potential wind impacts; and
- the design of the roof lantern element as viewed from all directions and its contribution to the city skyline.

In relation to the building's interface with the street, the applicant has revised elements of the design to include the provision of landscaping and increased articulation of the ground floor retail tenancy adjacent to St Georges Terrace. Whilst the revised plans are considered to partly address the DAC's concerns, it is noted that potential exists for further improvements to the Milligan Street frontage. The applicant has advised that an additional food and beverage tenancy is planned for the area adjacent to and above the Wilsons car park entry which is likely to progress via a subsequent development application and will improve the existing interface along Milligan Street. Notwithstanding, the proposed improvements to the street frontages are considered to be acceptable.

In terms of the corner LED screen/lightbox, the revised plans include increased landscaping and planters adjacent to the corner element to soften its potential impact on the streetscape. Whilst the addition of planters and landscaping is supported, the scale and traffic safety concerns raised by the DAC have not been adequately addressed in the revised submission. The applicant has advised that the exact content and strategy of the LED sign element is not known at this stage and will be subject to further review. It is therefore considered appropriate that any approval should be conditioned to require the final design and details of the LED screen/lightbox, addressing sightlines, safety and requirements of the City's Signs Policy (4.6), be provided prior the building permit stage.

With regards to the proposed plaza, the revised plans include a greater level of detail in relation to the proposed refurbishment works and landscape species. City officers are supportive of the proposed shade structures, seating elements and plant species. It is also noted that whilst the retention of artificial turf is not an optimal outcome in terms of

microclimate and comfort of use, the reversion to natural turf is not feasible noting previous issues with drainage and basement leakages.

With respect to the removal of canopies and potential wind impacts, the applicant has submitted a preliminary Wind Impact Statement which concludes that based on the proposed design, the ground level footpaths would be expected to have wind levels within the walking comfort criterion and the wind conditions near the main entrance areas would be expected to be within the criterion for standing. However, the report does include a final recommendation for a scaled wind tunnel study in the detail design stage to verify the predictions and determine the optimal wind controls, wherever necessary. It is recommended that this be required as part of any approval.

With respect to the roof element, the revised plans include greater design details of the potential impact on the city skyline, with additional views and vantage points being provided. The plans confirm the structural elements of the lantern element will be screened from all views.

In addition, the applicant has confirmed that the lantern element will be a singular white colour to provide for an elegant and continuous 'halo' effect for the roof of the building. The materials and lighting elements have been designed to ensure consistency across the main southern façade and the more minor eastern and western facades. The revised plans and details are considered to address the main concerns of the DAC. However, it is noted that the lantern element is likely to form a backdrop to future signage for a major tenant of the building which will form part of a separate application for development and require suitable design consideration at that time.

Pedestrian Access

In accordance with the relevant objectives of SCA5, the approval for the existing development on the site included the requirement for a north-south pedestrian connection to be provided and maintained via appropriate physical linkages with associated easement arrangements. This is currently in the form of a retail arcade on the eastern portion of the site which is accessed via stairs from St Georges Terrace and provides access through the building to the rear plaza space and to Hay Street.

The proposed development seeks to remove the retail arcade element and extinguish the relevant easement/s to facilitate its removal. Whilst this could be construed as being contrary to the objectives of SCA5 if considered in isolation, it is noted that the existing arcade linkage is underutilised and is not a highly functioning or critical linkage. This is particularly due to the level difference along the St Georges Terrace frontage, which is a significant barrier to the success of a north-south pedestrian connection from the central to eastern portions of the frontage. It is noted that the removal of the arcade will be offset by improvements to the accessibility of the site from the central and western portions of the St Georges Terrace frontage and Milligan Street intersection area. In addition, improvements to the lobby area are also proposed to provide improved north-south connectivity across the site.

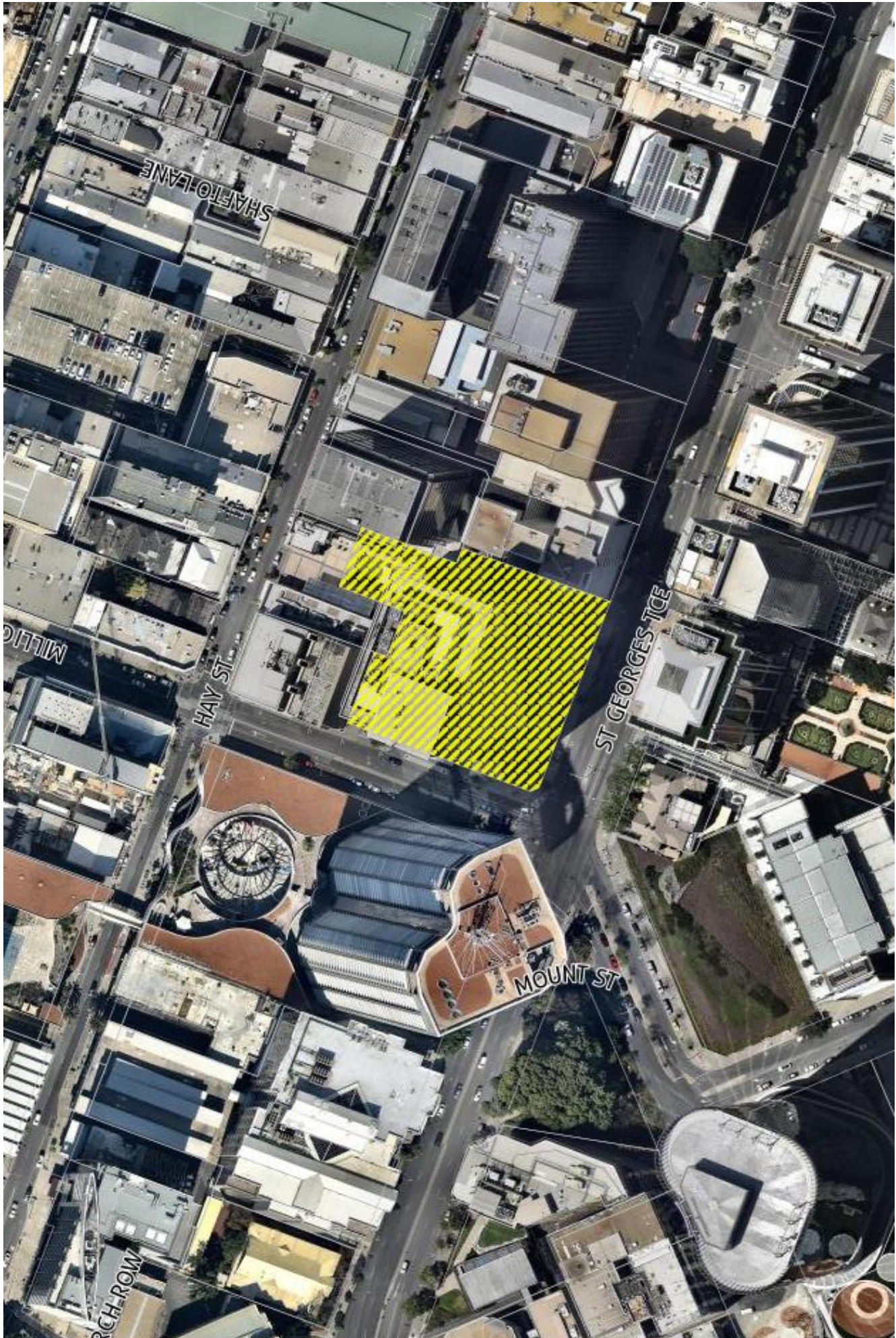
Noting the above, and the DAC's support for the removal of the existing retail arcade, it considered appropriate that any approval include conditions relating to the consolidation of the existing pedestrian access easements to provide alternative easement arrangements maintaining suitable north-south connectivity across the site.

Waste Management

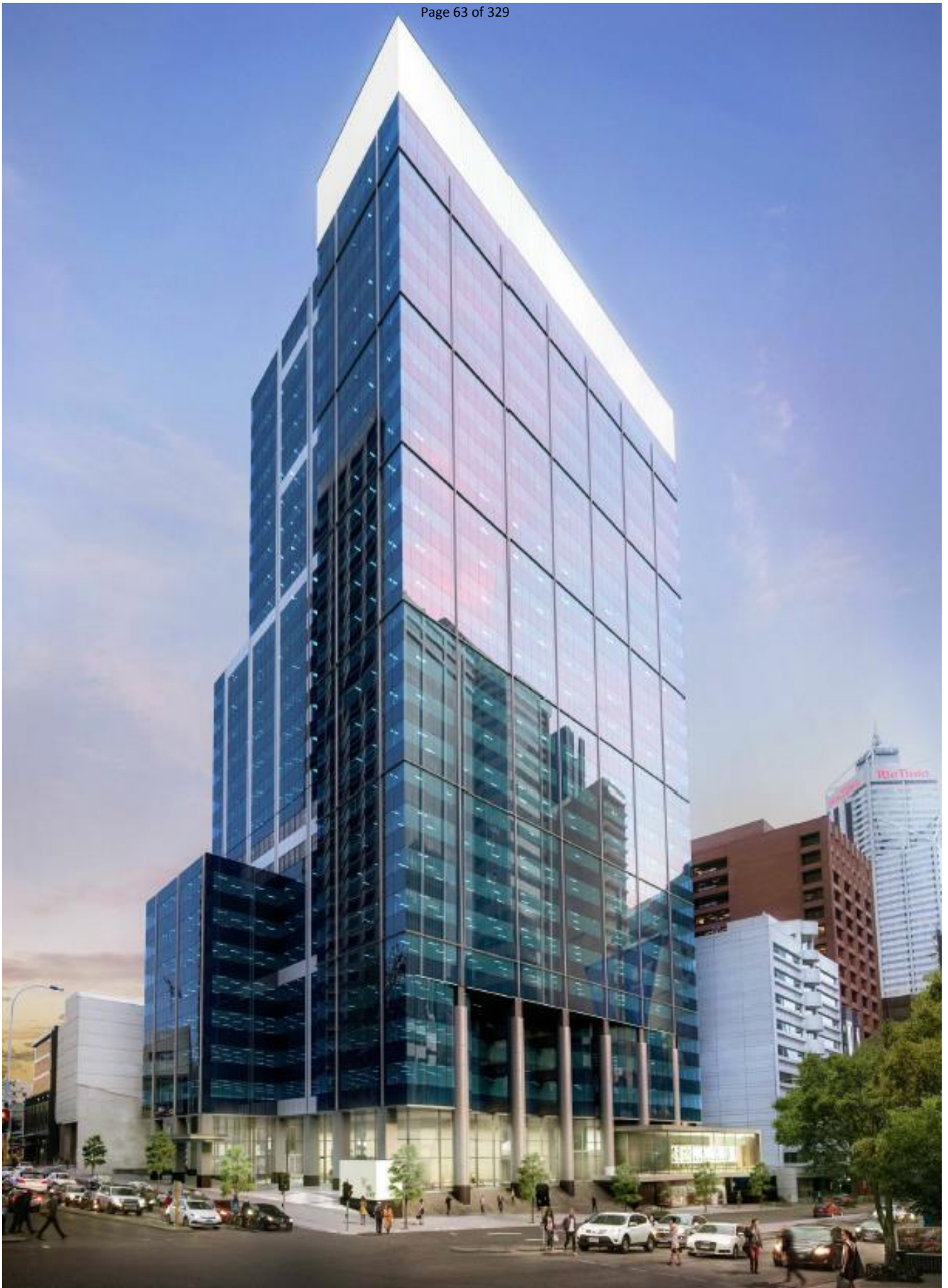
The application was not supported by an updated Waste Management Plan (WMP) detailing the servicing of the modified and new tenancies on the site. The applicant advised that matters relating to waste servicing can be dealt with at the building permit stage once the operators of the tenancies have been secured. City officers are supportive of this approach noting the type and internal configuration of the dining, child care and wellness tenancies will impact on the waste storage and servicing requirements of the site. It is therefore recommended any approval be subject to the submission of an appropriate WMP.

Conclusion

The proposed development aims to reinvigorate a prominent site along the western end of St Georges Terrace. The submission of revised plans and details has generally addressed the design and functional matters raised by the DAC. The proposal is generally consistent with the relevant planning framework and based on the above it is recommended that the application for alterations and additions to the office tower at 240 St Georges Terrace be conditionally approved.



2017/5403 – 240 (LOT 3000) ST GEORGES TERRACE, PERTH



**2017/5403 – WOODSIDE PLAZA - 240 (LOT 3000) ST GEORGES TERRACE, PERTH
(PERSPECTIVES)**



2017/5403 – WOODSIDE PLAZA - 240 (LOT 3000) ST GEORGES TERRACE, PERTH (PERSPECTIVES)



2017/5403 – WOODSIDE PLAZA - 240 (LOT 3000) ST GEORGES TERRACE, PERTH (PERSPECTIVES)



VIEW FROM NORTH-WEST



VIEW FROM NORTH



VIEW FROM FREEWAY



VIEW FROM MILLIGAN ST



VIEW FROM NORTH-EAST



VIEW FROM CONVENTION CENTRE

2017/5403 – WOODSIDE PLAZA - 240 (LOT 3000) ST GEORGES TERRACE, PERTH (PERSPECTIVES)

Report to the Planning Committee**Agenda****Heritage Grant – 55-59 Goderich Street, East Perth****Item 13.4**

Recommendation:

That Council APPROVES a Heritage Grant of \$57,000 (excluding GST) for paint removal, restoration of tuck-pointing and reconstruction of the verandah for 55-59 Goderich Street, East Perth, divided equally amongst the three properties.

The Committee recommendation to the Council for this report was resolved by the Planning Committee at its meeting held on 6 February 2018.

The Committee recommendation to the Council is the same as that recommended by the Officers.

FILE REFERENCE:	P1023383-3
REPORTING UNIT:	Arts, Culture and Heritage
RESPONSIBLE DIRECTORATE:	Economic Development and Activation
DATE:	17 January 2018
ATTACHMENT/S:	Attachment 13.4A – Detailed Officer Assessment Attachment 13.4B – Reference photo and render

Council Role:

- | | | |
|-------------------------------------|----------------|---|
| <input type="checkbox"/> | Advocacy | <i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |
| <input checked="" type="checkbox"/> | Executive | <i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i> |
| <input type="checkbox"/> | Legislative | <i>Includes adopting local laws, town planning schemes and policies.</i> |
| <input type="checkbox"/> | Quasi-Judicial | <i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i> |
| <input type="checkbox"/> | Information | <i>For the Council/Committee to note.</i> |

Legislation / Strategic Plan / Policy:**Legislation**Section 8 of the *City of Perth Act 2016*

Integrated Planning and Reporting Framework Implications

Strategic Community Plan

- Goal 2 An exceptionally well designed, functional and accessible city
- 2.6 A beautiful city built on exceptional architecture and infrastructure
- Goal 6 A city that celebrates its diverse cultural identity
- 6.4 Built and Social Heritage that is protected, enhanced and developed, that showcases the City's story

Policy

Policy No and Name: 18.13 – Sponsorship and Grants

Purpose and Background:

The City of Perth has received a request for a Heritage Grant of \$57,000 (excluding GST) from Mr Chris Maher on behalf of the other owners in the block, for restoration and reconstruction works on the three terraced houses at 55-59 Goderich Street, East Perth.

Details:

The owners of the terraces at 55-59 Goderich Street, East Perth, have been working with the City of Perth on a number of matters following the buildings' listing for heritage protection in 2015. The proposed works that are the subject of this Report result from recommendations detailed in the property's Conservation Management Plan.

The three owners in the block are seeking a Heritage Grant to assist with the costs of removing paint, restoring the tuck-pointing and reconstructing the full length of the front verandah of the three terrace houses in a more sympathetic style. The works will remove later interventions to the building and return it to a more original appearance.

Financial Implications:

ACCOUNT NO:	CL 95D30000-7901
BUDGET ITEM:	Donations & Sponsorships – Heritage Grants
BUDGETED AMOUNT:	\$350,000
AMOUNT SPENT TO DATE:	\$ 0
PROPOSED COST:	\$ 57,000
BALANCE REMAINING:	\$293,000
ANNUAL MAINTENANCE:	N/A
ESTIMATED WHOLE OF LIFE COST:	N/A

All figures quoted in this report are exclusive of GST.

Comments:

The proposed works are consistent with the Heritage Grant guidelines and intent of the program.

The Assessment Panel recognised the positive heritage and streetscape outcomes resulting from the proposed works. They also noted the positivity of three individual owners working collaboratively for a beneficial heritage outcome.

A grant of \$57,000 was requested by the applicant, divided equally across the three properties. The Assessment Panel have recommended supporting the full amount requested of \$57,000, which is 50% of the total project budget and consistent with the Heritage Grant guidelines regarding matched funding.

ATTACHMENT 13.4A

Heritage Grant Application | 2017-18 | 55-59 Goderich Street

Applicant	Mr Chris Maher
Project Start Date	01/03/2018
Project End Date	26/04/2018
Project Address	55-59 Goderich Street, East Perth
Project Type	Physical Works
Heritage Status	Listed as a heritage place in the City of Perth Planning Scheme
Total Project Cost	\$114,000
Total Amount Requested	\$57,000 (\$19,000 to each property)
Recommendation	Approval
Recommended amount	\$57,000 (50% of the total project budget)
Assessment Score	29.67 out of 40 (74 %)

Applicant Details*Information from the Australian Business Register*

ABN	32 928 829 200
Entity Name	Christopher Ruben Maher
Entity Type	Individual/Sole Trader
ABN Status	Active
ATO Endorsed Charity Type	Not endorsed
Goods & Services (GST)	Yes
Endorsed as DGR	No
Tax Concessions	No tax concessions
Main Business Location Postcode	6050 WA
ACNC Registration	No

Project Summary

The three applicants are seeking a Heritage Grant from the City of Perth , for assistance with Physical Works at the property 55-59 Goderich Street, East Perth, which is listed as a heritage place in the City of Perth Planning Scheme. The proposed works include the removal of paint, restoration of the tuck-pointing and reconstruction of the full length of the front verandah of the three terrace houses in a more sympathetic style, as proposed in the property's Conservation Management Plan. The works will remove later interventions to the building and return it to a more original appearance.

In total the budget for the works is \$114,000, which will be split equally amongst the three owners. The applicants are seeking match funding of \$19,000 each, to the \$57,000 total.

The Grant would allow the project to proceed, as the applicants have noted they would not be able to proceed with the project without the match funding assistance.

Previous City of Perth Support

The three owners were the recipients of a Heritage Grant of \$11,996 in 2015 for the development of a Conservation Management Plan. The proposed works were recommended by this Plan and are consistent with this document.

In May 2016, Chris Maher was granted an Heritage Grant of \$3,630 to restore the tuck pointing of the front façade to 57 Goderich Street. This Grant has not been uplifted and will be withdrawn if this application covering works to all three properties is approved.

Heritage Grant Application | Assessment Score Card

The application was assessed by a three person assessment panel and the scoring has been averaged for each outcome.

ASSESSMENT SCORE CARD – ESSENTIAL CRITERIA	
How do the proposed works align with the Heritage Grant Guidelines in terms of the type of project/works and overall intent of the program?	2.67
Do the proposed works result in a positive heritage preservation or adaptive re-use outcome for the place?	2.67
Do the proposed works improve the condition of the heritage place?	2.33
Are the proposed works consistent with best practice heritage conservation?	2.67
Do the proposed works demonstrate good project design and achievability?	2.67
Do the proposed works demonstrate budget rigour and value for money?	3.00
Does the project demonstrate financial support through other external funding sources or suitable funding by the applicant?	2.33
Do the works promote and enhance community appreciation and understanding of the heritage place?	2.67
ASSESSMENT SCORE CARD – DESIRABLE CRITERIA	
Is the heritage place located in an area that is planned for revitalization or streetscape/laneway enhancement?	1.33
Does the project improve access to a heritage place, either in terms of public accessibility or access for people with disabilities?	1.00
Does the project form part of a tourist or visitor attraction?	1.33
Does the project facilitate activation of a heritage place (upper floors, basements)?	1.33
ASSESSMENT SCORE CARD - GENERAL	
How do you rate the overall quality of the application for accuracy, content, detail, attachments and response to the questions?	3.67
TOTAL ASSESSMENT SCORE 29.67 out of 40 (74 %)	

Assessment Panel comments:

- A positive outcome to be achieved by three owners working together on the project;
- The works were motivated by the Conservation Management Plan and consistent with this document;
- The project will result in improvement to the streetscape at a limited cost;
- The works will contribute to the attractiveness of the area and promote it as a historic residential area; and
- The Panel recommended a grant of \$57,000 to support the project, which is 50% of the total project budget and consistent with the Heritage Grant Guidelines related to match funding.

Reference photo and render



Existing verandah and façade



Proposed changes to verandah and façade

Report to the Planning Committee**Agenda**
Item 13.5 **Heritage Grant – 7 Queen Street, Perth****Recommendation:*****That Council:***

1. ***APPROVES an exemption to the Heritage Grant eligibility criteria for the building at 7 Queen Street, Perth on the basis of its strong heritage values and location in the proposed Queen Street Heritage Area; and***
2. ***APPROVES a Heritage Grant of \$90,000 (excluding GST) for paint removal, restoration of tuck-pointing and accessibility improvements for 7 Queen Street, Perth.***

The Committee recommendation to the Council for this report was resolved by the Planning Committee at its meeting held on 6 February 2018.

The Committee recommendation to the Council is the same as that recommended by the Officers.

FILE REFERENCE:	P1023383-3
REPORTING UNIT:	Arts, Culture and Heritage
RESPONSIBLE DIRECTORATE:	Economic Development and Activation
DATE:	17 January 2018
ATTACHMENT/S:	Attachment 13.5A – Detailed Officer Assessment Attachment 13.5B – Reference photo and render

Council Role:

- | | | |
|-------------------------------------|----------------|---|
| <input type="checkbox"/> | Advocacy | <i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |
| <input checked="" type="checkbox"/> | Executive | <i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i> |
| <input type="checkbox"/> | Legislative | <i>Includes adopting local laws, town planning schemes and policies.</i> |
| <input type="checkbox"/> | Quasi-Judicial | <i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i> |
| <input type="checkbox"/> | Information | <i>For the Council/Committee to note.</i> |

Legislation / Strategic Plan / Policy:

Legislation

Section 8 of the *City of Perth Act 2016*

Integrated Planning and Reporting Framework Implications

Strategic Community Plan

Goal 2 An exceptionally well designed, functional and accessible city

2.6 A beautiful city built on exceptional architecture and infrastructure

Goal 6 A city that celebrates its diverse cultural identity

6.4 Built and social heritage that is protected, enhanced and developed, that showcases the City's story

Policy

Policy No and Name:

18.13 – Sponsorship and Grants

Purpose and Background:

The City of Perth has received a request for a Heritage Grant of \$90,000 (excluding GST) from James Litis for restoration and accessibility works on the building at 7 Queen Street, Perth.

Details:

The owner of 7 Queen Street, Perth is currently planning to undertake a substantial adaptive re-use project. The proposed works will upgrade the entire building, provide a range of differing tenancy sizes, improve accessibility, remove intrusive elements and involve significant improvements to the exterior of the building, including both restorative works and new interventions.

The building, originally built in 1910, is a fine example of the Federation Warehouse style of architecture. Its original heritage assessment for the City of Perth noted that it had historic significance because it reflects the expansion and development of commerce and trade in the City of Perth in the early years of the twentieth century. It was noted as having aesthetic significance as an example of a commercial building constructed during the period of economic affluence and increased development that followed the gold boom. It was also noted as contributing aesthetically to the streetscape through its simple, robust design, modest scale and rhythm created by the recessed arches.

The owner of 7 Queen Street has been in discussions with City of Perth administration for a number of months about their development application. At an early stage, City of Perth Officers advocated for the owner to remove paint and restore of the tuck-pointing, as opposed to simply re-painting the façade, given the heritage benefits of this work to both the building and surrounding area. The applicant was receptive to this proposal and delayed façade works pending the outcome of Council's consideration of revised Heritage Grant Guidelines which were approved by Council on 19 December 2017.

The applicant is seeking a Heritage Grant to assist with the costs of removing the paint, repairing damaged brickwork and restoring the building's original tuck-pointing. The

proposed works will restore the building's original brick exterior, which was a key part of its architectural detail in the past.

The applicant is also seeking grant assistance for the enhancement of the building's accessibility for people with disabilities, by way of the installation of a lift and ramps. The works are part of a much larger adaptive re-use and upgrade of the building costing in excess of \$1.5 million.

The applicant has noted that should their application for a Heritage Grant be unsuccessful, the overall adaptive reuse project will still go ahead. However, the exterior paint removal and tuck-pointing restoration will not be progressed and the building will be repainted instead.

Administration is recommending Council provide a single exemption – allowed for under the revised Heritage Grant Guidelines – for restoration works to 7 Queen Street. The exemption relates to the building not yet being listed in the City's Planning Scheme as a Heritage Building or located within an existing Heritage Area. Grounds for the exemption are that the building is located within the *proposed* Queen Street Heritage Area and recorded on the City's Municipal Heritage Inventory as a building with historic significance. The building has significant identifiable heritage and architectural value and will be recorded as a contributing building in the Heritage Area, meaning it will likely be eligible in the near future should Council adopt the proposed Heritage Area.

Financial Implications:

ACCOUNT NO:	CL 95D30000-7901
BUDGET ITEM:	Donations & Sponsorships – Heritage Grants
BUDGETED AMOUNT:	\$ 350,000
AMOUNT SPENT TO DATE:	\$ 0
PROPOSED COST:	\$ 90,000
BALANCE REMAINING:	\$ 260,000
ANNUAL MAINTENANCE:	N/A
ESTIMATED WHOLE OF LIFE COST:	N/A

All figures quoted in this report are exclusive of GST.

Comments:

The proposed works are consistent with the Heritage Grant Guidelines and intent of the program.

The Heritage Grant Guidelines include discretion for Council to consider projects that do not meet all of the eligibility criteria. This flexibility was included in the Guidelines in order that Council could consider supporting projects on a case-by-case basis where there are heritage benefits to doing so. The Assessment Panel have recommended that Council grant a single exemption to 7 Queen Street, on the basis that the building will be located in the Queen Street Heritage Area should this area be formally adopted. In addition, the proposed works contribute significantly to the heritage fabric of the building and contribution to the area.

The Assessment Panel recognised the positive heritage and streetscape outcomes resulting from the proposed works. The grant will help to offset the additional costs of the exterior

works to the project and deliver more positive heritage outcomes, in addition to improved accessibility for people with disabilities.

A grant of \$90,000 was requested by the applicant. The Assessment Panel have recommended supporting the full amount requested of \$90,000, which is 28% of the total project budget and consistent with the Heritage Grant Guidelines relating to matched funding.

Heritage Grant Application | 2017-18 | 7 Queen Street

Applicant	Mr James Litis
Project Start Date	20/02/2018
Project End Date	31/08/2018
Project Address	7 Queen Street, Perth
Project Type	Physical Works
Heritage Status	Seeking exemption – located in proposed Queen Street Heritage Area
Total Project Cost	Façade and accessibility works: \$311,630 Entire adaptive re-use project in excess of \$1.5m
Total Amount Requested	\$90,000
Recommendation	Approval
Recommended amount	\$90,000 (28% of the total project budget)
Assessment Score	35 out of 40 (87.5 %)

Applicant Details

Information from the Australian Business Register

ABN	63 115 153 202
Entity Name	The Trustee for the 7 Queen Street Trust
Entity Type	Fixed Unit Trust
ABN Status	Active
ATO Endorsed Charity Type	Not endorsed
Goods & Services (GST)	Yes
Endorsed as DGR	No
Tax Concessions	No tax concessions
Main Business Location Postcode	6000 WA
ACNC Registration	No

Project Summary

The applicant is seeking a Heritage Grant to assist with the costs of removing the paint, repairing damaged brickwork and restoring the building's original tuck-pointing. The proposed works will restore the building's original brick exterior, which was a key part of its architectural detail in the past.

The applicant is also seeking grant assistance for the enhancement of the building's accessibility for people with disabilities, by way of the installation of a lift and ramps.

The exterior and accessibility works have been costed at \$311,630. The applicants are seeking matched funding to the \$90,000 limit prescribed in the Heritage Grant Guidelines. The works are part of a much larger adaptive re-use and upgrade of the building costing in excess of \$1.5 million.

The grant assistance will allow the exterior works to proceed, where the applicants have noted they will need to re-paint the building, rather than restore the tuck-pointing, should their application be unsuccessful.

Previous City of Perth Support

The owner has received no previous City of Perth support for this building.

Heritage Grant Application | Assessment Score Card

The application was assessed by a three person Assessment Panel and the scoring has been averaged for each outcome.

The Assessment Panel were all supportive of an exemption to the eligibility criteria to support this project, on the basis of its location in the proposed Queen Street Heritage Area and the positive benefits of the works on this area as well as to the building itself.

ASSESSMENT SCORE CARD – ESSENTIAL CRITERIA	
How do the proposed works align with the Heritage Grant Guidelines in terms of the type of project/works and overall intent of the program?	3.00
Do the proposed works result in a positive heritage preservation or adaptive re-use outcome for the place?	2.67
Do the proposed works improve the condition of the heritage place?	3.00
Are the proposed works consistent with best practice heritage conservation?	2.33
Do the proposed works demonstrate good project design and achievability?	3.00
Do the proposed works demonstrate budget rigour and value for money?	2.67
Does the project demonstrate financial support through other external funding sources or suitable funding by the applicant?	2.67
Do the works promote and enhance community appreciation and understanding of the heritage place?	2.67
ASSESSMENT SCORE CARD – DESIRABLE CRITERIA	
Is the heritage place is located in an area that is planned for revitalization or streetscape/laneway enhancement?	1.67
Does the project improve access to a heritage place, either in terms of public accessibility or access for people with disabilities?	2.67
Does the project form part of a tourist or visitor attraction?	2.33
Does the project facilitate activation of a heritage place (upper floors, basements)?	2.67
ASSESSMENT SCORE CARD - GENERAL	
How do you rate the overall quality of the application for accuracy, content, detail, attachments and response to the questions?	3.67
TOTAL ASSESSMENT SCORE 35.00 out of 40 (87.5 %)	35.00

Assessment Panel comments:

- The proposed façade works and removal of intrusive elements to 7-13 Queen Street will help reinstate the culturally significant rhythms and patterns of the building and visually reconnect the ground floor to upper levels;
- The works will result in a vast improvement of the existing façade and enhance the quality of the building;
- The project represent a well-considered adaptive re-use with contemporary inclusions;
- Constructive negotiations with the Development Approvals Unit revised a number of details to improve the outcome;
- The project will provide a substantial uplift to this part of Queen Street;
- A positive contribution to streetscape in an area that will continue to evolve as a result of ongoing development in the Perth City Link and redevelopment of Raine Square;
- The works reflect in a restrained, yet contemporary manner, the Federation Warehouse typology of the existing building and will strongly contribute to the cultural heritage significance of the streetscape; and
- The Panel recommended a grant of \$90,000 to support the project, which is 28% of the project budget and consistent with the Heritage Grant Guidelines related to matched funding.

Reference photo and render



Existing façade



Proposed façade

Agenda **Industry / Sector Development Sponsorship – Flux Specialty**
Item 13.6 **Tech Labs Program**

Recommendation:

That Council:

1. ***APPROVES Industry/Sector Development Cash Sponsorship of \$20,000 (excluding GST) to Flux Perth Pty Ltd to assist with the delivery of a specialty tech labs program over the next 12 months;***
2. ***NOTES the list of sponsorship benefits contained within the Detailed Officer Assessment in Attachment 13.6A; and***
3. ***NOTES that Flux will provide the City with a detailed report relating to their program at the conclusion of the project.***

The Committee recommendation to the Council for this report was resolved by the Marketing, Sponsorship and International Engagement Committee at its meeting held on 30 January 2018.

The Committee recommendation to the Council is the same as that recommended by the Officers.

FILE REFERENCE:	P1034443#03
REPORTING UNIT:	Economic Development
RESPONSIBLE DIRECTORATE:	Economic Development and Activation
DATE:	15 November 2017
ATTACHMENT/S:	Attachment 13.6A – Detailed Officer Assessment

Council Role:

- | | | |
|-------------------------------------|-------------|--|
| <input type="checkbox"/> | Advocacy | <i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |
| <input checked="" type="checkbox"/> | Executive | <i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i> |
| <input type="checkbox"/> | Legislative | <i>Includes adopting local laws, town planning schemes and policies</i> |

- ☐ Quasi-Judicial *When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*
- ☐ Information *For the Council/Committee to note.*

Legislation / Strategic Plan / Policy:

Legislation Section 8 of the *City of Perth Act 2016*

Integrated Planning and Reporting Framework Implications Strategic Community Plan
Goal 5: A prosperous city

Policy
Policy No and Name: 18.13 – Sponsorships

Purpose and Background:

Flux was established in 2016 and is a prominent co-working space located in the CBD, occupying the lower levels of Parmelia House at 191 Georges Terrace, Perth. The co-working space currently includes several sub-spaces:

- CORE Innovation Hub, Australia's first co-working space focuses on resources technology; and
- Solder, a dedicated hardware and makerspace for product creation, advanced manufacturing and prototyping.

Managed by Spacecubed employees, Flux focuses on facilitating scale and growth in start-up businesses and activating innovation in small to medium enterprises and larger corporations. Flux also plays a significant role in WA's start-up community by providing users with a quality space to work and facilitating connections, workshops, programs, investment exposure, business opportunities and events for the technology sector.

Flux is currently expanding its facilities onto two additional floors at 191 Georges Terrace, Perth. This expansion will include specialty tech labs providing the appropriate facilities and equipment to accommodate businesses working in the technology hardware and virtual and augmented reality (AR/VR) space.

Local market analysis identifies technology hardware and applications of virtual AR/VR as two major growth industries in the technology sector. However, access to quality space, isolation of practitioners and the high costs of associated equipment, impede the growth of these industries. Therefore, the establishment of the specialty tech labs, accompanied by a related program of events and masterclasses, will assist in lowering the threshold for local innovation and improving the landscape of Perth's dynamic technology start-up ecosystem.

Details:

Flux has approached the City seeking financial support for a series of workshops and panel discussions, to attract and engage professionals and businesses in the technology hardware and AR/VR sectors from across the State, into the Perth technology community.

It is anticipated that the event program will complement the establishment of the speciality tech labs and also enable the formation of a technology community within this emerging space, fostering connections between national and international thought leaders and the Perth technology ecosystem.

The specialty technology labs and program will:

- provide a designated space for businesses;
- create a centre of gravity for innovation;
- provide a quantum of low cost or no cost working space for pre-revenue start-ups;
- encourage openness and cooperation among practitioners/entrepreneurs;
- develop interconnectivity among the community of innovators;
- accelerate start-up business growth into occupying vacant floorspace;
- drive exposure across multiple platforms for the capabilities and potentials in these industries; and
- better facilitate the attraction of businesses and talent into Perth both locally and internationally.

The program, to be delivered in the next 12 months, will include:

- ten technical panel discussions; and
- two structured learning workshops.

Further details of this sponsorship request and the sponsorship benefits that will be provided to the City are provided in Attachment 13.6A.

Financial Implications:

ACCOUNT NO:	CL 93 793000 7901
BUDGET ITEM:	Innovation and Technology
BUDGETED AMOUNT:	\$ 180,000
AMOUNT SPENT TO DATE:	\$ 115,909
PROPOSED COST:	\$ 20,000
BALANCE REMAINING:	\$ 95,909
ANNUAL MAINTENANCE:	N/A
ESTIMATED WHOLE OF LIFE COST:	N/A

All figures quoted in this report are exclusive of GST.

Comments:

Establishment of the specialty tech labs and supporting program by Flux is directly aligned with improving the business environment for high-growth technology companies in Perth.

The City of Perth has invested significantly in, and supported spaces, events and activities that have helped underpin the development of the local start-up ecosystem in WA. This support has been acknowledged and appreciated by many stakeholders within the local industry.

Support for Flux and its activities, as detailed in this report, will help to realise the City's objective of growing the local start-up technology industry, and for Perth to be central focal point for the sector, not just locally, but more broadly within the Indian Ocean region.

It is therefore recommended that Council approve Industry/Sector Development Cash Sponsorship of \$20,000 (excluding GST) to Flux to assist with delivery of a specialty tech labs program over the next 12 months.

Detailed Officer Assessment - Industry / Sector Development Sponsorship | Flux Specialty Tech Labs event program

Applicant	Flux Perth Pty Ltd
Program	Industry / Sector Development Sponsorship
Project Title	Flux specialty tech labs program
Project Start Date	01/02/2018
Project End Date	31/01/2019
Venue	Flux Perth – 191 Georges Terrace, Perth
Total Project Cost	\$40,000
Total Amount Requested	\$20,000
REMPPLAN Impact (Direct)	N/A
Assessment Score	30.68 out of 36 (85%)
Recommendation	Approval
Recommended amount	\$20,000

Applicant Details

Information from the Australian Business Register

ABN	30 611 295 571
Entity Name	Flux Perth Pty Ltd
Entity Type	Australian Public Company
ABN Status	Active
ATO Endorsed Charity Type	Not endorsed
Goods & Services (GST)	Yes
Endorsed as DGR	No
Tax Concessions	No tax concessions
Main Business Location Postcode	6000
Main Business Location State	WA

Associate Details

Name	Relationship Type
Mr Aaron Wai-Keat Wong	Company Secretary
Mr Aaron Wai-Keat Wong	Public Officer
Mr Brodie Mcculloch	Director

Name	Relationship Type
Mr Nigel Tasman Jones	Director
Mr Norman Mel Ashton	Director
Mr Richard Kilbane	Director
Oahu Management Pty Ltd	Company Shareholder
Spacecubed Innovation Ltd	Company Shareholder

Project Summary

Flux Perth Pty Ltd is currently expanding its facilities into two additional floors at Parmelia House, 191 Georges Terrace, Perth. This expansion will include a new special tech lab specifically designed for businesses working in the major growth technologies industries, technology hardware and virtual and augmented reality (AR/VR) and complement the existing makerspace, Solder, within the facility.

The launching of the specialty tech labs will be supported with an events program, consisting of workshops and panel discussions, for entrepreneurs and business in the technology hardware and AR/VR space.

Project Description

The specialty tech labs will provide the facilities and equipment to assist in the expansion of businesses in the tech hardware and AR/VR space. Such a space is the first of its kind in Perth; it facilitates growth and viability of two major industries in the technology sector, as well as attracting ambition practitioners/entrepreneurs, both nationally and internationally to Perth by minimising barriers to innovation. These are all a key factors contributing to economic diversification in Perth within the current economic climate.

To complement the establishment of the specialty tech labs, Flux will be facilitating a program consisting of a series of workshops and panel discussions, to attract and engage technology professionals and businesses from across the State into Perth, while fostering the growing technology community and connections between national and international thought leaders and the Perth technology ecosystem.

The specialty technology labs and program will:

- provide a designated space for businesses;
- create a centre of gravity for innovation;
- provide a quantum of low cost or no cost working space for pre-revenue start-ups;
- encourage openness and cooperation among practitioners/entrepreneurs;
- develop interconnectivity among the community of innovators;
- drive exposure across multiple platforms for the capabilities and potentials in these industries; and

- better facilitate the attraction of businesses and talent both locally and internationally.

The program, to be delivered in the next 12 months, will include:

- ten technical panel discussions; and
- two structured learning workshops.

Previous City of Perth Support

The City has not previously provided direct financial support to Flux, its premises or its event programs.

Sponsorship Benefits

The City will receive the following sponsorship benefits for supporting the proposed event program:

- Logo recognition on all promotional material;
- Logo recognition on project website and including on social media platforms:
 - Facebook (7,000+ reach);
 - Twitter (7,500+ reach);
 - LinkedIn (8,000+ reach);
- Logo recognition at project events;
- Direct promotion of sponsor contribution to Flux membership base (800+ members);
- Sponsor mentions in wider circulation newsletters (8,000 reach);
- Sponsor profile on project website;
- Opportunity to display City of Perth signage at the project location; and
- Opportunity for the Lord Mayor or delegate to speak or present at the project launch and other events.

Assessment Score Card

The application was assessed by a three person assessment panel and the scoring has been averaged for each outcome.

ECONOMIC OUTCOMES	
Promote industry development and professional development opportunities in key economic sectors	4
Build long term relationships that provide business and community members with the opportunity to share best practice with visiting industry thought leaders	3.67
Enhance opportunities for business development and investment within key sector markets to stakeholders including new and emerging opportunities and export markets	4
Provide an economic benefit to businesses within the City of Perth	2.67
Provide competitive or comparative advantage by linking sector and industry stakeholders to achieve clusters or cooperative programs within the City of Perth LGA	4

Support ongoing development programs that provide training and skill development opportunities for businesses within the City of Perth including business incubators and/or accelerators	3.67
Reflect and add value to the City's Economic Development Strategy outcomes	3
Reflect and add value to the City's Strategic objectives	2.67
Subtotal 27.68 out of 32	
ORGANISATIONAL COMPETENCY	
Level of benefits and recognition offered to the City	3
Subtotal 30.68 out of 36	
TOTAL ASSESSMENT SCORE 30.68 out of 36 (85%)	

Assessment Panel comments

The project/applicant:

- has strong alignment with the City's desired industry development outcomes;
- assists with diversification of the local economy;
- supports the emerging AR/VR industry and provide exposure to key sector players, ensure development of projects into sustainable operations; and
- is well known and already produces excellent outcomes in the Perth start-up, technology and innovation space.

Officer Comments

This project is in direct alignment with outcomes of the City's Strategic Community Plan and Economic Development Strategy 2010. The specialty tech labs and program provide low threshold access to technical infrastructure that will allow the growth and viability local entrepreneurs and business in Perth's growing technology hardware and AR/VR technology sector.

In changing economic times and with the focus on economic diversification, the labs and program also will encourage and nurture sectoral diversity in the economy as well as having the potential to attract enterprise, both nationally and internationally, to the Perth start-up ecosystem.

It is important to highlight that this project is embedded within the greater Perth start-up ecosystem, of which the City of Perth has significant investment with its strong focus on growing and development of the technological, innovation and entrepreneurial sector in Perth.

Flux and the industry specific labs will only further capitalise on existing resources and relationships within the expanding ecosystem, and enable the global success of Perth-based, high-growth technology ventures.

It is therefore recommended that Council approve Industry/Sector Development Cash Sponsorship of \$20,000 (excluding GST) to Flux to assist with delivery of a specialty tech labs event program over the next 12 months.

Recommendation:***That Council:***

1. ***APPROVES Cash Sponsorship of \$30,000 (excluding GST) to Western Australian Indigenous Tourism Operators Council for the 2018 Aboriginal Tourism Product Development Program Perth;***
2. ***NOTES the list of sponsorship benefits contained within the Detailed Officer Assessment in Attachment 13.7A;***
3. ***AUTHORISES the Chief Executive Officer (or an appointed delegate) to negotiate with the applicant the final list of sponsorship benefits according to the Council approved funding amount; and***
4. ***NOTES that a detailed acquittal report, including all media coverage, will be obtained by the City by 30 April 2019.***

The Committee recommendation to the Council for this report was resolved by the Marketing, Sponsorship and International Engagement Committee at its meeting held on 30 January 2018.

The Committee recommendation to the Council is the same as that recommended by the Officers.

FILE REFERENCE:	P1034443#03
REPORTING UNIT:	Economic Development
RESPONSIBLE DIRECTORATE:	Economic Development and Activation
DATE:	11 January 2018
ATTACHMENT/S:	Attachment 13.7A – Detailed Officer Assessment

Council Role:

- | | | |
|-------------------------------------|-------------|--|
| <input type="checkbox"/> | Advocacy | <i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |
| <input checked="" type="checkbox"/> | Executive | <i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i> |
| <input type="checkbox"/> | Legislative | <i>Includes adopting local laws, town planning schemes and policies</i> |

- ☐ Quasi-Judicial *When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*
- ☐ Information *For the Council/Committee to note.*

Legislation / Strategic Plan / Policy:

Legislation

City of Perth Act 2016

Integrated Planning and Reporting Framework Implications Policy

Strategic Community Plan

Goal 5 A prosperous city

Goal 6 A city that celebrates its diverse cultural identity

Policy No and Name:

18.13 – Sponsorships and Grants

Purpose and Background:

Established in 2002, Western Australian Indigenous Tourism Operators Council (WAITOC) is the peak not-for-profit association representing Aboriginal tourism operators in Western Australia.

WAITOC comprises membership from all regions within Western Australia, representing over 145 Aboriginal tourism operators ranging from accommodation, traditional dance and dreamtime stories to contemporary history, art, safari and bush tours.

Providing every visitor with the opportunity to enjoy an authentic Aboriginal tourism experience is an integral component of the *State Government Strategy for Tourism in Western Australia 2020*, and is considered an important way in which Western Australia can differentiate from other tourism destinations. There is also strong alignment with current work programs within the City such as the Reconciliation Action Plan (RAP).

Independent research conducted in 2016/17 found 78% of visitors to Western Australia were interested in participating in an Aboriginal experience while on holiday in Western Australia if it were readily available. However, only 21% of visitors to Western Australia participate in an Aboriginal experience.

Furthermore, in Western Australia, Perth currently features the lowest number of Aboriginal tourism experiences out of all the regions, highlighting a gap in the economy which this sponsorship will assist in addressing.

In 2017, the City sponsored WAITOC's Perth Aboriginal Tourism Product Development Pilot Program (Marketing, Sponsorship and International Engagement Committee - 31 January 2017); the \$55,000 Pilot Program was jointly funded by the City of Perth, WAITOC and Tourism WA.

The Pilot Program was a metropolitan version of the State Government funded Aboriginal Tourism Development Program (ATDP) business development initiative; a four year Royalties for Regions program which began in 2015 with an investment of \$4.6 million. ATDP is a business development program with the aim to provide business support to Aboriginal businesses; commissioned by Tourism WA and run by WAITOC.

Breakaway Tourism Pty Ltd was engaged in April 2017 as the Business Development Consultant to work with four selected Aboriginal tourism businesses in the Perth metropolitan area. Two out of the four businesses were located within the City of Perth. The primary objective was to provide product development support and improve the capacity and capability of all four enlisted businesses.

The Pilot Program was highly successful, with all businesses significantly increased their industry connectivity, operational capacity and service levels to deliver quality, export ready Aboriginal tourism products and services. Furthermore, all four businesses are now fully accredited tourism businesses, providing them with competitive advantage and increasing consumer confidence in their offering.

The Pilot Program gave great insight into the Aboriginal tourism sector, including issues and needs which may assist to inform future planning, policies and workforce development within the City of Perth.

A comprehensive acquittal report for the Pilot Program, including detailed recommendations for the Aboriginal tourism sector, has been received by the City of Perth.

The purpose of this proposed sponsorship request is to carry on works from the successful Pilot Program, again focussing efforts on Aboriginal tourism in the Perth metropolitan area.

Details:

Officer assessment of this corporate sponsorship application is detailed in Attachment 13.7A.

The requested sponsorship from WAITOC is a continuation and extension of the successful Perth Aboriginal Tourism Development Program Pilot.

The project titled '2018 Aboriginal Tourism Product Development Program Perth'. It is a metropolitan version of the State Government funded Aboriginal Tourism Development Program 2015 – 2018.

Indigenous Business Australia, an Australian Government statutory authority set up to assist and enhance Aboriginal and Torres Strait Islander self-management and economic self-sufficiency, has confirmed \$136,000 of sponsorship funding towards the 2018 program.

The Aboriginal Tourism Product Development Program Perth will take place in 2018. Funds will be used as payment for a Business Development Officer that will work on the initiative.

Financial Implications:

ACCOUNT NO:	93 971 000 7901
BUDGET ITEM:	Economic Development Program – Donations and Sponsorships
BUDGETED AMOUNT:	\$ 625,271
AMOUNT SPENT TO DATE:	\$ 380,850
PROPOSED COST:	\$ 30,000
BALANCE REMAINING:	\$ 244,421
ANNUAL MAINTENANCE:	N/A
ESTIMATED WHOLE OF LIFE COST:	N/A

Comments:

It is recommended that the Council approves sponsorship of \$30,000 (excluding GST) to support WAITOC's the 2018 Aboriginal Tourism Development Program Perth.

Aboriginal tourism is an important element of the Western Australian visitor offering and business coaching will help grow the potential of Perth-based Aboriginal tourism businesses.

By aligning strategic objectives with WAITOC, the City of Perth will enhance its image by being able to actively demonstrate its corporate commitment to the tourism industry and working in collaboration with key stakeholders such as Tourism WA.

A sound relationship has been built between the City and WAITOC and this corporate sponsorship will allow a continued, mutually beneficial relationship.

Detailed Officer Assessment – Industry / Sector Development Sponsorship

Applicant	Western Australian Indigenous Tourism Operators Council
Program	Industry Sector Development Sponsorship
Event Title	Aboriginal Tourism Development Project Perth
Event Start Date	01/02/2018
Event End Date	31/12/2018
Venue	N/A
Total Project Cost	\$166,363.64
Total Amount Requested	\$30,000 (18% of the total project cost)
REMPPLAN Impact (Direct)	N/A
Recommendation	Approval
Recommended amount	\$30,000
Assessment Score	25.67 out of 36 (71.29%)

Applicant Details

Information from the Australian Business Register

ABN	88206818729
Entity Name	WAITOC Association Incorporated
Entity Type	Other Incorporated Entity
ABN Status	Active
ATO Endorsed Charity Type	N/A
Goods & Services (GST)	Yes
Endorsed as DGR	No
Tax Concessions	No tax concessions
Main Business Location Postcode	6005
Main Business Location State	WA

Associate Details

Board members of WAITOC are:

NAME	POSITION
Doc Reynolds	Chair Person
Neville Poelina	Vice Chair
Tahn Donovan	Member
Clinton Walker	Member
Josh Whiteland	Member

Darren Capewell	Member
Dale Tilbrook	Member
Glen Mesch	Member
Marie Redman	Member

Project Summary

While Perth has the highest number of international visitors out of all the regions in Western Australia, it offers the least number of market ready and export-ready Aboriginal tourism businesses. The Aboriginal Tourism Product Development Program Perth (ATPDP) aims to address this gap in the market.

The ATPDP will continue on from the successful Perth Aboriginal Tourism Development Program Pilot which was run in 2017 and sponsored by the City of Perth, Tourism WA and Western Australian Indigenous Tourism Operators Council (WAITOC).

The aim of the ATPDP is to provide important business knowledge, skills, tools and direction to privately owned Aboriginal businesses, allowing them to grow and prosper, thereby expanding the quality, authentic Aboriginal tourism experiences available in Perth.

The program hopes to create a cluster of capable, market and export ready Aboriginal tourism businesses within the Perth region, with the hope that the visitor experience will be enhanced and economic benefits will be driven into the local economy.

Project Description

This ATPDP will facilitate the business and workforce development of approximately ten Aboriginal tourism operators, enabling them to become high quality tourism and community assets into the Perth metropolitan area. The four Aboriginal tourism businesses that took part in the pilot program have expressed interest in continuing to take part in new program, and a further six Aboriginal tourism businesses will be considered. An expression of interest has been advertised for participants and is open to both new and existing Aboriginal businesses.

Breakaway Tourism Pty Ltd, led by Managing Director Michelle Sidebottom, will be responsible for the day to day management and implementation of the project including the industry advisory and mentoring role to each participating business.

The selected businesses will work with Breakaway Tourism on:

- Industry connectivity, collaborations and partnerships;
- Formalised operational systems and processes;
- Bookings management and reporting systems;
- Access to trained and experienced Aboriginal employees;
- Professional development and training;
- Business planning;
- Credit management; and
- Strategic marketing.

Businesses will receive individualised, one-on-one mentoring and product development advice from Breakaway Tourism.

Previous City of Perth Support

The City has previously sponsored WAITOC to support the Perth Aboriginal Tourism Development Program Pilot.

Year	Amount
2016/17	\$15,000
2017/18	\$30,000 (<i>requested</i>) \$30,000 (<i>recommended</i>)

Sponsorship Benefits

The City of Perth will receive the following sponsorship benefits:

- Logo recognition on all program promotional material;
- Logo recognition on project/applicant website;
- Sponsor profile on project/applicant website;
- Opportunity to display City of Perth signage at the project location;
- Opportunity for the Lord Mayor, Deputy Lord Mayor, Elected Members or key staff (CEO) to participate, speak or present at the project launch (if applicable);
- WAITOC to liaise with the City of Perth on the set up of the Program;
- Verbal acknowledgements of the City of Perth as a sponsor at any events mentioning the Program;
- The City of Perth crest and logo to be displayed on WAITOC marketing material (where appropriate);
- Opportunity for City representatives to attend familiarisation tours of the Aboriginal businesses at the end of the program;
- WAITOC to collaborate with the City of Perth to promote the selected businesses in the Program;
- WAITOC to collaborate with the City on marketing activities associated with the Program;
- Promotion of the Program on social media will highlight the City of Perth (where appropriate); and
- Opportunity for City of Perth to seek advice from WAITOC board members regarding cultural, heritage and nature based tourism matters.

Assessment Score Card

The application was assessed by a three person assessment panel and the scoring has been averaged for each outcome.

ECONOMIC OUTCOMES	
Promote industry development and professional development opportunities in key economic sectors	3
Build long term relationships that provide business and community members with the opportunity to share best practice with visiting industry thought leaders	2.67
Enhance opportunities for business development and investment within key sector markets to stakeholders including new and emerging opportunities and export markets	3
Provide an economic benefit to businesses within the City of Perth	2.67
Provide competitive or comparative advantage by linking sector and industry stakeholders to achieve clusters or cooperative programs within the City of Perth LGA	2.67
Support ongoing development programs that provide training and skill development opportunities for businesses within the City of Perth including business incubators and/or accelerators	3
Reflect and add value to the City's Economic Development Strategy outcomes	3
Reflect and add value to the City's Strategic objectives	3
Subtotal 23 out of 32	
ORGANISATIONAL COMPETENCY	
Level of benefits and recognition offered to the City	2.67
Subtotal 2.67 out of 4	
TOTAL ASSESSMENT SCORE 25.67 out of 36 (71.29%)	

Assessment Panel comments

Sponsorship has been recommended to the full value (\$30,000) by each assessor. Comments from assessors are as follows:

"I have selected to support the level of funding requested in order to allow the full development of the proposed program which has a total budget of \$166,363.64. This should allow up to 10 new operators to receive support."

"An important development project which supports the City's strategic priorities."

"Proposed program will extrapolate from 2017 ATDP, strengthening the four Perth CBD/Perth Metropolitan Aboriginal tourism businesses supported by the 2017 ATDP and provide opportunity for emerging Perth CBD/Perth Metropolitan Aboriginal tourism."

Sponsorship of the Aboriginal Tourism Development Project Perth is recommended as it aligns with several of the City's eight goals, as set out in the *Strategic Community Plan 2029*. Most specifically, this program aligns with Goal 6 - "A city that celebrates its diverse cultural identity".

The City is also working towards completion of the first stage of its Reconciliation Action Plan (RAP). The RAP will outline the ways in which the City can work towards improving its relationship and provide opportunities to the Aboriginal and Torres Strait Islander community. Whilst the RAP has not been endorsed by Council and publicised, the ATPDP shows the City is serious about providing sustainable opportunities to the Aboriginal community.

At State Government level under the *State Government Strategy for Tourism in Western Australia 2020*, the program aligns with the strategic pillar "Indigenous Tourism – Provide every visitor the opportunity to have an Aboriginal tourism experience".

Lastly, with the launch of Qantas Airlines Perth-London direct flight, there is potential for upcoming growth in the Aboriginal tourism sector. As noted above, a key gap in the tourism market is the lack of opportunity to experience Aboriginal culture; this project helps to address this gap and improve the visitor experience, in turn raising the profile of Perth as a destination of choice for travel and investment.

It is recommended Council approve sponsorship for the proposed sum of \$30,000 to support the Aboriginal Tourism Product Development Program Perth.

Agenda **East End Improvement Grants – Stage 1 East End Improvement**
Item 13.8 **Model**

Recommendation:

That Council:

1. ***APPROVES the provision of two East End Improvement Grants totalling \$30,000 (excluding GST) as follows:***
 - 1.1 ***\$20,000 (excluding GST) to ‘Hifumiya Udon Noodle House’, to assist with the new business fit-out (Japanese restaurant) at ground floor, fronting McLean Lane, 100-104 Murray Street, Perth; and***
 - 1.2 ***\$10,000 (excluding GST) to ‘ALPHA Property and Facilities Management’ acting on behalf of ‘Makmal Capital’, to assist with façade upgrades to three, new food and beverage tenancies fronting McLean Lane at ground floor, 100-104 Murray Street, Perth;***
2. ***NOTES that the capital works assisted by the City’s grant funding above form part of the desired enhancements of the Stage 1 East End Improvement Model approved by Council at its meeting held 1 August 2017.***

The Committee recommendation to the Council for this report was resolved by the Marketing, Sponsorship and International Engagement Committee at its meeting held on 30 January 2018.

The Committee recommendation to the Council is the same as that recommended by the Officers.

FILE REFERENCE:	P1027658
REPORTING UNIT:	Economic Development
RESPONSIBLE DIRECTORATE:	Economic Development and Activation Unit
DATE:	18 January 2017
ATTACHMENT/S:	Attachment 13.8A – Location Plan Confidential Attachment 13.8B – Assessment Summary – (Confidential Attachments are distributed under separate cover to Elected Members)

Council Role:

☐

Advocacy

When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.

<input checked="" type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes and policies</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

Legislation / Strategic Plan / Policy:

Integrated Planning and Reporting Framework Implications

Strategic Community Plan 2029

Goal 4: A future focused and resilient city

Goal 5: A prosperous city

Goal 8: A city that delivers for its community

Policy

Policy No and Name: 18.13 – Sponsorship and Grants

Purpose and Background:

The city's East End (bounded by Barrack, Wellington, Hill Streets and St Georges Terrace) is located adjacent to the city's core (Elizabeth Quay, Hay and Murray Street Malls, the Central Train Station and the Cultural Precinct) and connects this core to redevelopment areas on the eastern riverfront including Perth Stadium, Waterbank and the broader Riverside precinct.

The East End is therefore strategically located and is attracting significant interest for enhancement through public and private investment. In response to proposals to enhance the East End, Officers reviewed the City's current policies, models and funding programs to identify avenues from which the City may leverage private investment into its public and private realms. The review incorporated legal advice on private entities operating in the public realm, and the City's ability to provide sponsorships, donations and grants to these types of entities. The outcomes of this work were presented to Council at a Council Briefing held on 28 June 2017.

At its meeting held on **1 August 2017**, Council approved Stage 1 of a three-year, East End Improvement Model (improvement model). The improvement model is an extension of the trial Barrack Street Improvement Model which concluded in December 2017 and saw the City's investment of \$334,498 resulting in generating \$4,161,824 in private investment for enhancements across 19 sites located on Barrack Street.

The Stage 1 Improvement Area is located within the parameters of Barrack, Hay, Murray and Pier Streets (see Attachment 13.8A – Location Plan) and is considered a natural progression to complement Barrack Street improvements, the Hay Street Mall and Revitalisation Plans

and current and programmed public realm enhancement projects, including but not limited to, Historic Heart's landscape and art-led project to regenerate and encourage visitation to the city's East End.

The improvement model aims to target property and business owners located within the improvement area, with existing grant programs and business incentives, to leverage public and private realm enhancements that will improve the overall appearance, vibrancy and business competitive advantage of the area. Examples include:

- cleaning, painting, improving material finishes and building presentation;
- upgrading and/or rationalising existing signage;
- maintenance works to canopies over the footpath; and
- providing improvements to the heritage fabric of buildings.

Based on an initial dilapidation audit, Council also received, at its meeting held on **1 August 2017**, a 'Preliminary Improvement Snapshot' identifying potential improvement opportunities, mechanisms and options purely to guide the targeted approach with property and business owners for Stage 1.

Furthermore, in conjunction with the availability of existing grant programs such as the Heritage (for heritage listed buildings only), Small Business and Business Improvement Grant Programs, specific East End Improvement Grant Program funding of \$50,000 is included in the 2017/18 Budget to also assist with enhancements specific to the Stage 1 Improvement Area.

In November 2017 each business within the East End Improvement Area received letters (both via mail and letter drop) from the City detailing the improvement model and encouraging involvement in the program, which included details of all grants available, free graffiti removal services provided by the City, details of key contacts and the opportunity to be involved in initiatives such as the East End Business Safety Information Session held in December 2017.

This report therefore seeks grant funding endorsement from Council with regards to applications received in the East End Improvement Grant Program, as part of the Stage 1 East End Improvement Model. There has also been further follow up with other future potential applicants at a less advanced stage of development.

Details:

Two applications have been received requesting funding to assist with projects within the Stage 1 East End Improvement Area.

Assessment

All applications were assessed against desired outcome of the East End Improvement Model as well as objectives of the Strategic Community Plan 2029, the Economic Development Strategy 2010, the Forgotten Spaces Laneway Strategy, SafeCity Strategy 2016-2020 and the assessment criteria of the Business Improvement Grants Program Guidelines.

Assessment was undertaken by an internal panel of three officers including:

- Economic Development Principal;
- International Engagement Officer; and
- Business Support Officer.

Summary of Recommendations

The below table provides a summary of applications and the Panel's recommendations. A detailed summary of the assessments is provided in Confidential Attachment 13.8B.

No.	Business/Property Owner	Address	Project	Requested	Recommended
1	Hifumiya Udon Noodle House (new Japanese restaurant)	Ground floor, 100-104 Murray Street, Perth (fronting laneway)	New business fit-out (Japanese restaurant)	\$25,000	<i>\$20,000</i>
2	ALPHA Property and Facilities Management acting on behalf of Makmal Capital (Property Owner)	Ground floor, 100-104 Murray Street, Perth (fronting laneway)	Façade upgrade (for three new food and beverage tenancies)	\$10,000	<i>\$10,000</i>
<i>Total Funding Proposed</i>					<i>\$30,000</i>

Financial Implications:

ACCOUNT NO:	CL 43 245 000 7901
BUDGET ITEM:	Economic Development Other
BUDGETED AMOUNT:	\$50,000 (specific East End Improvement Grants allocation)
AMOUNT SPENT TO DATE:	\$ 0
PROPOSED COST:	\$ 30,000
BALANCE REMAINING:	\$ 20,000
ANNUAL MAINTENANCE:	N/A
ESTIMATED WHOLE OF LIFE COST:	N/A

All figures quoted in this report are exclusive of GST.

Comments:

It is recommended that Council award two East End Improvement Grants as detailed in the recommendation section of this report. The City's contribution of \$30,000 leverages a total private spend of \$229,358 into enhancements of the city's East End.

These improvements form part of the desired enhancements of the Stage 1 East End Improvement Model approved by Council at its meeting held **1 August 2017**. The projects complement current and programed public realm enhancements projects, including but not limited to, Historic Heart's art-led initiative project to regenerate and encourage visitation to the City's East End. They also leverage the City's \$1.4 million upgrade of McLean Lane to realise the vision of this enhancement project in accordance with the City's SafeCity Strategy 2016-2020: laneway activation, provision of active and passive surveillance and deterrence of anti-social behaviour.

Post Council decision, officers will liaise with the successful recipients to agree on payment schedules and timeframes that suit the needs of each business project and minimise the City's financial risk.

Approved funding must be spent and claimed by 30 June 2018, and each business must provide evidence of eligible expenditure, along with before and after photographs of the project undertaken using grant funding, and a short testimonial that will be used for promotional purposes.

Location Plan | East End and Improvement Area



— East End - - - Improvement Area

CONFIDENTIAL ATTACHMENT 13.8B
ITEM 13.8 – EAST END IMPROVEMENT GRANTS – STAGE 1 EAST
END IMPROVEMENT MODEL

FOR THE ORDINARY COUNCIL MEETING

13 FEBRUARY 2018

DISTRIBUTED TO ELECTED MEMBERS UNDER SEPARATE COVER

Report to the Finance and Administration Committee

Agenda Item 13.9 Financial Statements and Financial Activity Statement for the Period Ended 30 November 2017

Recommendation:

That Council RECEIVES the Financial Statements and the Financial Activity Statement for the period ended 30 November 2017, as detailed in Attachment 13.9A of this Report.

The Committee recommendation to the Council for this report was resolved by the Finance and Administration Committee at its meeting held on 6 February 2018.

The Committee recommendation to the Council is the same as that recommended by the Officers.

FILE REFERENCE:	P1014149-25
REPORTING UNIT:	Finance
RESPONSIBLE DIRECTORATE:	Corporate Services
DATE:	18 December 2017
ATTACHMENT/S:	Attachment 13.9A – Financial Statements and Financial Activity Statement for the period ended 30 November 2017

Council Role:

- | | | |
|-------------------------------------|----------------|---|
| <input type="checkbox"/> | Advocacy | <i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |
| <input type="checkbox"/> | Executive | <i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i> |
| <input checked="" type="checkbox"/> | Legislative | <i>Includes adopting local laws, town planning schemes and policies.</i> |
| <input type="checkbox"/> | Quasi-Judicial | <i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i> |
| <input type="checkbox"/> | Information | <i>For the Council/Committee to note.</i> |

Legislation / Strategic Plan / Policy:**Legislation**

Section 6.4(1) and (2) of the *Local Government Act 1995*
 Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996*

**Integrated Planning and
 Reporting Framework
 Implications**

Strategic Community Plan
 Goal 7 An open and engaged city

Financial Implications:

There are no direct financial implications arising from this report.

Details:

The Financial Activity Statement is presented together with a commentary on variances from the revised budget.

The Financial Management Taskforce reviewed the November 2017 reports on Monday, 18 December 2017 and therefore the report has only just become available for Council.

Local Government (Financial Management) Regulations 1996 require the November statement of the Financial Activity Statement to be presented at an ordinary meeting of Council within two months of the end of the month to which the statement relates.

Comments:

The Financial Activity Statement commentary compares the actual results for the five months to 30 November 2017.

FINANCIAL ACTIVITY STATEMENT FOR THE FIVE MONTHS TO 30 NOVEMBER 2017

REPORT OF VARIANCES TO BUDGET

This report compares the actual performance for the five months to 30 November 2017 to the 2017/18 Budget adopted by Council on 28 June 2017 and amended by Council on 29 August and 21 November 2017.

General comment:

- In accordance with regulation 34 of the *Local Government (Financial Management) Regulations 1996* the Financial Activity Statement (FAS) has to be tabled to an Ordinary Council meeting within two months of the relevant month end.
- The November 2017 FAS report will be tabled at the Council meeting on 13 February 2018, 13 days after two month deadline. The non-compliance with the financial management regulations will be noted in the City's annual compliance return.

Operating Revenue

- Parking revenue year to date was \$31.9 million, which was \$1.0 million above the revised budget. The variance mainly consisted of \$274,000 for Open Air Car Parks, \$65,000 for Kerbside parking, \$683,000 for Undercover Car Parks and \$23,000 for events.

The variances for Open Air Car Parks were primarily for the following car parks: \$178,000 Point Fraser, \$245,000 Queens Gardens, \$15,000 for Victoria Gardens, and partly offset with lower than budget for Aberdeen Street \$(43,000) and \$(30,000) for Newcastle Street.

Undercover Car Parks that performed better than the revised budget on a year to date basis were: Convention Centre \$443,000, Concert Hall \$205,000 and Elder Street \$156,000 and partly offset with lower than budget for Roe Street \$(104,000), State Library \$(47,000) and Pier Street \$(33,000).

- Fines and Costs were lower than the revised budget by 3.4% or \$(131,000) predominantly due to parking fines.
- Investment Income and Interest was \$522,000 above the revised budget. This is due to more Ratepayers opting to pay their rates by installments; thus earning higher interest on installments revenue than anticipated at budget setting and the strong performance of the Colonial Share Index Fund.
- Rubbish collection was lower than the revised budget by 1.5% or \$(132,000), this is expected to be a timing variance only.
- Rental and Hire Charges were 3.7% or \$(78,000) lower than the revised budget to date.

FINANCIAL ACTIVITY STATEMENT FOR THE FIVE MONTHS TO 30 NOVEMBER 2017

REPORT OF VARIANCES TO BUDGET

- Recurrent Grants were \$(100,000) below the revised budget. This is primarily due to Federal Assistance and Local Government Grants' first quarter payment made in the last week of the previous financial year. The budget will be adjusted accordingly as part of the 2017/18 budget review process.
- Other income was \$941,000 above the revised budget and the variance included \$267,000 in administration charges as more than anticipated ratepayers opted to pay their rates in instalments. The variance also included higher than anticipated revenue for Building Licence Fees \$372,000, Outdoor Eating Area Licence Fees of \$39,000 and Food Premises Inspection Fees of \$82,000.

Operating Expenditure

- Employee costs for the year to date were \$31.2 million being 0.3% or \$82,000 below the revised budget. Vacant positions throughout the City were the main reasons for this slight underspend.
- Materials and Contracts were \$1.2 million below the revised budget. The main areas of underspend were: Infrastructure (Contractors Maintenance) \$273,000 due to timing differences, Consultancy \$592,000, and Property Maintenance \$714,000.
- Utilities were lower than the revised budget by \$205,000 due to lower than budgeted power consumption.
- Depreciation and Amortisation was under the revised budget by \$882,000 at the end of November. This variance is expected to change when the full impact of building revaluations is reflected in depreciation figures.
- Expense provisions were lower than the revised budget by \$(88,000), mainly due to the provision for bad debts being higher than originally anticipated.
- Loss on disposal of assets recorded a minor spend against a year to date revised budget of \$939,000. This variance will be addressed as part of the budget review process.
- Other Expenditure was below the revised budget by \$651,000. This is mainly due to less than anticipated spending on donations and sponsorships, and is expected to be a timing variance only.

**FINANCIAL ACTIVITY STATEMENT FOR THE FIVE MONTHS TO
30 NOVEMBER 2017**

REPORT OF VARIANCES TO BUDGET

Investing Activities

- As part of the finalisation of carry forwards \$8.5 million was added to the 2017/18 capital budget bringing it to a total of \$68.9 million for the year. Capital expenditure was \$12.7 million lower than the revised budget. Capital spend for the month was \$3.1 million or 48.1% of the revised capital budget for November. Capital year to date spend being \$12.0 million or 17.4% of the revised capital budget for 2017/18.
- Major spend for the month:
 - \$600,000 – New office fit out – Council house
 - \$221,000 – McLean Laneway
 - \$386,000 – Wellington Street Stage 2B
 - \$578,000 – CCTV Network replacement and migration

Financing Activities

- Transfers to Reserves were \$12.0 million below the revised budget. Decisions for transfers to reserve funds were lower than expected and can be linked to the lower than anticipated capital spend.
- Transfers from Reserves were below the revised budget by \$(16.0 million), mainly due to lower than anticipated year to date spend on capital projects.

Amounts sourced from Rates

- Rates revenue raised was \$(64,000) or 0.1% below the revised budget. This is the net position of interims raised offset with rates refunds and back rates resulting in the overall result being below budget.

FINANCIAL ACTIVITY STATEMENT - for the period ended 30 November 2017

	Revised Budget 2017/18 \$	Budget YTD 30-Nov-17 \$	Actual YTD 30-Nov-17 \$	Variance YTD 30-Nov-17 \$
Proceeds from Operating Activities				
Operating Revenue				
<i>Nature of Income</i>				
Parking Fees	71,807,578	30,842,160	31,887,933	1,045,773
Fines and Costs	9,113,255	3,881,543	3,750,411	(131,131)
Investment Income and Interest	4,619,401	2,021,708	2,543,537	521,829
Community Service Fees	1,509,400	629,575	664,544	34,970
Rubbish Collection	9,250,450	8,829,686	8,697,553	(132,134)
Rentals and Hire Charges	4,993,543	2,090,729	2,012,529	(78,200)
Recurrent Grants	1,985,738	471,843	371,567	(100,276)
Contributions, Donations and Reimbursements	421,783	189,160	170,835	(18,325)
Other Income	4,209,824	2,271,105	3,212,620	941,515
Distribution from TPRC	0	0	0	0
	107,910,972	51,227,508	53,311,529	2,084,020
Less: Operating Expenditure				
<i>Nature of Expenditure</i>				
Employee Costs	74,752,665	31,255,527	31,173,925	81,602
Materials and Contracts	50,863,391	20,332,012	19,128,890	1,203,122
Utilities	3,464,509	1,446,430	1,241,193	205,237
Insurance Expenditure	920,937	379,893	323,715	56,178
Depreciation and Amortisation	33,534,088	13,977,269	13,095,405	881,863
Interest Expenses	1,380,827	619,367	617,173	2,194
Expense Provisions	915,726	381,553	469,479	(87,927)
Loss on Disposal of Assets	1,664,126	928,998	(9,625)	938,624
Other Expenditure	25,563,895	11,354,852	10,704,052	650,799
	193,060,163	80,675,900	76,744,207	3,931,693
Add back Depreciation	(33,534,088)	(13,977,269)	(13,095,405)	(881,863)
(Loss) / Profit on Disposals	(1,664,126)	(928,998)	9,625	(938,624)
	157,861,949	65,769,633	63,658,426	2,111,206
Net Surplus/(Deficit) from Operations	(49,950,977)	(14,542,125)	(10,346,898)	4,195,227
Investing Activities				
Capital Grants	1,275,000	(764,583)	(779,702)	(15,119)
Capital Expenditure	(68,943,305)	(24,684,977)	(12,003,363)	12,681,614
Proceeds from Disposal of Assets/Investments	801,800	336,097	(51,156)	(387,253)
	(66,866,505)	(25,113,463)	(12,834,221)	12,279,242
Financing Activities				
Repayment of Borrowings	(6,423,186)	(2,837,055)	(2,837,055)	0
Transfers to Reserves	(33,929,087)	(14,222,330)	(2,217,673)	12,004,657
Transfer from Reserves	43,345,720	35,169,576	19,128,705	(16,040,871)
	2,993,447	18,110,191	14,073,976	(4,036,215)
Add: Opening Funds	29,311,168	29,311,168	35,104,931	5,793,763
Net Surplus/(Deficit) before Rates	(84,512,867)	7,765,772	25,997,788	18,232,017
Amount Sourced from Rates	89,256,330	89,458,099	89,394,117	(63,981)
Closing Funds	4,743,463	97,223,870	115,391,905	18,168,035
Net Cash on Hand				
Cash On Hand	5,928,176	4,753,313	7,695,053	2,941,740
Money Market Investments	89,850,328	169,423,338	173,851,125	4,427,787
Funds on Hand	95,778,504	174,176,651	181,546,178	7,369,527
Analysis of Funds on Hand				
Reserves	81,962,969	70,444,022	72,762,996	2,318,974
Provisions	12,753,523	12,836,509	10,141,690	(2,694,819)
General Funds	1,062,012	90,896,121	98,641,492	7,745,371
Funds on Hand	95,778,504	174,176,651	181,546,178	7,369,527

CITY OF PERTH

CURRENT POSITION AS AT THE END OF THE PERIOD 30 NOVEMBER 2017

	Revised Budget 2017/18 \$	Budget YTD 30-Nov-17 \$	Actual YTD 30-Nov-17 \$	YTD Variance \$
Current Assets				
Cash and Cash Equivalents	5,928,176	4,753,313	7,695,053	2,941,740
Deposits and Prepayments	446,730	11,527,507	13,186,154	1,658,647
Money Market Investments - Municipal Funds	7,887,359	98,979,316	101,088,129	2,108,813
Money Market Investments - Restricted Funds	81,962,969	70,444,022	72,762,996	2,318,974
Trade and Other Receivables	10,710,035	24,056,520	23,575,390	(481,130)
Inventories	1,104,206	1,243,246	840,725	(402,521)
Total Current Assets	108,039,475	211,003,925	219,148,447	8,144,522
Current Liabilities				
Trade and Other Payables	20,677,575	28,897,977	30,455,496	1,557,519
Employee Entitlements	12,753,523	12,308,233	10,141,690	(2,166,543)
Provisions	655,467	528,276	538,050	9,774
Borrowings	7,487,847	7,487,847	7,263,557	(224,290)
Total Current Liabilities	41,574,412	49,222,333	48,398,793	(823,540)
Working Capital Position Brought Forward	66,465,063	161,781,592	170,749,654	8,968,062
Deduct Restricted Cash Holdings	(81,962,969)	(81,962,969)	(72,762,996)	9,199,973
Add Current Liabilities not expected to clear	12,753,523	10,141,690	10,141,690	0
Add Current Borrowings	7,487,847	7,263,557	7,263,557	0
Current Funds Position Brought Forward	4,743,464	97,223,870	115,391,905	18,168,035

EXPLANATORY NOTES – FINANCIAL ACTIVITY STATEMENT

BACKGROUND

- Regulation 34 of the Local Government (Financial Management) Regulations 1996 was amended effective from 1 July 2005.
- The amendment prescribes a monthly Financial Activity Statement (FAS) reporting the sources and application of funds, as set out in the Rate Setting Statement which is included in the Annual Budget.

PURPOSE

- The FAS reports the actual financial performance of the City in relation to its adopted budget, which has been structured on financial viability and sustainability principles.
- The FAS is intended to act as a guide to Council of the impact of financial activities and the reasons for major variances to the annual budget estimates.

PRESENTATION

- Regulation 34 prescribes the minimum detail to be included in the FAS. These are listed below.
 - Annual Budget estimates, and approved revisions to these, are to be included for comparison purposes.
 - Actual amounts of income and expenditure to the end of the month of the FAS.
 - Material variances between the comparable amounts and commentary on reasons for these.
 - The net current assets at the end of the month to which the FAS relates.
- An explanation of the composition of the net current assets at the end of the month to which the FAS relates; less committed and restricted assets.
- Councils are given the option of adopting a format which is considered most appropriate to their needs. These options are listed below.
 - According to nature and type classification,
 - by program, or
 - by business unit.
- It is recommended that while the information presented by cost objects (programs and activities) or by cost centres (business units) are useful for expense allocation and cost centre accountability purposes, they are less informative and difficult to comprehend in matters of disclosure and less effective in cost management and control.
- The FAS has therefore been presented in the format using nature and type classification as the most meaningful disclosure to the Council and public.

FORMAT

- The FAS is formatted to align with the Rate Setting Statement.
- The first part deals with operating income and expenditure, excluding rate revenue.
- The next classification is the amount spent on capital expenditure and debt repayments.
- The classification 'Financing Activities' provides a statement of sources of funds other than from operating or rates revenue, which are usually associated with capital expenditure.
- Attached to the FAS is a statement of 'Net Current Assets' for the budget and actual expenditure to the end of the month to which the FAS relates.
- Opening and closing funds represent the balance of 'Net Current Assets', not including any funds which are committed or restricted.
- "Committed assets" means revenue unspent but set aside under the annual budget for a specific purpose.
- "Restricted assets" means those assets the uses of which are restricted, wholly or partially, by regulations or other externally imposed requirements", e.g. reserves set aside for specific purposes.
- To avoid duplication in calculating 'Closing Funds on hand', certain balances, such as provisions and borrowings, are also deducted.
- The total Closing Funds on hand are to be taken into account when calculating the amount to be raised by rates each year.
- The classification "Net Cash on Hand" represents the balances of funds held in cash or invested and the analysis into those funds reserved, carried forward or remaining unspent at the end of the month to which the FAS relates.



CITY of PERTH

CITY of PERTH

Financial Report

For the 5 months ended 30 November 2017

**CITY OF PERTH
MUNICIPAL**

**Statement of Comprehensive Income for the 5 months ended 30 November 2017
(By Program)**

	<i>Note</i>	Budget 2017/2018	Revised Budget YTD	Actual YTD 30/11/2017	YTD Variance
OPERATING REVENUE		\$	\$	\$	%
General Purpose Funding Rates		90,264,232	89,878,058	90,301,647	423,589 0.5%
General Purpose Funding Other		5,049,952	2,044,608	2,309,886	265,278 13.0%
Law, Order, Public Safety		53,534	31,309	51,807	20,498 65.5%
Health		788,100	770,250	980,968	210,718 27.4%
Education and Welfare		1,810,125	764,644	814,756	50,112 6.6%
Housing		1,078,000	449,167	321,345	(127,822) -28.5%
Community Amenities		11,754,116	9,850,860	9,665,539	(185,321) -1.9%
Recreation and Culture		1,488,764	420,532	517,263	96,731 23.0%
Transport		83,229,274	35,695,074	36,492,585	797,511 2.2%
Economic Services		727,275	458,634	907,950	449,316 98.0%
Other Property and Services		773,930	322,471	341,900	19,429 6.0%
Total Operating Income		197,017,302	140,685,607	142,705,646	2,020,039 1.4%
OPERATING EXPENDITURE					
Governance		7,904,924	3,367,814	3,334,186	33,628 1.0%
General Purpose Funding		2,109,852	941,572	970,403	(28,831) -3.1%
Law, Order, Public Safety		5,674,719	2,364,478	2,506,476	(141,998) -6.0%
Health		1,744,520	778,516	579,808	198,708 25.5%
Education and Welfare		3,738,514	1,567,681	1,581,602	(13,921) -0.9%
Housing		636,116	265,048	225,973	39,075 14.7%
Community Amenities		30,761,301	12,989,140	10,608,942	2,380,198 18.3%
Recreation and Culture		31,838,820	12,959,900	12,629,792	330,108 2.5%
Transport		81,611,822	33,909,190	33,066,346	842,844 2.5%
Economic Services		16,435,044	7,188,410	8,050,901	(862,491) -12.0%
Other Property and Services		9,017,671	3,415,152	3,199,403	215,749 6.3%
Total Operating Expenditure		191,473,303	79,746,901	76,753,832	2,993,069 3.8%
NET FROM OPERATIONS		5,543,999	60,938,706	65,951,814	5,013,108 8.2%
GRANTS/CONTRIBUTIONS					
For the Development of Assets					
- General Purpose Funding		100,000	41,667	58,705	17,038 40.9%
- Law ,Order,Public Safety		-	-	42,639	42,639 0.0%
- Recreation and Culture		150,000	62,500	42,800	- 0.0%
- Transport		1,025,000	660,417	635,559	(24,858) -3.8%
Total Grants/Contributions		1,275,000	764,583	779,703	15,120 2.0%
DISPOSAL/WRITE OFF OF ASSETS					
Gain/(Loss) on Disposal of Assets	2	(1,664,126)	(928,998)	9,626	938,624 -101.0%
Change in net assets resulting from operations before significant items		5,154,873	60,774,291	66,741,143	5,966,852 9.8%
SIGNIFICANT ITEMS					
Distribution from TPRC		200,000	-	-	- 0.0%
Change in net assets resulting from operations after significant items		5,354,873	60,774,291	66,741,143	5,966,852 9.8%

**CITY OF PERTH
MUNICIPAL**

***Statement of Comprehensive Income for the 5 months ended 30 November 2017
(By Nature or Type)***

	<i>Note</i>	Budget 2017/2018	Revised Budget YTD	Actual YTD 30/11/2017	YTD Variance	
OPERATING REVENUE		\$	\$	\$	\$	%
Rates		89,256,330	89,458,099	89,394,117	(63,982)	-0.1%
Grants and Contributions for Non Capital Purposes		1,785,738	471,843	371,567	(100,276)	-21.3%
Donations and Reimbursements		421,783	189,160	170,835	(18,325)	-9.7%
Fees and Charges		99,524,414	48,014,025	49,646,938	1,632,913	3.4%
Interest and Investment Income		4,619,401	2,021,708	2,543,537	521,830	25.8%
Other Revenue		1,409,636	530,773	578,652	47,879	9.0%
Total Revenue from Operating Activities		197,017,302	140,685,607	142,705,646	2,020,039	1.4%
OPERATING EXPENDITURE						
Employee Costs		74,752,665	31,255,527	31,173,925	81,602	0.3%
Materials and Contracts		50,713,391	20,332,012	19,128,890	1,203,122	5.9%
Utilities		3,464,509	1,446,430	1,241,193	205,237	14.2%
Depreciation and Amortisation		33,534,089	13,977,269	13,095,405	881,864	6.3%
Interest		1,380,827	619,367	617,173	2,194	0.4%
Insurance		920,937	379,893	323,715	56,178	14.8%
Expenses Provision		915,726	381,553	469,479	(87,927)	-23.0%
Other Expenses from Ordinary Activities		25,791,159	11,354,852	10,704,052	650,800	5.7%
Total Expenses from Ordinary Activities		191,473,303	79,746,901	76,753,832	2,993,069	3.8%
Change in Net Assets from Ordinary Activities before Capital Amounts		5,543,999	60,938,706	65,951,814	5,013,108	8.2%
GRANTS/CONTRIBUTIONS						
Grants and Contributions- Capital		1,275,000	764,583	779,703	15,120	2.0%
NET OPERATING SURPLUS		6,818,999	61,703,289	66,731,517	5,028,227	8.1%
DISPOSAL/WRITE OFF OF ASSETS	2	(1,664,126)	(928,998)	9,626	938,624	-101.0%
SIGNIFICANT ITEMS						
Distribution from TPRC		200,000	-	-	-	0.0%
<i>Change in net assets resulting from operations after capital amounts and significant items</i>		5,354,873	60,774,291	66,741,143	5,966,852	9.8%

**CITY OF PERTH
MUNICIPAL**

Statement of Financial Position as at 30 November 2017

	Note	30/11/2017	30/06/2017
CURRENT ASSETS		\$	\$
Cash and Cash Equivalents	11	7,695,053	16,126,364
Deposits/Prepayments	4	13,186,154	1,835,306
Investments	3, 11	173,851,125	112,454,335
Trade and Other Receivables	5	11,705,394	10,276,048
Rates Receivable	1	11,869,996	323,913
Inventories		840,725	918,639
TOTAL CURRENT ASSETS		219,148,447	141,934,605
NON CURRENT ASSETS			
Investments	3	6,767,136	6,339,449
Trade and Other Receivables	5	53,853	46,356
Property, Plant and Equipment	8	731,478,306	738,190,386
Infrastructure	8	511,340,116	517,437,142
Capital Work in Progress	8	37,791,529	28,810,918
TOTAL NON CURRENT ASSETS		1,287,430,940	1,290,824,251
TOTAL ASSETS		1,506,579,387	1,432,758,856
CURRENT LIABILITIES			
Trade and Other Payables	6	30,455,496	20,929,628
Employee Benefits	7	10,141,690	9,917,287
Provisions	7	538,050	534,300
Loan Liability	9	7,263,557	6,423,187
TOTAL CURRENT LIABILITIES		48,398,793	37,804,402
NON CURRENT LIABILITIES			
Employee Benefits	7	1,616,251	1,616,251
Provisions	7	4,811,732	4,649,307
Loan Liability	9	19,454,317	23,131,742
TOTAL NON CURRENT LIABILITIES		25,882,300	29,397,300
TOTAL LIABILITIES		74,281,093	67,201,702
NET ASSETS		\$1,432,298,295	\$1,365,557,154
EQUITY			
Accumulated Surplus		744,139,465	659,485,259
Asset Revaluation Reserve	10	612,865,897	612,865,897
Reserves	10	75,292,933	93,205,998
TOTAL EQUITY		\$1,432,298,295	\$1,365,557,154

**CITY OF PERTH
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Statement of Changes in Equity for the 5 months ended 30 November 2017

	Accumulated Surplus	Asset Revaluation Reserve	Cash Backed Reserves	Total Equity
	\$	\$	\$	\$
Balance at 1 July 2016	623,860,830	560,035,698	88,228,247	1,272,124,775
Change in net assets resulting from operations	93,432,380	-	-	93,432,380
Transfer to Cash Backed Reserves	(26,090,751)	-	26,090,751	-
Transfers to Asset Revaluation Reserve	(53,920,101)	53,920,101	-	-
Transfers from Asset Revaluation Reserve	1,089,903	(1,089,903)	-	-
Transfer from Cash Backed Reserves	21,113,000	-	(21,113,001)	-
Balance at 30 June 2017	\$659,485,259	\$612,865,897	\$93,205,998	\$1,365,557,154
	\$	\$	\$	\$
Balance at 1 July 2017	659,485,259	612,865,897	93,205,998	1,365,557,154
Change in net assets resulting from operations	66,741,143	-	-	66,741,143
Transfer to Cash Backed Reserves	(1,215,640)	-	1,215,640	-
Transfers to Asset Revaluation Reserve	-	-	-	-
Transfers from Asset Revaluation Reserve	-	-	-	-
Transfer from Cash Backed Reserves	19,128,706	-	(19,128,706)	-
Balance at the end of the reporting period	\$744,139,468	\$612,865,897	\$75,292,932	\$1,432,298,295

**CITY OF PERTH
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Statement of Cash Flows for the 5 months ended 30 November 2017

	Note	Budget 2017/2018	YTD Actual 30/11/2017	YTD Variation	
		\$	\$	\$	%
Cash Flows from Operating Activities					
Receipts					
Rates		89,228,696	75,161,395	(14,067,301)	-15.8%
Fees and Charges		99,465,787	51,261,254	(48,204,533)	-48.5%
Interest		4,619,401	2,013,434	(2,605,967)	-56.4%
Other		1,209,636	699,270	(510,366)	-42.2%
		194,523,520	129,135,353	(65,388,167)	-33.6%
Payments					
Employee Costs		(73,748,183)	(31,942,048)	41,806,135	56.7%
Materials and Contracts		(49,982,742)	(17,437,738)	32,545,004	65.1%
Interest		(1,380,827)	(527,424)	853,403	61.8%
Other		(31,092,331)	(12,572,574)	18,519,757	59.6%
		(156,204,083)	(62,479,784)	93,724,299	60.0%
Net Cash Flows from Operating Activities	12	38,319,437	66,655,569	28,336,132	-73.9%
Cash Flows from Investing Activities					
Receipts					
Distribution from TPRC		200,000	-	(200,000)	-100.0%
Proceeds from Disposal of Assets		801,800	376,531	(425,269)	-53.0%
Proceeds from Disposal of Investments(Non Current)		-	(427,687)	(427,687)	0.0%
Payments					
Purchase Land and Buildings		(11,652,500)	-	11,652,500	-100.0%
Purchase Infrastructure Assets		(20,986,426)	-	20,986,426	-100.0%
Purchase Plant and Mobile Equipment		(15,100,443)	-	15,100,443	100.0%
Purchase Office Furniture and Equipment		(12,634,963)	-	12,634,963	-100.0%
Work in Progress		-	(12,003,363)	(12,003,363)	0.0%
		(60,374,332)	(12,003,363)	48,370,969	80.1%
Net Cash Flows from Investing Activities		(59,372,532)	(12,054,519)	47,318,013	79.7%
Cash Flows from Financing Activities					
Repayment of Borrowings		(6,423,186)	(2,837,055)	3,586,130	55.8%
		(6,423,186)	(2,837,055)	3,586,130	55.8%
Cash Flows from Government and Other Parties					
Receipts from Appropriations/Grants					
Recurrent		2,596,843	421,784	(2,175,059)	-83.8%
Capital		1,275,000	779,703	(495,297)	-38.8%
		3,871,843	1,201,487	(2,670,356)	-69.0%
Net Increase (Decrease) in Cash Held		(23,604,437)	52,965,482	76,569,919	-324.4%
Cash at 1 July 2017		119,829,671	128,580,699	8,751,028	7.3%
Cash at 30 November 2017	11	96,225,234	181,546,178	85,320,944	88.7%

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Notes to the Balance Sheet for the 5 months ended 30 November 2017

1 Rates Receivable

	Actual YTD 30/11/2017	2016/17 YTD 30/11/2016
	\$	\$
Outstanding Amount at 30 June 2017	323,913	190,816
Rates Levied for the Year	89,483,636	87,801,121
Late Payment Penalties	84,656	111,418
Ex Gratia Rates	7,377	17,741
Rates Administration Fee	344,263	312,017
Back Rates	(96,896)	61,219
Bins Levy	209,039	140,425
	90,708,206	89,002,581
Amount Received during the Period	78,838,210	76,845,888
Outstanding Amount at 30 November 2017	\$11,869,996	\$12,156,693

2 Gain/(Loss) on Disposal/Write off of Assets

	Annual Budget	Actual YTD 30/11/2017
Infrastructure		
Proceeds on Disposal	-	-
Less: Carrying amount of assets written off	1,786,615	-
(Loss) on Write Off	(1,786,615)	-
Plant and Mobile Equipment		
Proceeds on Disposal	801,800	376,531
Less: Carrying amount of assets sold/written off	679,311	366,905
Profit on Disposal/Write Off	122,489	9,626
Gain/(Loss) on Disposal/Write off of Assets	(\$1,664,126)	\$ 9,626

3 Investments

Current	30/11/2017	30/06/2017
Short Term Cash Investments *	\$	\$
Call Funds	7,298,563	6,237,197
Bank/Term Deposits	161,500,000	101,500,000
Managed Funds	5,052,562	4,717,138
Total Current Investments	\$173,851,125	\$112,454,335

* Short Term Cash Investments as stated in Note 11.

Non Current Investments	30/11/2017	30/06/2017
	\$	\$
Mortgage Backed Securities (MBS)	2,529,936	2,589,685
	2,529,936	2,589,685
Equity in Local Government House	10,000	10,000
Equity in Mindarie Regional Council	444,132	444,132
Equity in Tamala Park Regional Council	3,783,068	3,295,632
	\$6,767,136	\$6,339,449

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Notes to the Balance Sheet for the 5 months ended 30 November 2017

4 Deposits/Prepayments

	30/11/2017	30/06/2017
	\$	\$
Prepaid Parking Bay Licence Fees	10,286,243	111,877
Other	1,684,410	1,723,429
	\$13,186,154	\$1,835,306

5 Trade And Other Receivables

	30/11/2017	30/06/2017
Current	\$	\$
Emergency Services Levy (ESL)	2,925,086	79,576
Accrued Interest and Investment Income	1,235,620	705,517
Accrued Income	1,001,515	3,173,250
Modified Penalties/Fines and Costs	8,082,288	7,859,984
Debtors - General		
Australian Taxation Office - GST Refundable	235,163	278,362
Other Debtors	2,062,092	1,850,146
	15,541,764	13,946,835
Less: Provision for Doubtful Debts	(3,836,370)	(3,670,787)
	\$11,705,394	\$10,276,048
Non Current		
Pensioners' Rates Deferred	53,853	46,356
	\$53,853	\$46,356

6 Trade And Other Payables

	30/11/2017	30/06/2017
Current	\$	\$
Trade Creditors	12,940,675	11,749,668
Emergency Services Levy	8,981,802	-
Interest Payable on Loans	246,196	156,447
Accrued Expenses - Operating	3,901,955	3,764,543
Accrued Expenses - Capital	283,988	2,650,096
Advances Received for Recoverable Works	37,821	73,846
Income Received / Raised in Advance	890,466	733,089
Other Creditors	3,172,593	1,801,939
	\$30,455,496	\$20,929,628

MUNICIPAL

Notes to the Balance Sheet for the 5 months ended 30 November 2017

7 Employee Benefits

	30/11/2017	30/06/2017
Current	\$	\$
Leave Entitlements		
Annual Leave	4,430,516	4,287,802
Self Funded Leave	178,237	155,276
Long Service Leave	5,419,172	5,350,808
Recognition of Employees- Presentations	113,765	123,401
	\$10,141,690	\$9,917,287
Non Current		
Annual Leave	383,359	383,359
Long Service Leave	1,232,892	1,232,892
	\$1,616,251	\$1,616,251

Provisions

	30/11/2017	30/06/2017
Current	\$	\$
Workers Compensation		
	538,050	534,300
	\$538,050	\$534,300
Non Current		
Provision for Equipment Replacement PCEC	4,811,732	4,649,307
	\$4,811,732	\$4,649,307

8 Property, Plant and Equipment and Work in Progress

	30/11/2017	30/06/2017
	\$	\$
Land and Air Rights - at cost/fair value	419,968,891	419,968,891
Less: Accumulated Depreciation	(7,839,395)	(7,561,377)
	412,129,496	412,407,514
Buildings - at fair value	413,053,999	413,053,999
Less: Accumulated Depreciation	(181,921,308)	(179,045,884)
	231,132,691	234,008,115
Improvements - at fair value	45,619,000	45,619,000
Less: Accumulated Depreciation	(1,099,284)	(773,529)
	44,519,716	44,845,471
Infrastructure Assets - at cost/fair value	824,007,173	823,353,969
Less: Accumulated Depreciation	(312,667,057)	(305,916,827)
	511,340,116	517,437,142
Plant and Mobile Equipment - at cost/fair value	49,246,632	50,009,822
Less: Accumulated Depreciation	(33,120,821)	(31,873,703)
	16,125,811	18,136,119
Office Furniture and Equipment - at cost/fair value	46,358,543	46,358,543
Less: Accumulated Depreciation	(19,583,222)	(18,360,647)
	26,775,321	27,997,896
Agricultural - at cost	795,271	795,271
Less: Accumulated Depreciation	-	-
	795,271	795,271
Property, Plant and Equipment	1,242,818,422	1,255,627,528
Work in Progress - at cost	37,791,529	28,810,918
	37,791,529	28,810,918
Total Property, Plant and Equipment and Work in Progress	\$1,280,609,951	\$1,284,438,446

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Notes to the Balance Sheet for the 5 months ended 30 November 2017

8 Property, Plant and Equipment and Work in Progress - Movement at Cost

	Balance 30/06/2017	Acquisitions Actual YTD 30/11/2017	Transfers Actual YTD 30/11/2017	Disposals/ Write off/ Actual YTD 30/11/2017	Revaluation Actual YTD 30/11/2017	Balance 30/11/2017
	\$	\$	\$	\$		\$
Land and Air Rights	419,968,891	-	-	-	-	419,968,891
Buildings	413,053,999	-	-	-	-	413,053,999
Improvements	45,619,000	-	-	-	-	45,619,000
Infrastructure Assets	823,353,969	-	653,204	-	-	824,007,173
Plant and Mobile Equipment	50,009,822	-	-	(763,190)	-	49,246,632
Office Furniture and Equipment	46,358,543	-	-	-	-	46,358,543
Agricultural	795,271	-	-	-	-	795,271
Work in Progress	28,810,918	9,637,255	(656,644)	-	-	37,791,529
	\$1,827,970,413	\$9,637,255	(3,440)	(763,190)	-	\$1,836,841,038

9 Loan Liability

	30/11/2017	30/06/2017
Current	\$	\$
Loans - Western Australian Treasury Corporation	7,263,557	6,423,187
Non Current		
Loans - Western Australian Treasury Corporation	19,454,317	23,131,742

10 Reserve Funds

Purpose of Reserve Fund	Balance 30/06/2017	Transfer from Accumulated Surplus	Transfer to Accumulated Surplus	Balance 30/11/2017
	\$	\$	\$	\$
Refuse Disposal and Treatment	3,638,248	54,998	(19,078)	3,674,168
Concert Hall - Refurbishment and Maint.	6,431,852	95,822	(200,920)	6,326,754
Asset Enhancement	28,849,413	426,515	(1,196,169)	28,079,759
Street Furniture Replacement	420,867	6,374	-	427,241
Parking Levy	17,680,824	8,448	(17,543,470)	145,802
Art Acquisition	399,511	5,661	(55,482)	349,690
Heritage Incentive	628,769	9,523	-	638,292
Parking Facilities Development	22,353,779	337,701	(113,586)	22,577,894
Employee Entitlements	1,823,030	27,611	-	1,850,641
David Jones Bridge	314,684	4,766	-	319,450
Bonus Plot Ratio	634,650	9,612	-	644,262
PCEC Fixed Plant Replacement	4,649,307	147,110	-	4,796,417
Enterprise and Initiative	4,974,072	75,334	-	5,049,406
Public Art	406,992	6,165	-	413,157
	93,205,998	1,215,640	(19,128,705)	75,292,933
* Asset Revaluation	612,865,897	-	-	612,865,897
	\$706,071,894	\$1,215,640	(\$19,128,705)	\$688,158,830

* The Asset Revaluation Reserve is a non cash backed reserve and cannot be used, except for adjustments to fixed assets on their revaluation, disposal or write off

MUNICIPAL

Notes to the Balance Sheet for the 5 months ended 30 November 2017

11 Cash Reconciliation

	30/11/2017	30/06/2017
	\$	\$
Cash and Cash Equivalents	7,695,053	16,126,364
Short Term Cash Investments	173,851,125	112,454,335
	\$181,546,178	\$128,580,699

12 Reconciliation of Net Cash Provided By Operating Activities to Operating Surplus

	30/11/2017	30/06/2017
	\$	\$
Change in Net Assets Resulting from Operations	66,741,143	5,838,060
Adjustment for items not involving the movement of Funds:		
Depreciation	13,095,405	34,855,597
Doubtful Debts	165,583	247,007
Non Capitalised Work in Progress	3,440	1,671,436
(Gain)/Loss on Disposal/Write off/Contribution of Assets	(9,626)	6,801,061
	79,995,945	49,413,161
Revenues Provided By :		
Government Grants	(1,201,487)	(4,638,186)
Contribution from Other Parties	-	-
	(1,201,487)	(4,638,186)
Change in Operating Assets and Liabilities		
Add Back		
Decrease in Inventories	77,914	97,584
Decrease in Trade and Other Receivables	-	1,262,728
Decrease in Accrued Income	2,171,735	-
Increase in Income Received /Raised in Advance	121,352	-
Increase in Accrued Interest Payable	89,749	-
Increase in Accrued Expenses	137,412	1,471,437
Increase in Provisions	390,578	-
Increase in Trade and Other Payables	11,543,463	1,130,093
Deduct		
Decrease in Income Received /Raised in Advance	-	(241,730)
Decrease in Accrued Interest Payable	-	(43,401)
Increases in Deferred Debtors	(7,497)	(13,922)
Decrease in Provisions	-	(746,042)
Increase in Trade and Other Receivables	(14,782,644)	-
Increase in Prepayments	(11,350,848)	(588,323)
Increase in Accrued Income	-	(1,727,573)
Increase in Accrued Interest and Investment Income	(530,103)	(168,848)
	(12,138,891)	432,003
Net Cash Provided by Operating Activities	\$66,655,570	\$45,206,978

MUNICIPAL

Notes to the Balance Sheet for the 5 months ended 30 November 2017

13 Ratios

	30/11/2017	30/06/2017
1 Current Ratio		
<u>Current Assets</u> minus <u>Restricted Assets</u>		
<u>Current Liabilities</u> minus <u>Liabilities</u> associated with <u>Restricted Assets</u>	3.02	1.33
2 Debt Ratio		
<u>Total Liabilities</u>		
<u>Total Assets</u>	4.93%	4.69%
3 Debt Service Ratio		
<u>Debt Service Cost</u>		
<u>Available Operating Revenue</u>	2.42%	4.25%
4 Rate Coverage Ratio		
<u>Net Rate Revenue</u>		
<u>Operating Revenue</u>	63.28%	44.36%
5 Outstanding Rates Ratio		
<u>Rates Outstanding</u>		
<u>Rates Collectable</u>	13.09%	0.36%
6 Untied Cash to Unpaid Creditors Ratio		
<u>Untied Cash</u>		
<u>Unpaid Trade Creditors</u>	8.41	3.15
7 Gross Debt to Revenue Ratio		
<u>Gross Debt</u>		
<u>Total Revenue</u>	18.72%	14.70%
8 Gross Debt to Economically Realisable Assets Ratio		
<u>Gross Debt</u>		
<u>Economically Realisable Assets</u>	2.68%	3.23%

Restricted Assets includes reserve funds and tied contributions not utilised at 30.11.2017

Report to the Finance and Administration Committee

Agenda Item 13.10 Financial Statements and Financial Activity Statement for the Period Ended 31 December 2017

Recommendation:

That Council RECEIVES the Financial Statements and the Financial Activity Statement for the period ended 31 December 2017, as detailed in Attachment 13.10A of this Report.

The Committee recommendation to the Council for this report was resolved by the Finance and Administration Committee at its meeting held on 6 February 2018.

The Committee recommendation to the Council is the same as that recommended by the Officers.

FILE REFERENCE:	P1014149-25
REPORTING UNIT:	Finance
RESPONSIBLE DIRECTORATE:	Corporate Services
DATE:	24 January 2018
ATTACHMENT/S:	Attachment 13.10A – Financial Statements and Financial Activity Statement for the period ended 31 December 2017

Council Role:

- | | | |
|-------------------------------------|----------------|---|
| <input type="checkbox"/> | Advocacy | <i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |
| <input type="checkbox"/> | Executive | <i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i> |
| <input checked="" type="checkbox"/> | Legislative | <i>Includes adopting local laws, town planning schemes and policies.</i> |
| <input type="checkbox"/> | Quasi-Judicial | <i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i> |
| <input type="checkbox"/> | Information | <i>For the Council/Committee to note.</i> |

Legislation / Strategic Plan / Policy:

Legislation

Section 6.4(1) and (2) of the *Local Government Act 1995*
Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996*

**Integrated Planning and
Reporting Framework
Implications**

Strategic Community Plan
Goal 7 An open and engaged city

Financial Implications:

There are no direct financial implications arising from this report.

Details:

The Financial Activity Statement is presented together with a commentary on variances from the revised budget.

Comments:

The Financial Activity Statement commentary compares the actual results for the six months to 31 December 2017.

**FINANCIAL ACTIVITY STATEMENT FOR THE SIX MONTHS TO
31 DECEMBER 2017**

REPORT OF VARIANCES TO BUDGET

This report compares the actual performance for the six months to 31 December 2017 to the 2017/18 Budget adopted by Council on 28 June 2017 and amended by Council on 29 August and 21 November 2017.

Operating Revenue

- Parking revenue year to date was \$37.8 million, which was \$977,000 above the revised budget. The variance mainly consisted of \$281,000 for Open Air Car Parks, \$116,000 for Kerbside parking, \$568,000 for Undercover Car Parks and \$12,000 for events.

The variances for Open Air Car Parks were primarily for the following car parks: \$266,000 Point Fraser, \$298,000 Queens Gardens, \$20,000 for Victoria Gardens. The positive variance was partly offset with lower than budget for Aberdeen Street \$(44,000) and \$(88,000) for Terrace Road.

Undercover Car Parks that performed better than the revised budget on a year to date basis were: Convention Centre \$393,000, Concert Hall \$254,000 and Elder Street \$208,000 and partly offset with lower than budget for Roe Street \$(113,000), State Library \$(80,000) and Pier Street \$(117,000). The December parking promotion resulted in loss of revenue at the following locations: Terrace Road, State Library, Pier Street and Cultural centre.

- Fines and Costs were lower than the revised budget by 6.2% or \$(284,000) predominantly due to parking fines.
- Investment Income and Interest was \$557,000 above the revised budget. This is due to more Ratepayers opting to pay their rates by installments; thus earning higher interest on installments revenue than anticipated at budget setting and the strong performance of the Colonial Share Index Fund.
- Rubbish collection was lower than the revised budget by 1.8% or \$(157,000), this is expected to be a timing variance.
- Rental and Hire Charges were 2.9% or \$(73,000) lower than the revised budget to date.
- Recurrent Grants were \$(281,000) below the revised budget. This is primarily due to Federal Assistance and Local Government Grants' first quarter payment made in the last week of the previous financial year. The budget will be adjusted accordingly as part of the 2017/18 budget review process.

**FINANCIAL ACTIVITY STATEMENT FOR THE SIX MONTHS TO
31 DECEMBER 2017**

REPORT OF VARIANCES TO BUDGET

- Other income was \$938,000 above the revised budget and the variance included \$237,000 in administration charges as more than anticipated ratepayers opted to pay their rates in instalments. The variance also included higher than anticipated revenue for Building Licence Fees \$362,000.

Operating Expenditure

- Employee costs for the year to date were \$37.4 million being 0.6% or \$210,000 below the revised budget. Vacant positions throughout the City were the main reasons for this slight underspend.
- Materials and Contracts were \$1.6 million below the revised budget. The main areas of underspend were: Infrastructure (Contractors Maintenance) \$263,000, Consultancy \$454,000, Other Professional Fees \$315,000 and Property Maintenance \$846,000. Detailed analysis of variances to be undertaken as part of the mid-year budget review process with permanent underspend or savings to be adjusted.
- Utilities were lower than the revised budget by \$249,000 due to lower than budgeted power consumption, and will be adjusted accordingly in the mid-year review.
- Depreciation and Amortisation was under the revised budget by \$983,000 at the end of December. This variance is mainly as a result of the full impact of year end revaluations being reflected in depreciation figures, and will be adjusted in the budget review process.
- Expense provisions were lower than the revised budget by \$(88,000), mainly due to the provision for bad debts being higher than originally anticipated.
- Loss on disposal of assets recorded a minor spend against a year to date revised budget of \$937,000. This variance will be addressed as part of the budget review process.
- Other Expenditure was below the revised budget by \$94,000 or 0.7%.

Investing Activities

- As part of the finalisation of carry forwards \$8.5 million was added to the 2017/18 capital budget bringing it to a total of \$68.9 million for the year. Capital expenditure was \$14.8 million lower than the revised budget.

**FINANCIAL ACTIVITY STATEMENT FOR THE SIX MONTHS TO
31 DECEMBER 2017**

REPORT OF VARIANCES TO BUDGET

Capital spend for the month was \$2.7 million or 43% of the revised capital budget for December. Capital year to date spend being \$14.8 million or 21.4% of the revised capital budget for 2017/18.

- Major spend for the month:
 - \$378,000 – Desktop refresh and replacement
 - \$290,000 – McLean Laneway
 - \$660,000 – Wellington Street Stage 2B
 - \$276,000 – CCTV Network replacement and migration

Financing Activities

- Transfers to Reserves were \$14.5 million below the revised budget. Decisions for transfers to reserve funds were lower than expected and can be linked to the lower than anticipated capital spend.
- Transfers from Reserves were below the revised budget by \$(19.4 million), mainly due to lower than anticipated year to date spend on capital projects.

Amounts sourced from Rates

- Rates revenue raised was \$(32,000) below the revised budget. This is the net position of interims raised offset with rates refunds and back rates resulting in the overall result being slightly below budget.

FINANCIAL ACTIVITY STATEMENT - for the period ended 31 December 2017

	Revised Budget 2017/18 \$	Budget YTD 31-Dec-17 \$	Actual YTD 31-Dec-17 \$	Variance YTD 31-Dec-17 \$
Proceeds from Operating Activities				
Operating Revenue				
<i>Nature of Income</i>				
Parking Fees	71,807,578	36,813,367	37,790,758	977,391
Fines and Costs	9,113,255	4,587,761	4,303,539	(284,223)
Investment Income and Interest	4,619,401	2,436,445	2,993,684	557,239
Community Service Fees	1,509,400	754,950	784,052	29,102
Rubbish Collection	9,250,450	8,889,795	8,732,724	(157,072)
Rentals and Hire Charges	4,993,543	2,498,425	2,425,065	(73,360)
Recurrent Grants	1,985,738	751,682	470,545	(281,137)
Contributions, Donations and Reimbursements	421,783	222,391	250,634	28,243
Other Income	4,209,824	2,549,368	3,487,758	938,390
Distribution from TPRC	0	0	0	0
	107,910,972	59,504,184	61,238,758	1,734,574
Less: Operating Expenditure				
<i>Nature of Expenditure</i>				
Employee Costs	74,752,665	37,592,601	37,382,317	210,284
Materials and Contracts	50,863,391	24,788,715	23,218,181	1,570,534
Utilities	3,464,509	1,731,323	1,482,530	248,793
Insurance Expenditure	920,937	457,972	399,267	58,705
Depreciation and Amortisation	33,534,088	16,774,787	15,791,816	982,970
Interest Expenses	1,380,827	742,827	745,118	(2,291)
Expense Provisions	915,726	457,863	546,450	(88,587)
Loss on Disposal of Assets	1,664,126	1,036,453	99,236	937,217
Other Expenditure	25,563,895	13,324,341	13,230,740	93,601
	193,060,163	96,906,881	92,895,655	4,011,226
Add back Depreciation	(33,534,088)	(16,774,787)	(15,791,816)	(982,970)
(Loss) / Profit on Disposals	(1,664,126)	(1,036,453)	(99,236)	(937,217)
	157,861,949	79,095,641	77,004,603	2,091,039
Net Surplus/(Deficit) from Operations	(49,950,977)	(19,591,457)	(15,765,844)	3,825,613
Investing Activities				
Capital Grants	1,275,000	(837,500)	(830,170)	7,330
Capital Expenditure	(68,943,305)	(29,520,590)	(14,743,216)	14,777,374
Proceeds from Disposal of Assets/Investments	801,800	404,195	163,140	(241,055)
	(66,866,505)	(29,953,895)	(15,410,246)	14,543,649
Financing Activities				
Repayment of Borrowings	(6,423,186)	(4,019,299)	(4,019,299)	0
Transfers to Reserves	(33,929,087)	(17,103,978)	(2,590,138)	14,513,840
Transfer from Reserves	43,345,720	38,850,993	19,426,114	(19,424,880)
	2,993,447	17,727,716	12,816,677	(4,911,039)
Add: Opening Funds	29,311,168	29,311,168	35,104,931	5,793,763
Net Surplus/(Deficit) before Rates	(84,512,867)	(2,506,468)	16,745,517	19,251,985
Amount Sourced from Rates	89,256,330	89,429,275	89,396,990	(32,284)
Closing Funds	4,743,463	86,922,806	106,142,508	19,219,702
Net Cash on Hand				
Cash On Hand	5,928,176	7,034,630	9,973,852	2,939,222
Money Market Investments	89,850,328	158,701,851	161,918,417	3,216,566
Funds on Hand	95,778,504	165,736,481	171,892,269	6,155,788
Analysis of Funds on Hand				
Reserves	81,962,969	70,567,813	72,880,597	2,312,784
Provisions	12,753,523	12,762,213	10,245,387	(2,516,826)
General Funds	1,062,012	82,406,455	88,766,285	6,359,830
Funds on Hand	95,778,504	165,736,481	171,892,269	6,155,788

CITY OF PERTH

CURRENT POSITION AS AT THE END OF THE PERIOD 31 DECEMBER 2017

	Revised Budget 2017/18 \$	Budget YTD 31-Dec-17 \$	Actual YTD 31-Dec-17 \$	YTD Variance \$
Current Assets				
Cash and Cash Equivalents	5,928,176	7,034,630	9,973,852	2,939,222
Deposits and Prepayments	446,730	11,117,284	11,542,763	425,479
Money Market Investments - Municipal Funds	7,887,359	88,134,038	89,037,820	903,782
Money Market Investments - Restricted Funds	81,962,969	70,567,813	72,880,597	2,312,784
Trade and Other Receivables	10,710,035	18,304,870	17,938,773	(366,097)
Inventories	1,104,206	1,301,128	947,493	(353,635)
Total Current Assets	108,039,475	196,459,763	202,321,298	5,861,535
Current Liabilities				
Trade and Other Payables	20,677,575	23,650,628	22,763,893	(886,735)
Employee Entitlements	12,753,523	12,376,133	10,245,387	(2,130,746)
Provisions	655,467	386,080	534,300	148,220
Borrowings	7,487,847	7,487,847	6,081,313	(1,406,534)
Total Current Liabilities	41,574,412	43,900,688	39,624,893	(4,275,795)
Working Capital Position Brought Forward	66,465,063	152,559,075	162,696,405	10,137,330
Deduct Restricted Cash Holdings	(81,962,969)	(81,962,969)	(72,880,597)	9,082,372
Add Current Liabilities not expected to clear	12,753,523	10,245,387	10,245,387	0
Add Current Borrowings	7,487,847	6,081,313	6,081,313	0
Current Funds Position Brought Forward	4,743,464	86,922,806	106,142,508	19,219,702

EXPLANATORY NOTES – FINANCIAL ACTIVITY STATEMENT

BACKGROUND

- Regulation 34 of the Local Government (Financial Management) Regulations 1996 was amended effective from 1 July 2005.
- The amendment prescribes a monthly Financial Activity Statement (FAS) reporting the sources and application of funds, as set out in the Rate Setting Statement which is included in the Annual Budget.

PURPOSE

- The FAS reports the actual financial performance of the City in relation to its adopted budget, which has been structured on financial viability and sustainability principles.
- The FAS is intended to act as a guide to Council of the impact of financial activities and the reasons for major variances to the annual budget estimates.

PRESENTATION

- Regulation 34 prescribes the minimum detail to be included in the FAS. These are listed below.
 - Annual Budget estimates, and approved revisions to these, are to be included for comparison purposes.
 - Actual amounts of income and expenditure to the end of the month of the FAS.
 - Material variances between the comparable amounts and commentary on reasons for these.
 - The net current assets at the end of the month to which the FAS relates.
- An explanation of the composition of the net current assets at the end of the month to which the FAS relates; less committed and restricted assets.
- Councils are given the option of adopting a format which is considered most appropriate to their needs. These options are listed below.
 - According to nature and type classification,
 - by program, or
 - by business unit.
- It is recommended that while the information presented by cost objects (programs and activities) or by cost centres (business units) are useful for expense allocation and cost centre accountability purposes, they are less informative and difficult to comprehend in matters of disclosure and less effective in cost management and control.
- The FAS has therefore been presented in the format using nature and type classification as the most meaningful disclosure to the Council and public.

FORMAT

- The FAS is formatted to align with the Rate Setting Statement.
- The first part deals with operating income and expenditure, excluding rate revenue.
- The next classification is the amount spent on capital expenditure and debt repayments.
- The classification 'Financing Activities' provides a statement of sources of funds other than from operating or rates revenue, which are usually associated with capital expenditure.
- Attached to the FAS is a statement of 'Net Current Assets' for the budget and actual expenditure to the end of the month to which the FAS relates.
- Opening and closing funds represent the balance of 'Net Current Assets', not including any funds which are committed or restricted.
- "Committed assets" means revenue unspent but set aside under the annual budget for a specific purpose.
- "Restricted assets" means those assets the uses of which are restricted, wholly or partially, by regulations or other externally imposed requirements", e.g. reserves set aside for specific purposes.
- To avoid duplication in calculating 'Closing Funds on hand', certain balances, such as provisions and borrowings, are also deducted.
- The total Closing Funds on hand are to be taken into account when calculating the amount to be raised by rates each year.
- The classification "Net Cash on Hand" represents the balances of funds held in cash or invested and the analysis into those funds reserved, carried forward or remaining unspent at the end of the month to which the FAS relates.



CITY of PERTH

CITY of PERTH

Financial Report

For the 6 months ended 31 December 2017

**CITY OF PERTH
MUNICIPAL**

***Statement of Comprehensive Income for the 6 months ended 31 December 2017
(By Program)***

	<i>Note</i>	Budget 2017/2018	Revised Budget YTD	Actual YTD 31/12/2017	YTD Variance	
OPERATING REVENUE		\$	\$	\$	\$	%
General Purpose Funding Rates		90,264,232	89,933,226	90,321,524	388,298	0.4%
General Purpose Funding Other		5,049,952	2,651,721	2,755,413	103,692	3.9%
Law, Order, Public Safety		53,534	34,729	63,760	29,031	83.6%
Health		788,100	795,000	1,008,776	213,776	26.9%
Education and Welfare		1,810,125	913,273	958,589	45,316	5.0%
Housing		1,078,000	539,000	445,354	(93,646)	-17.4%
Community Amenities		11,754,116	10,116,353	9,884,157	(232,196)	-2.3%
Recreation and Culture		1,488,764	486,648	650,338	163,690	33.6%
Transport		83,229,274	42,568,104	43,137,199	569,095	1.3%
Economic Services		727,275	508,440	991,596	483,156	95.0%
Other Property and Services		773,930	386,965	419,045	32,080	8.3%
Total Operating Income		197,017,302	148,933,459	150,635,751	1,702,292	1.1%
OPERATING EXPENDITURE						
Governance		7,904,924	4,052,191	4,212,903	(160,712)	-4.0%
General Purpose Funding		2,109,852	1,118,718	1,150,868	(32,150)	-2.9%
Law, Order, Public Safety		5,674,719	2,854,188	2,993,494	(139,306)	-4.9%
Health		1,744,520	933,447	699,888	233,559	25.0%
Education and Welfare		3,738,514	1,890,954	1,910,747	(19,793)	-1.0%
Housing		636,116	318,058	298,161	19,897	6.3%
Community Amenities		30,761,301	15,373,256	12,741,034	2,632,222	17.1%
Recreation and Culture		31,838,820	15,684,585	15,631,922	52,663	0.3%
Transport		81,611,822	40,726,532	39,473,596	1,252,936	3.1%
Economic Services		16,435,044	8,784,107	9,730,167	(946,060)	-10.8%
Other Property and Services		9,017,671	4,134,391	3,953,643	180,748	4.4%
Total Operating Expenditure		191,473,303	95,870,428	92,796,423	3,074,005	3.2%
NET FROM OPERATIONS		5,543,999	53,063,031	57,839,328	4,776,297	9.0%
GRANTS/CONTRIBUTIONS						
For the Development of Assets						
- General Purpose Funding		100,000	50,000	58,705	8,705	17.4%
- Law, Order, Public Safety		-	-	42,639	42,639	0.0%
- Recreation and Culture		150,000	75,000	42,800	-	0.0%
- Transport		1,025,000	712,500	686,026	(26,474)	-3.7%
Total Grants/Contributions		1,275,000	837,500	830,170	(7,330)	-0.9%
DISPOSAL/WRITE OFF OF ASSETS						
Gain/(Loss) on Disposal of Assets	2	(1,664,126)	(1,036,453)	(99,236)	937,217	-90.4%
Change in net assets resulting from operations before significant items		5,154,873	52,864,078	58,570,262	5,706,184	10.8%
SIGNIFICANT ITEMS						
Distribution from TPRC		200,000	-	-	-	0.0%
Change in net assets resulting from operations after significant items		5,354,873	52,864,078	58,570,262	5,706,184	10.8%

**CITY OF PERTH
MUNICIPAL**

Statement of Comprehensive Income for the 6 months ended 31 December 2017

(By Nature or Type)

	<i>Note</i>	Budget 2017/2018	Revised Budget YTD	Actual YTD 31/12/2017	YTD Variance	
		\$	\$	\$	\$	%
OPERATING REVENUE						
Rates		89,256,330	89,429,275	89,396,990	(32,285)	0.0%
Grants and Contributions for Non Capital Purposes		1,785,738	751,682	470,545	(281,137)	-37.4%
Donations and Reimbursements		421,783	222,391	250,634	28,243	12.7%
Fees and Charges		99,524,414	55,467,294	56,812,034	1,344,740	2.4%
Interest and Investment Income		4,619,401	2,436,445	2,993,686	557,241	22.9%
Other Revenue		1,409,636	626,372	711,862	85,490	13.6%
Total Revenue from Operating Activities		197,017,302	148,933,459	150,635,751	1,702,292	1.1%
OPERATING EXPENDITURE						
Employee Costs		74,752,665	37,592,601	37,382,317	210,284	0.6%
Materials and Contracts		50,713,391	24,788,715	23,218,181	1,570,534	6.3%
Utilities		3,464,509	1,731,323	1,482,530	248,793	14.4%
Depreciation and Amortisation		33,534,089	16,774,787	15,791,818	982,969	5.9%
Interest		1,380,827	742,827	745,118	(2,291)	-0.3%
Insurance		920,937	457,972	399,267	58,705	12.8%
Expenses Provision		915,726	457,863	546,452	(88,589)	-19.3%
Other Expenses from Ordinary Activities		25,791,159	13,324,341	13,230,740	93,601	0.7%
Total Expenses from Ordinary Activities		191,473,303	95,870,428	92,796,423	3,074,005	3.2%
Change in Net Assets from Ordinary Activities before Capital Amounts		5,543,999	53,063,031	57,839,328	4,776,297	9.0%
GRANTS/CONTRIBUTIONS						
Grants and Contributions- Capital		1,275,000	837,500	830,170	(7,330)	-0.9%
NET OPERATING SURPLUS		6,818,999	53,900,531	58,669,498	4,768,967	8.8%
DISPOSAL/WRITE OFF OF ASSETS	2	(1,664,126)	(1,036,453)	(99,236)	937,217	-90.4%
SIGNIFICANT ITEMS						
Distribution from TPRC		200,000	-	-	-	0.0%
Change in net assets resulting from operations after capital amounts and significant items		5,354,873	52,864,078	58,570,262	5,706,185	10.8%

**CITY OF PERTH
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Statement of Financial Position as at 31 December 2017

	Note	31/12/2017	30/06/2017
CURRENT ASSETS		\$	\$
Cash and Cash Equivalents	11	9,973,852	16,126,364
Deposits/Prepayments	4	11,542,763	1,835,306
Investments	3, 11	161,918,417	112,454,335
Trade and Other Receivables	5	10,574,218	10,276,048
Rates Receivable	1	7,364,555	323,913
Inventories		947,493	918,639
TOTAL CURRENT ASSETS		202,321,298	141,934,605
NON CURRENT ASSETS			
Investments	3	6,600,470	6,339,449
Trade and Other Receivables	5	53,853	46,356
Property, Plant and Equipment	8	731,354,612	738,190,386
Infrastructure	8	510,406,577	517,437,142
Capital Work in Progress	8	38,930,282	28,810,918
TOTAL NON CURRENT ASSETS		1,287,345,794	1,290,824,251
TOTAL ASSETS		1,489,667,092	1,432,758,856
CURRENT LIABILITIES			
Trade and Other Payables	6	22,763,893	20,929,628
Employee Benefits	7	10,245,387	9,917,287
Provisions	7	534,300	534,300
Loan Liability	9	6,081,313	6,423,187
TOTAL CURRENT LIABILITIES		39,624,893	37,804,402
NON CURRENT LIABILITIES			
Employee Benefits	7	1,616,251	1,616,251
Provisions	7	4,844,217	4,649,307
Loan Liability	9	19,454,317	23,131,742
TOTAL NON CURRENT LIABILITIES		25,914,785	29,397,300
TOTAL LIABILITIES		65,539,678	67,201,702
NET ASSETS		\$1,424,127,414	\$1,365,557,154
EQUITY			
Accumulated Surplus		735,967,735	659,485,259
Asset Revaluation Reserve	10	612,749,145	612,865,897
Reserves	10	75,410,534	93,205,998
TOTAL EQUITY		\$1,424,127,414	\$1,365,557,154

**CITY OF PERTH
MUNICIPAL**

Statement of Changes in Equity for the 6 months ended 31 December 2017

	Accumulated Surplus	Asset Revaluation Reserve	Cash Backed Reserves	Total Equity
Balance at 1 July 2016	\$	\$	\$	\$
Change in net assets resulting from operations	623,860,830	560,035,698	88,228,247	1,272,124,775
Transfer to Cash Backed Reserves	93,432,380	-	-	93,432,380
Transfers to Asset Revaluation Reserve	(26,090,751)	-	26,090,751	-
Transfers from Asset Revaluation Reserve	(53,920,101)	53,920,101	-	-
Transfer from Cash Backed Reserves	1,089,903	(1,089,903)	-	-
Balance at 30 June 2017	21,113,000	-	(21,113,001)	-
	\$659,485,259	\$612,865,897	\$93,205,998	\$1,365,557,154
Balance at 1 July 2017	\$	\$	\$	\$
Change in net assets resulting from operations	659,485,259	612,865,897	93,205,998	1,365,557,154
Transfer to Cash Backed Reserves	58,570,262	-	-	58,570,262
Transfers to Asset Revaluation Reserve	(1,630,650)	-	1,630,650	-
Transfers from Asset Revaluation Reserve	116,753	(116,753)	-	-
Transfer from Cash Backed Reserves	19,426,114	-	(19,426,114)	-
Balance at the end of the reporting period	\$735,967,739	\$612,749,144	\$75,410,533	\$1,424,127,414

**CITY OF PERTH
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Statement of Cash Flows for the 6 months ended 31 December 2017

	Note	Budget 2017/2018	YTD Actual 31/12/2017	YTD Variation	
		\$	\$	\$	%
Cash Flows from Operating Activities					
Receipts					
Rates		89,228,696	80,771,271	(8,457,425)	-9.5%
Fees and Charges		99,465,787	58,811,615	(40,654,172)	-40.9%
Interest		4,619,401	2,274,796	(2,344,605)	-50.8%
Other		1,209,636	964,408	(245,228)	-20.3%
		194,523,520	142,822,090	(51,701,430)	-26.6%
Payments					
Employee Costs		(73,748,183)	(37,718,200)	36,029,983	48.9%
Materials and Contracts		(49,982,742)	(28,347,921)	21,634,821	43.3%
Interest		(1,380,827)	(827,123)	553,704	40.1%
Other		(31,092,331)	(15,316,702)	15,775,629	50.7%
		(156,204,083)	(82,209,946)	73,994,137	47.4%
Net Cash Flows from Operating Activities	12	38,319,437	60,612,144	22,292,708	-58.2%
Cash Flows from Investing Activities					
Receipts					
Distribution from TPRC		200,000	-	(200,000)	-100.0%
Proceeds from Disposal of Assets		801,800	424,161	(377,639)	-47.1%
Proceeds from Disposal of Investments(Non Current)		-	(261,021)	(261,021)	0.0%
Payments					
Purchase Land and Buildings		(11,652,500)	-	11,652,500	-100.0%
Purchase Infrastructure Assets		(20,986,426)	-	20,986,426	-100.0%
Purchase Plant and Mobile Equipment		(15,100,443)	(1,251,192)	13,849,251	91.7%
Purchase Office Furniture and Equipment		(12,634,963)	-	12,634,963	-100.0%
Work in Progress		-	(13,492,024)	(13,492,024)	0.0%
		(60,374,332)	(14,743,216)	45,631,116	75.6%
Net Cash Flows from Investing Activities		(59,372,532)	(14,580,076)	44,792,456	75.4%
Cash Flows from Financing Activities					
Repayment of Borrowings		(6,423,186)	(4,019,299)	2,403,886	37.4%
		(6,423,186)	(4,019,299)	2,403,886	37.4%
Cash Flows from Government and Other Parties					
Receipts from Appropriations/Grants					
Recurrent		2,596,843	468,633	(2,128,210)	-82.0%
Capital		1,275,000	830,170	(444,830)	-34.9%
		3,871,843	1,298,803	(2,573,040)	-66.5%
Net Increase (Decrease) in Cash Held		(23,604,437)	43,311,572	66,916,009	-283.5%
Cash at 1 July 2017		119,829,671	128,580,699	8,751,028	7.3%
Cash at 31 December 2017	11	96,225,234	171,892,269	75,667,035	78.6%

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Notes to the Balance Sheet for the 6 months ended 31 December 2017

1 Rates Receivable

	Actual YTD 31/12/2017	2016/17 YTD 31/12/2016
	\$	\$
Outstanding Amount at 30 June 2017	323,913	190,816
Rates Levied for the Year	89,486,510	87,847,479
Late Payment Penalties	94,253	125,144
Ex Gratia Rates	7,377	17,741
Rates Administration Fee	349,470	316,450
Back Rates	(96,896)	61,219
Bins Levy	155,456	135,854
	90,672,301	89,062,538
Amount Received during the Period	83,307,746	81,693,127
Outstanding Amount at 31 December 2017	\$7,364,555	\$7,369,411

2 Gain/(Loss) on Disposal/Write off of Assets

	Annual Budget	Actual YTD 31/12/2017
Infrastructure		
Proceeds on Disposal	-	-
Less: Carrying amount of assets written off	1,786,615	103,926
(Loss) on Write Off	(1,786,615)	(103,926)
Plant and Mobile Equipment		
Proceeds on Disposal	801,800	411,889
Less: Carrying amount of assets sold/written off	679,311	398,687
Profit on Disposal/Write Off	122,489	13,202
Furniture and Equipment		
Proceeds on Disposal	-	12,272
Less: Carrying amount of assets sold /written off	-	20,784
Profit/(Loss) on Disposal/Write Off	-	(8,512)
Gain/(Loss) on Disposal/Write off of Assets	(\$1,664,126)	(\$99,236)

3 Investments

Current	31/12/2017	30/06/2017
Short Term Cash Investments *	\$	\$
Call Funds	7,310,628	6,237,197
Bank/Term Deposits	149,500,000	101,500,000
Managed Funds	5,107,789	4,717,138
Total Current Investments	\$161,918,417	\$112,454,335

* Short Term Cash Investments as stated in Note 11.

Non Current Investments	31/12/2017	30/06/2017
	\$	\$
Mortgage Backed Securities (MBS)	2,529,936	2,589,685
	2,529,936	2,589,685
Equity in Local Government House	10,000	10,000
Equity in Mindarie Regional Council	444,132	444,132
Equity in Tamala Park Regional Council	3,616,402	3,295,632
	\$6,600,470	\$6,339,449

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Notes to the Balance Sheet for the 6 months ended 31 December 2017

4 Deposits/Prepayments

	31/12/2017	30/06/2017
	\$	\$
Prepaid Insurance	1,067,637	-
Prepaid Parking Bay Licence Fees	8,819,150	111,877
Other	1,655,976	1,723,429
	\$11,542,763	\$1,835,306

5 Trade And Other Receivables

	31/12/2017	30/06/2017
Current	\$	\$
Emergency Services Levy (ESL)	1,769,941	79,576
Accrued Interest and Investment Income	1,424,407	705,517
Accrued Income	991,473	3,173,250
Modified Penalties/Fines and Costs	7,898,776	7,859,984
Debtors - General		
Australian Taxation Office - GST Refundable	105,688	278,362
Other Debtors	2,053,439	1,850,146
	14,243,724	13,946,835
Less: Provision for Doubtful Debts	(3,669,506)	(3,670,787)
	\$10,574,218	\$10,276,048
Non Current		
Pensioners' Rates Deferred	53,853	46,356
	\$53,853	\$46,356

6 Trade And Other Payables

	31/12/2017	30/06/2017
Current	\$	\$
Trade Creditors	5,411,867	11,749,668
Emergency Services Levy	8,977,612	-
Interest Payable on Loans	74,442	156,447
Accrued Expenses - Operating	4,000,738	3,764,543
Accrued Expenses - Capital	622,497	2,650,096
Advances Received for Recoverable Works	123,745	73,846
Income Received / Raised in Advance	856,745	733,089
Other Creditors	2,696,247	1,801,939
	\$22,763,893	\$20,929,628

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Notes to the Balance Sheet for the 6 months ended 31 December 2017

7 Employee Benefits

	31/12/2017	30/06/2017
Current	\$	\$
Leave Entitlements		
Annual Leave	4,510,917	4,287,802
Self Funded Leave	168,759	155,276
Long Service Leave	5,453,203	5,350,808
Recognition of Employees- Presentations	112,508	123,401
	\$10,245,387	\$9,917,287
Non Current		
Annual Leave	383,359	383,359
Long Service Leave	1,232,892	1,232,892
	\$1,616,251	\$1,616,251

Provisions

	31/12/2017	30/06/2017
Current	\$	\$
Workers Compensation	534,300	534,300
	\$534,300	\$534,300
Non Current		
Provision for Equipment Replacement PCEC	4,844,217	4,649,307
	\$4,844,217	\$4,649,307

8 Property, Plant and Equipment and Work in Progress

	31/12/2017	30/06/2017
	\$	\$
Land and Air Rights - at cost/fair value	419,968,891	419,968,891
Less: Accumulated Depreciation	(7,895,725)	(7,561,377)
	412,073,166	412,407,514
Buildings - at fair value	413,053,999	413,053,999
Less: Accumulated Depreciation	(182,503,911)	(179,045,884)
	230,550,088	234,008,115
Improvements - at fair value	45,619,000	45,619,000
Less: Accumulated Depreciation	(1,165,287)	(773,529)
	44,453,713	44,845,471
Infrastructure Assets - at cost/fair value	824,110,690	823,353,969
Less: Accumulated Depreciation	(313,704,113)	(305,916,827)
	510,406,577	517,437,142
Plant and Mobile Equipment - at cost/fair value	50,384,945	50,009,822
Less: Accumulated Depreciation	(33,413,273)	(31,873,703)
	16,971,672	18,136,119
Office Furniture and Equipment - at cost/fair value	46,326,570	46,358,543
Less: Accumulated Depreciation	(19,815,868)	(18,360,647)
	26,510,702	27,997,896
Agricultural - at cost	795,271	795,271
Less: Accumulated Depreciation	-	-
	795,271	795,271
Property, Plant and Equipment	1,241,761,189	1,255,627,528
Work in Progress - at cost	38,930,282	28,810,918
	38,930,282	28,810,918
Total Property, Plant and Equipment and Work in Progress	\$1,280,691,471	\$1,284,438,446

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Notes to the Balance Sheet for the 6 months ended 31 December 2017

8 Property, Plant and Equipment and Work in Progress - Movement at Cost

	Balance 30/06/2017	Acquisitions Actual YTD 31/12/2017	Transfers Actual YTD 31/12/2017	Disposals/ Write off/ Actual YTD 31/12/2017	Revaluation Actual YTD 31/12/2017	Balance 31/12/2017
	\$	\$	\$	\$		\$
Land and Air Rights	419,968,891	-	-	-	-	419,968,891
Buildings	413,053,999	-	-	-	-	413,053,999
Improvements	45,619,000	-	-	-	-	45,619,000
Infrastructure Assets	823,353,969	-	1,197,684	(440,963)	-	824,110,690
Plant and Mobile Equipment	50,009,822	1,251,192	-	(876,069)	-	50,384,945
Office Furniture and Equipment	46,358,543	-	-	(31,973)	-	46,326,570
Agricultural	795,271	-	-	-	-	795,271
Work in Progress	28,810,918	11,464,425	(1,345,061)	-	-	38,930,282
	\$1,827,970,413	\$12,715,617	(147,377)	(1,349,005)	-	\$1,839,189,648

9 Loan Liability

	31/12/2017	30/06/2017
Current	\$	\$
Loans - Western Australian Treasury Corporation	6,081,313	6,423,187
Non Current		
Loans - Western Australian Treasury Corporation	19,454,317	23,131,742

10 Reserve Funds

Purpose of Reserve Fund	Balance 30/06/2017	Transfer from Accumulated Surplus	Transfer to Accumulated Surplus	Balance 31/12/2017
	\$	\$	\$	\$
Refuse Disposal and Treatment	3,638,248	65,462	(21,685)	3,682,025
Concert Hall - Refurbishment and Maint.	6,431,852	113,718	(248,501)	6,297,069
Asset Enhancement	28,849,413	506,029	(1,376,289)	27,979,153
Street Furniture Replacement	420,867	7,584	(2,614)	425,837
Parking Levy	17,680,824	8,864	(17,543,470)	146,218
Art Acquisition	399,511	6,648	(58,751)	347,408
Heritage Incentive	628,769	11,342	-	640,111
Parking Facilities Development	22,353,779	401,874	(174,804)	22,580,849
Employee Entitlements	1,823,030	32,885	-	1,855,915
David Jones Bridge	314,684	5,676	-	320,360
Bonus Plot Ratio	634,650	11,448	-	646,098
PCEC Fixed Plant Replacement	4,649,307	194,910	-	4,844,217
Enterprise and Initiative	4,974,072	256,867	-	5,230,939
Public Art	406,992	7,343	-	414,335
	93,205,998	1,630,650	(19,426,114)	75,410,534
* Asset Revaluation	612,865,897		(116,752)	612,749,145
	\$706,071,894	\$1,630,650	(\$19,542,866)	\$688,159,679

* The Asset Revaluation Reserve is a non cash backed reserve and cannot be used ,except for adjustments to fixed assets on their revaluation, disposal or write off

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Notes to the Balance Sheet for the 6 months ended 31 December 2017

11 Cash Reconciliation

	31/12/2017	30/06/2017
	\$	\$
Cash and Cash Equivalents	9,973,852	16,126,364
Short Term Cash Investments	161,918,417	112,454,335
	\$171,892,269	\$128,580,699

12 Reconciliation of Net Cash Provided By Operating Activities to Operating Surplus

	31/12/2017	30/06/2017
	\$	\$
Change in Net Assets Resulting from Operations	58,570,262	5,838,060
Adjustment for items not involving the movement of Funds:		
Depreciation	15,791,818	34,855,597
Doubtful Debts	(1,281)	247,007
Non Capitalised Work in Progress	147,377	1,671,436
(Gain)/Loss on Disposal/Write off/Contribution of Assets	99,236	6,801,061
	74,607,412	49,413,161
Revenues Provided By :		
Government Grants	(1,298,803)	(4,638,186)
Contribution from Other Parties	-	-
Change in Operating Assets and Liabilities	(1,298,803)	(4,638,186)
Add Back		
Decrease in Inventories	-	97,584
Decrease in Trade and Other Receivables	-	1,262,728
Decrease in Accrued Income	2,181,777	-
Increase in Income Received /Raised in Advance	173,555	-
Increase in Accrued Expenses	236,195	1,471,437
Increase in Provisions	523,010	-
Increase in Trade and Other Payables	3,534,119	1,130,093
Deduct		
Decrease in Income Received /Raised in Advance	-	(241,730)
Decrease in Accrued Interest Payable	(82,005)	(43,401)
Increases in Deferred Debtors	(7,497)	(13,922)
Decrease in Provisions	-	(746,042)
Increase in Inventories	(28,854)	-
Increase in Trade and Other Receivables	(8,800,418)	-
Increase in Prepayments	(9,707,457)	(588,323)
Increase in Accrued Income	-	(1,727,573)
Increase in Accrued Interest and Investment Income	(718,890)	(168,848)
	(12,696,467)	432,003
Net Cash Provided by Operating Activities	\$60,612,145	\$45,206,978

MUNICIPAL

Notes to the Balance Sheet for the 6 months ended 31 December 2017

13 Ratios

	31/12/2017	30/06/2017
1 Current Ratio		
<u>Current Assets minus Restricted Assets</u>		
Current Liabilities minus Liabilities associated with Restricted Assets	3.27	1.33
2 Debt Ratio		
<u>Total Liabilities</u>		
Total Assets	4.40%	4.69%
3 Debt Service Ratio		
<u>Debt Service Cost</u>		
Available Operating Revenue	3.16%	4.25%
4 Rate Coverage Ratio		
<u>Net Rate Revenue</u>		
Operating Revenue	59.96%	44.36%
5 Outstanding Rates Ratio		
<u>Rates Outstanding</u>		
Rates Collectable	8.12%	0.36%
6 Untied Cash to Unpaid Creditors Ratio		
<u>Untied Cash</u>		
Unpaid Trade Creditors	18.30	3.15
7 Gross Debt to Revenue Ratio		
<u>Gross Debt</u>		
Total Revenue	16.95%	14.70%
8 Gross Debt to Economically Realisable Assets Ratio		
<u>Gross Debt</u>		
Economically Realisable Assets	2.61%	3.23%

Restricted Assets includes reserve funds and tied contributions not utilised at 31.12.2017

Report to the Finance and Administration Committee

Agenda

Payments from Municipal and Trust Funds – November 2017

Item 13.11

Recommendation:

That in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority for the month ended 30 November 2017, be RECEIVED and recorded in the Minutes of the Council, the summary of which is as follows:

FUND	PAID
Municipal Fund	\$ 19,065,060.18
Trust Fund	\$ 34,436.44
TOTAL:	<u>\$ 19,099,496.62</u>

The Committee recommendation to the Council for this report was resolved by the Finance and Administration Committee at its meeting held on 6 February 2018.

The Committee recommendation to the Council is the same as that recommended by the Officers.

FILE REFERENCE:	P1032265
REPORTING UNIT:	Finance
RESPONSIBLE DIRECTORATE:	Corporate Services
DATE:	4 December 2017
ATTACHMENT/S:	A detailed list of payments made under delegated authority for the month ended 30 November 2017 can be accessed by Elected Members via the Council Hub. Members of the public can access the list of payments on request.

Council Role:

- | | | |
|--------------------------|-------------|--|
| <input type="checkbox"/> | Advocacy | <i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |
| <input type="checkbox"/> | Executive | <i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i> |
| <input type="checkbox"/> | Legislative | <i>Includes adopting local laws, town planning schemes and policies.</i> |

- ☐ **Quasi-Judicial** *When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*
- ☒ **Information** *For the Council/Committee to note.*

Legislation / Strategic Plan / Policy:

Legislation	Regulation 13(1) of the <i>Local Government (Financial Management) Regulations 1996</i>
Integrated Planning and Reporting Framework Implications	Strategic Community Plan Goal 7 An open and engaged city

Comments:

Payments for the month of November 2017 included the following significant items:

- \$760,748.56 to Marsh Pty Ltd for the City of Perth workers compensation insurance premium for the period 31/10/2017 to 30/06/2018 (which was the largest single payment); and
- \$661,795.20 to Department of Planning, Lands and Heritage for payments of \$439,393.90 for the lease of the State Library Car Park and \$222,401.30 for the lease of the Cultural Centre Car Park.

Agenda
Item 13.12

Payments from Municipal and Trust Funds – December 2017

Recommendation:

That in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority for the month ended 31 December 2017, be RECEIVED and recorded in the Minutes of the Council, the summary of which is as follows:

FUND	PAID
Municipal Fund	\$ 24,476,781.06
Trust Fund	\$ 27,000.77
TOTAL:	<u>\$ 24,503,781.83</u>

The Committee recommendation to the Council for this report was resolved by the Finance and Administration Committee at its meeting held on 6 February 2018.

The Committee recommendation to the Council is the same as that recommended by the Officers.

FILE REFERENCE:	P1032265
REPORTING UNIT:	Finance
RESPONSIBLE DIRECTORATE:	Corporate Services
DATE:	2 January 2018
ATTACHMENT/S:	A detailed list of payments made under delegated authority for the month ended 31 December 2017 can be accessed by Elected Members via the Council Hub. Members of the public can access the list of payments on request.

Council Role:

- | | | |
|--------------------------|-------------|--|
| <input type="checkbox"/> | Advocacy | <i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |
| <input type="checkbox"/> | Executive | <i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i> |
| <input type="checkbox"/> | Legislative | <i>Includes adopting local laws, town planning schemes and policies.</i> |

- ☐ Quasi-Judicial *When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*
- ☒ Information *For the Council/Committee to note.*

Legislation / Strategic Plan / Policy:

Legislation	Regulation 13(1) of the <i>Local Government (Financial Management) Regulations 1996</i>
Integrated Planning and Reporting Framework Implications	Strategic Community Plan Goal 7 An open and engaged city

Comments:

Payments for the month of December 2017 included the following significant items:

- \$6,697,131.48 to the Department of Fire and Emergency Services for the emergency services levy second quarter contribution for 2017/18, and minor invoices in relation to call out fees (which was the largest single payment).
- \$1,379,014.54 to the Western Australian Treasury Corporation for loan payments of \$541,200.68 for the Elder Street Car Park, \$560,574.81 for the Perth Convention and Exhibition Centre Car Park, \$32,774.82 for the Goderich Street Car Park and \$244,464.23 for the Perth City Library and Public Plaza.
- \$677,269.48 to Civcon Civil & Project Management Pty Ltd for invoices in relation to the Stage 2B Wellington Street median works.

Agenda **Tender 055 17/18 - Lighting Upgrade at Regal Place and**
Item 13.13 **Citiplace Car Parks**

Recommendation:

That, for Tender 55 17/18 - Lighting Upgrade at Regal Place and Citiplace Car Parks, Council:

- 1. ACCEPTS the most suitable tender being that submitted by Goundrey Investments Pty Ltd trading as Techworks Electrical for Citiplace Car Park lighting upgrade at a total lump sum cost of \$392,000 (excluding GST) plus any additional variable costs not exceeding 10% of the contract sum; and***
- 2. ACCEPTS the most suitable tender being that submitted by Insight Electrical Technology Pty Ltd for Regal Place Car Park lighting upgrade at a total lump sum cost of \$210,360 (excluding GST) plus any additional variable costs not exceeding 10% of the contract sum.***

The Committee recommendation to the Council for this report was resolved by the Finance and Administration Committee at its meeting held on 6 February 2018.

The Committee recommendation to the Council is the same as that recommended by the Officers.

FILE REFERENCE:	P1035002
REPORTING UNIT:	Commercial Parking
RESPONSIBLE DIRECTORATE:	Community and Commercial Services
DATE:	8 December 2017
ATTACHMENT/S:	Confidential Attachment 13.13A – Assessment Matrix Confidential Attachment 13.13B – Comparative Pricing Analysis (Confidential Attachments are distributed under separate cover to Elected Members)

Council Role:

- | | | |
|-------------------------------------|-------------|--|
| <input type="checkbox"/> | Advocacy | <i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |
| <input checked="" type="checkbox"/> | Executive | <i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i> |
| <input type="checkbox"/> | Legislative | <i>Includes adopting local laws, town planning schemes and policies.</i> |

- ☐ **Quasi-Judicial** *When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*
- ☐ **Information** *For the Council/Committee to note.*

Legislation / Strategic Plan / Policy:

Legislation Regulation 3.57 of the *Local Government Act 1995*
Part 4 of the *Local Government (Functions and General) Regulations 1996*

Integrated Planning and Reporting Framework Implications **Strategic Community Plan**
Goal 8 A city that delivers for its community

Policy
Policy No and Name: 9.7 – Purchasing Policy

Purpose and Background:

In line with the City of Perth Commercial Parking Asset Management Plan, the City intends to upgrade the existing lighting at Citiplace and Regal Place Car Parks. The project aims to improve the security at the Car Parks and surrounds. The new lighting is based on innovative energy efficient lighting systems that are cost effective and support the City's carbon reduction strategy.

Details:

An invitation seeking public tenders from suitably qualified and experienced organisations for the supply and installation of the new lighting installations was advertised in the West Australian newspaper on Wednesday, 20 September 2017, and also released to the market through the Tenderlink E-Tendering website.

A total of 12 tender submissions were received as at the close of tenders at 2:00pm on Tuesday, 17 October 2017. The tender submissions included four alternate tenders.

Tender submissions were received from the following companies:

1. CPR Electrical Services Pty Ltd (CPR Electrical).
2. Fredon (WA) Electrical Pty Ltd (Fredon (WA)).
3. Gillmore Electrical Services Pty Ltd (Gillmore Electrical).
4. Insight Electrical Technology Pty Ltd (Insight).
5. Lindquist Pty Ltd (Lindquist).
6. Metrowest Electrical & Communications Pty Ltd (Metrowest).

7. Fotenic Pty Ltd t/a OnLED (OnLED).
8. Goundrey Investments Pty Ltd t/a Techworks Electrical (Techworks Electrical).
9. Wesco Electrics (1996) Pty Ltd (Wesco).

The request for tender provided the City with an option to award the contract separately for each of Car Parks.

Compliance Assessment:

All tenders were assessed for compliance with the Conditions of Contracts and product specification. Alternate tenders were also assessed for compliance with the technical specifications by the project electrical consultant.

The tender evaluation panel (panel) found that the submission from CPR Electrical was substantially incomplete and it was excluded from further evaluation. Fredon (WA) submitted two tenders and both were found to contain exclusions that rendered the tenders non-compliant.

In addition to submitting conforming tenders, Techworks Electrical and Insight submitted alternate tenders. OnLED submitted an alternative tender without a conforming tender. Each of the alternate tenders failed to meet some of the key technical specification requirements, and all were excluded from further evaluation.

Qualitative Assessment against Selection Criteria:

The compliant tenders were assessed against the following criteria:

1. Product Offer;
2. Product Availability and Recent Experience;
3. Methodology and Appreciation of Requirements; and
4. Key Personnel and Subcontractors.

Gillmore Electrical

The submission from Gillmore Electrical was found to be a fair offer with a few deficiencies. The information provided on product availability and recent experience was found to be limited, and insufficient detail was provided in the response to the key personnel and subcontractors criterion.

Insight

Insight demonstrated it has good past experience and provided good examples of similar past projects. It was able to show that it has the necessary resources to carry out the works. It provided good details of key activities and milestones for the project.

Lindquist

The panel found a few deficiencies in Lindquist's submission. The response to the recent product availability and recent experience criterion was found to be limited. Whilst Lindquist provided a work plan for the project, it did not submit a tentative programme in Gantt chart format as requested in the tender.

Metrowest

The panel found the submission from Metrowest to be a good offer with a few deficiencies on the product availability and recent experience criterion. The responses to the rest of the criteria were found adequate and met the criteria.

Techworks Electrical

Techworks Electrical submitted a detailed offer. It provided good details of similar past projects, and were scored the highest in this criterion. It demonstrated a good understanding of the requirements of the works and the panel assessed it has sound systems for carrying out the works.

Wesco

The panel rated the submission from Wesco to be a fair offer. Its responses had a few deficiencies. The information on key personnel and resources was found inadequate. It provided limited details on past projects.

Shortlisting

The responses for each qualitative criterion were scored on a scale of 0-5, with zero being the lowest rating and five the highest. Based on the aggregate weighted score that each tenderer achieved in the qualitative selection criteria, two companies, Techworks and Insight were shortlisted for price evaluation. (See Confidential Attachment 13.15A – Assessment Matrix)

Price Evaluation

A pricing comparison for each of the Car Parks was made on the lump sum prices submitted by the shortlisted tenderers. All conforming tenders were included in the pricing analysis for information purposes only (See Confidential Attachment 13.15B – Comparative Price Analysis).

Techworks submitted the lowest prices for both Citiplace and Regal Place Car Parks. Its prices were \$392,000 and \$206,340 for Citiplace and Regal Place Car Parks respectively. Insight's prices were \$408,590 for Citiplace and \$210,360 for Regal Place.

To determine the most advantageous offer for the City, the panel considered the results of the qualitative assessment and price offers for each of the Car Parks. Whilst Insight scored the highest score in the qualitative assessment, its price for Citiplace was \$16,590 more expensive than that of Techworks. Techworks Electricals' price of \$392,000 for Citiplace was found to present the best value for money for the City.

Whilst Insight's price offer for Regal Place was found to be higher than that of Techworks (by 1.95%), the panel was of the opinion that the price difference was marginal when considering that Insight had submitted the best response to the qualitative criteria. The panel was satisfied that Insight's offer for Regal Place presented the best value for money for the City. Additionally, it was also agreed that awarding the contracts for the two Car Parks separately would diversify the risks in the projects and assist in expediting the implementation process.

Financial Implications:

ACCOUNT NO:	CW2300
BUDGET ITEM:	Commercial Parking Lighting Upgrade
BUDGETED AMOUNT:	\$900,000
AMOUNT SPENT TO DATE:	\$ 19,200
PROPOSED COST:	\$602,360
BALANCE REMAINING:	\$278,440
ANNUAL MAINTENANCE:	\$ 1,000
ESTIMATED WHOLE OF LIFE COST:	\$635,000

All figures quoted in this report are exclusive of GST.

Comments:

The request for tender provided the City with the option to award separate contracts for each Car Park. Based on a combination of qualitative factors and pricing to ascertain the best value for money, it is recommended that, the lighting upgrade at:

1. Citiplace be awarded to Goundrey Investments Pty Ltd t/a Techworks Electrical; and
2. Regal Place be awarded to Insight Electrical Technology Pty Ltd.

**CONFIDENTIAL ATTACHMENTS 13.13A AND 13.13B
ITEM 13.13 – TENDER 055 17/18 – LIGHTING UPGRADE AT
REGAL PALACE AND CITIPLACE CAR PARKS**

FOR THE ORDINARY COUNCIL MEETING

13 FEBRUARY 2018

DISTRIBUTED TO ELECTED MEMBERS UNDER SEPARATE COVER

Agenda **Tender 052-17/18 - Temporary Personnel, Contract Labour and**
Item 13.14 **Recruitment**

Recommendation:

That Council:

1. ***ACCEPTS*** the most suitable tenders, being those submitted by the following in preferential order, to form a panel of pre-qualified suppliers in the sub categories listed for provision of temporary personnel, contract labour and recruitment for a period of three years, commencing 1 March 2018, with an option for a further two year extension, including relevant award increased, in accordance with Confidential Attachment 13.14A 'Confidential Schedule of Rates Comparison':

1.1. Category A:

1.1.1. Sub Category 1- Unskilled:

- 1.1.1.1. ***Hoban Recruitment;***
- 1.1.1.2. ***Kelly Services; and***
- 1.1.1.3. ***Blue Collar People.***

1.1.2. Sub Category 2 - Semi-Skilled:

- 1.1.2.1. ***Blue Collar People;***
- 1.1.2.2. ***Hoban Recruitment; and***
- 1.1.2.3. ***Hays Specialist Recruitment Aust.***

1.1.3. Sub Category 3 – Trades:

- 1.1.3.1. ***Hoban Recruitment;***
- 1.1.3.2. ***Blue Collar People; and***
- 1.1.3.3. ***Hays Specialist Recruitment Aust.***

1.1.4. Sub Category 4 - Corporate Administration:

- 1.1.4.1. ***Hoban Recruitment;***
- 1.1.4.2. ***Rubicor Govt; and***
- 1.1.4.3. ***Talent International.***

1.1.5. Sub Category 5 - Information and Communications Technology:

- 1.1.5.1. ***Hoban Recruitment;***
- 1.1.5.2. ***Rubicor Govt; and***
- 1.1.5.3. ***DFP Recruitment.***

(Cont'd)

1.1.6. Sub Category 6 - Planning and Regulatory:

- 1.1.6.1. Hoban Recruitment;**
- 1.1.6.2. Rubicor Govt; and**
- 1.1.6.3. Hays Specialist Recruitment Aust.**

1.1.7. Sub Category 7 - Engineering and Associated Professional:

- 1.1.7.1. Rubicor Govt;**
- 1.1.7.2. Hays Specialist Recruitment Aust; and**
- 1.1.7.3. Hoban Recruitment.**

1.1.8. Sub Category 8 – Other:

- 1.1.8.1. Chandler Macleod;**
- 1.1.8.2. Hoban Recruitment; and**
- 1.1.8.3. Kelly Services.**

1.2. Category B:

1.2.1. Sub Category 9 - Occasional Recruitment Services:

- 1.2.1.1. Hoban Recruitment;**
- 1.2.1.2. Rubicor Govt; and**
- 1.2.1.3. Hays Specialist Recruitment Aust.**

and

2. AUTHORISES the Chief Executive Officer to negotiate and execute contracts for the provision of services.

The Committee recommendation to the Council for this report was resolved by the Finance and Administration Committee at its meeting held on 6 February 2018.

The Committee recommendation to the Council is the same as that recommended by the Officers.

FILE REFERENCE:	P1035019
REPORTING UNIT:	Human Resources
RESPONSIBLE DIRECTORATE:	Corporate Services
DATE:	18 January 2018
ATTACHMENT/S:	Confidential Attachment 13.14A – Schedule of Rates Comparison Confidential Attachment 13.14B – Evaluation Matrix (Confidential Attachments are distributed under separate cover to Elected Members)

Council Role:

- | | | |
|-------------------------------------|----------------|---|
| <input type="checkbox"/> | Advocacy | <i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |
| <input checked="" type="checkbox"/> | Executive | <i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i> |
| <input type="checkbox"/> | Legislative | <i>Includes adopting local laws, town planning schemes and policies.</i> |
| <input type="checkbox"/> | Quasi-Judicial | <i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i> |
| <input type="checkbox"/> | Information | <i>For the Council/Committee to note.</i> |

Legislation / Strategic Plan / Policy:

Legislation	Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>
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Integrated Planning and Reporting Framework Implications	Strategic Community Plan Goal 8 A city that delivers for its community
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Policy	
Policy No and Name:	9.1 - Purchasing

Purpose and Background:

Tender 052-17/18 provision of Temporary Personnel, Contract Labour and Recruitment was advertised in the West Australian on Wednesday, 4 October 2017. Tenders closed at 2pm Thursday, 26 October with 32 submissions received.

The City engages temporary, contract labour and recruitment services on an 'as required' basis, this is dependent on various reasons including shortfalls due to illness, leave and vacancies and peak demands for labour.

Details:

Tenderers were required to address the Selection Criteria in the specification in detail to demonstrate both their experience and ability to provide the required services and to submit a Form of Tender that included a Schedule of Rates.

The Selection Criteria:

- Relevant Experience and Capacity to supply personnel.
- Selection and Testing process.
- Recruitment and Retention.
- Client Reporting.
- Value Added Services.

32 submissions were assessed and ranked according to the Selection Criteria the submissions were ranked as follows:

1. Hays Specialist Recruitment (Australia) Pty Limited.
2. HOBAN Recruitment Pty Ltd as a trustee for HOBAN Recruitment Unit Trust trading as HOBAN Recruitment.
3. DFP Recruitment Services Pty Ltd.
4. Talent International Pty Ltd (WA).
5. Rubicor Gov Pty Ltd.
6. Cloisters Securities Pty Ltd as a trustee for Blue Collar Trust trading as Blue Collar People.
7. Randstad Pty Ltd.
8. Kelly Services Australia Pty Ltd.
9. IRP Pty Ltd trading as Industrial Recruitment Partners (IRP).
10. IPA Personnel Services Pty Limited trading as IPA Personnel (IPA).
11. Programmed Maintenance Services Limited trading as Programmed Skilled Workforce.
12. Data #3 Ltd.
13. Chandler Macleod Group Ltd.
14. AWX Pty Ltd.
15. Workforce Recruitment and Labour Services Pty Ltd.
16. Anzuk Education Services PTY LTD trading as ANZUK Education.
17. Rubicor Workforce Pty Ltd.
18. Robert Walters Pty Ltd.
19. Hudson Global Resources (Aust) Pty Ltd.
20. CoreStaff WA Pty Ltd.
21. Mills Corporation Pty Ltd trading as Mills Resources / Trusted Labour.
22. Clarius Group Limited trading as Ignite.
23. Venus Corporation Pty Ltd trading as LO-GO Appointments.
24. ChoiceOne Pty Ltd.
25. Wilmead Pty Ltd as trustee for the Wendy Mead Family Trust and Jaz Mead. Properties Pty Ltd as trustee for the Mead No. 2 Family Trust trading as Pinnacle People.
26. Flexi Staff Pty Ltd.
27. Peoplebank Australia Ltd.
28. Final Trim Operators Pty Ltd.
29. OnCall DBA Pty Ltd.
30. CATS Labour Hire Pty Ltd.
31. Got'Em Group Pty Ltd.
32. Velrada Capital Pty Ltd.

The tender specification was divided into two categories of which contained a total of nine sub categories. The tender allowed for three service providers to be selected in each sub category.

Following the outcome in response to the Selection Criteria, the top five companies in each sub category were shortlisted and ranked one to five using further analysis incorporating value for money, highest usage of role type and usage at peak period times.

The preferred service provider in each sub category is listed in the recommendation.

Financial Implications:

BUDGET ITEM:	Various Operational Accounts
BUDGET ITEM:	Various – TEMPORARY PERSONNEL, CONTRACT LABOUR AND RECRUITMENT Financial Year 2017/18
BUDGETED AMOUNT:	\$2,428,930
AMOUNT SPENT TO DATE:	Nil
PROPOSED COST:	\$2,428,930
BALANCE REMAINING:	Nil
ANNUAL MAINTENANCE:	N/A
ESTIMATED WHOLE OF LIFE COST:	\$12,000,000

All figures quoted in this report are exclusive of GST.

\$2,428,930 has been budgeted for temporary personnel, contract labour and recruitment in the 2017/18 financial year over various operational accounts. Future year's amounts are dependent on council approved budgets.

Tenderers may only adjust pricing over the life of the contract in the event of increases of wages, superannuation or statutory charges brought about by either the relevant state authority or Fair Work Australia decisions.

Comments:

Currently the City of Perth accesses temporary personnel services through WA Local Government Association's panel of preferred suppliers or through the Government of Western Australia Department of Finance panel. With the creation of the City's panel, the City should anticipate savings of at least three percent.

CONFIDENTIAL ATTACHMENTS 13.14A AND 13.14B
ITEM 13.14 – TENDER 052-17/18 - TEMPORARY
PERSONNEL, CONTRACT LABOUR AND RECRUITMENT

FOR THE ORDINARY COUNCIL MEETING

13 FEBRUARY 2018

DISTRIBUTED TO ELECTED MEMBERS UNDER SEPARATE COVER

Agenda
Item 13.15 **Homeless Sector Review**

Recommendation:

That Council:

1. ***ENDORSES the Homeless Sector Review and associated recommendations for the City of Perth as detailed in Attachment 13.15A; and***
2. ***NOTES the proposed initiatives for the next 18 months from February 2018 to June 2019 to progress work on the recommendations identified as part of the Homeless Sector Review.***

The Committee recommendation to the Council for this report was resolved by the Finance and Administration Committee at its meeting held on 6 February 2018.

The Committee recommendation to the Council is the same as that recommended by the Officers.

FILE REFERENCE:	P1033601
REPORTING UNIT:	Community Services
RESPONSIBLE DIRECTORATE:	Community and Commercial Services
DATE:	20 January 2018
ATTACHMENT/S:	Attachment 13.15A – Homeless Sector Review

Council Role:

- | | | |
|-------------------------------------|----------------|---|
| <input type="checkbox"/> | Advocacy | <i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |
| <input checked="" type="checkbox"/> | Executive | <i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i> |
| <input type="checkbox"/> | Legislative | <i>Includes adopting local laws, town planning schemes and policies.</i> |
| <input type="checkbox"/> | Quasi-Judicial | <i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i> |
| <input type="checkbox"/> | Information | <i>For the Council/Committee to note.</i> |

Legislation / Strategic Plan / Policy:**Legislation**Section 8 of the *City of Perth Act 2016***Integrated Planning and Reporting Framework Implications****Strategic Community Plan**
Goal 1 A city for people**Policy**

Policy No and Name: N/A

Purpose and Background:

With over 205,000 visitors and workers in the city every day there is increased pressure on the City to address homelessness and the negative impact it has on the city. Homelessness has resulted in complaints to the City from businesses and the public, often in regard to antisocial behavior.

The City has taken a lead role in developing a comprehensive understanding of homelessness and support services available within the inner city, and is committed to conducting a review of the homeless sector operating both within the City of Perth boundaries and extending to the inner city suburbs. The review will allow the City to better understand the prevalence of, and factors contributing to, homelessness; specific services supporting homeless people; and the systemic issues within the sector (Attachment 13.15A). The purpose of the review is to provide a holistic overview of various contributors to homelessness and the current sector environment, and to highlight any issues, service delivery gaps, or duplication. The review provides an understanding of the City's role within the homelessness sector and proposes a body of work for the City to undertake to establish its position.

Details:

Homelessness is a present social issue within both the City of Perth boundaries and the wider community. On census night in 2011, there were 9,259 persons in Western Australia classified as homeless. This figure includes rough sleepers and people living in crisis accommodation or severely overcrowded conditions. This is an increase of 16 percent from the 8,277 on census night in 2006. These statistics are five years old and given previous trends relating to homelessness, this is likely to have increased. Perth Registry Week is intended to identify the most vulnerable people experiencing homelessness and is critical to identifying and prioritising support services within the sector.

The below figures are from the 2016 Perth Registry Week Report.

	City of Perth (Feb 2016)
Number of people identified as homeless	430
Number of people survey	307

	City of Perth (Feb 2016)
Aboriginal and/or Torres Strait Islander percentage	46%
Gender	73% Male
Average age	40 (youngest was 16)
Sleeping Rough	76%
Hostel/Shelter	11%
Staying with friend or family	12%

Those who were surveyed across the Perth region provided information relating to their health. The results of those surveys identified that:

- 77.9% identified as having mental health/cognitive issues;
- 47.2% of respondents have a combination of medical issues, substance abuse and mental health issues;
- 50.2% had used alcohol every day for the last 30 days;
- 48% had engaged in injected drug use in the last 30 days;
- 33.1% had visited Emergency at Royal Perth Hospital (RPH) in the last three months; and
- 19.2% had engaged in an Aboriginal Health Service in the last three months.

Homelessness is a complicated issue that often cannot be remedied by simply providing housing. Instead, it requires a raft of diverse support services and accommodation options to address the issues which underlie homelessness. Addressing homelessness starts with quality, affordable housing and providing wrap around services from a range of human service delivery areas with long-term support. All sectors need to develop working partnership arrangements with clear objectives and flexibility to increase suitable accommodation options. Coordinated and collaborative support is required to meet the individual needs of those experiencing homelessness.

Stakeholder consultation and a services mapping exercise, conducted by the City, demonstrates a need for improved resource allocation and collaboration to meet the needs of people experiencing homelessness, it also demonstrated significant gaps in available services. These services include:

- Crisis accommodation for individuals;
- Crisis accommodation for families and couples;
- Crisis accommodation for young people;
- Suitable accommodation for LGBTI communities;
- Suitable accommodation for people without religious affiliations;

- Suitable and supported accommodation options for Aboriginal people;
- Supported accommodation for people with mental illness;
- Supported accommodation for people with drug and alcohol addiction;
- Access to long term affordable accommodation;
- Early intervention initiatives and programs to prevent homelessness;
- Greater collaboration between services operating directly with the homelessness sector and services operating within the periphery of the immediate sector;
- Clear and easy pathways for accessing services which meet an individuals need; and
- Mental health services that can work with clients with ongoing alcohol and other drug use issues.

State and territory governments are responsible for homeless service delivery to the homeless, or those at risk of homelessness. The Commonwealth supports state and territory governments in this role through two major national policy agreements that support the funding of homelessness services provision. These agreements are the National Partnership Agreement on Homelessness (NPAH) and the National Affordable Housing Agreement (NAHA).

Local governments are not experts in the delivery of specialist homeless services. The Homeless Sector Review identified that the sector has a wealth of knowledge and expertise among existing service providers operating in the space for delivery of such services. However, the City does have a level of independence and an opportunity to influence the sector through:

- facilitating collaboration across the community;
- connecting different tiers of the sector and government for greater outcomes;
- advocating for systemic change;
- educating the community about the holistic picture of homelessness; and
- supporting affordable housing within the City of Perth.

The following initiatives are proposed over the next 18 months to support the findings of the Review:

Recommendation	Proposed initiative	Timeline
Support a housing first approach to end homelessness in Western Australia.	Formalise a partnership with WA Alliance to End Homelessness.	Mar 2018 - ongoing
Develop strong connections and foundation with service providers to support the homeless sector.	Establish a City of Perth Interagency Forum.	Apr 2018 – ongoing
	Continue to establish new and build on existing relationships with key service providers.	Ongoing
Commit to cultural awareness training for all City of Perth staff to better engage with the Aboriginal community	Provide Cultural Awareness Training for all Elected Members, Executive Leadership Group,	Mar 2018 – Aug 2018

Recommendation	Proposed initiative	Timeline
and develop more culturally appropriate relationships	Managers Leadership Group, Employees and Volunteers.	
Develop an Aboriginal Engagement Framework to provide a deeper understanding of the Aboriginal Community to inform planning, implementation and accountability of City of Perth business.	Develop an Aboriginal Engagement Framework	Feb 2018 – Jun 2018
Develop, maintain and evaluate mutually reciprocal partnerships with local governments to end homelessness in Western Australia.	Develop a Local Government Homelessness Protocol Agreement.	Sept 2018
Review Homeless Connect Perth to ensure it aligns with the ending homelessness in Western Australia strategy and meets objectives of service providers within the sector.	Homeless Connect Review	Feb 2018 – Jun 2018
Effective and appropriate strategies to manage and coordinate use of public spaces meeting the expectations and needs of the whole community, including those experiencing homelessness.	Develop a framework for coordinating Mobile Free Food Distribution and Homeless Outreach Services.	Feb 2018 – Feb 2019
	Establish a committee in partnership with the State Government to oversee the coordination of services within the inner city.	Feb 2018 - ongoing
Take a lead advocacy role for service providers in platforms and forums to progress organisational objectives and create social change to end homelessness in Western Australia.	Continue to report to the Committee for Perth Partnership Roundtable.	As per meeting schedule.
Identify and provide in-kind support for activities and initiatives which contribute to ending homelessness in Western Australia	Conduct a review of in-kind support to the homelessness sector.	July 2018 – June 2019
Provide and deliver community education and awareness initiatives through the City's communication mediums to change community perceptions of homelessness and focus efforts to ending homelessness in Western Australia.	Develop a Homelessness Communication strategy.	June 2018 – Ongoing
	Continue to update and distribute the Homelessness Services in the Inner City Brochure.	Review and update on a six monthly

Recommendation	Proposed initiative	Timeline
		basis.
Commit to partnerships with the State Government and service providers with clear roles and responsibilities of the City of Perth to assist ending homelessness in Western Australia.	Will be developed as part of the Formalised Partnership with Ending Homelessness WA alliance	Mar 2018 - ongoing
	Will be developed as part of the the Homelessness in kind support review	July 2018 – June 2019
Commit support to ongoing research of factors contributing to homelessness in Western Australia sharing findings with the sector to inform and contribute to strategies and plans.	Conduct a Crisis and Transitional Accommodation Study.	Feb 2018 – Jun 2018
	Undertake evaluation of properties within the City of Perth to identify potential opportunities to expand affordable accommodation in partnership with Community Housing Providers.	Jul 2018 – Jun 2019
	Undertake extensive literature review and develop a catalogue of research undertaken by other entities and share this catalogue with the sector to inform future strategies.	Feb 2018 - ongoing

Financial Implications:

The full scope of each of the above mentioned initiatives are currently being developed. Associated budgets will be included as part of the budget proposals for the 2018/19 financial year.

The City, through the 2017/18 budget, has committed to 1 FTE (Community Development Officer – Homelessness). In addition, it has budgeted \$97,800 for cultural awareness training across the organisation, and the Crisis and Transitional Accommodations Study. The largest resource contribution for the project work associated with the Homeless Sector Review to initially establish the City's position with the sector, is commitment of staff resourcing.

Comments:

The Homeless Sector Review is the City of Perth's perceptions of homelessness. The information and data was collected through research, key stakeholder engagement, internal business consultation and analysis of relevant literature. Through this process, it has been identified that the City of Perth has a considerable scope of work to undertake to establish a strong position within the homeless sector. This review is a significant start in creating a higher level of understanding of the homelessness issue and provides a proposed direction in developing effective partnerships and collaborations with relevant stakeholders. Through

these partnerships the City can identify opportunities to inform and develop long term strategies for ending homelessness.

Homeless Sector Review





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Executive Summary

The City of Perth conducted a review of the homeless sector operating within the City of Perth and extending to the inner city to better understand the prevalence and factors contributing to homelessness, specific services supporting homeless people and the systemic issues within the sector. This review of the sector is the perceptions of the City of Perth based on information and data collected through research, key service stakeholder engagement, internal business unit consultation, community and business engagement and analysis of relevant literature. The City of Perth acknowledges the countless organisations that provide support services to those experiencing homelessness within its boundaries.

The purpose of this review is to provide a holistic overview of various contributors to the sector and the current environment including service delivery gaps. The review provides a clear understanding of the City of Perth's role within the homelessness sector and outlines a body of work for the City to undertake to establish this role.

Recommendations for the City of Perth include:

- Supporting a housing first approach to end homelessness in Western Australia;
- Developing strong connections and foundations with service providers to support the homeless sector;
- Committing to cultural awareness training for all City of Perth staff to better engage with the Aboriginal community and develop more culturally appropriate relationships;
- Develop an Aboriginal Engagement Framework to provide a deeper understanding of the Aboriginal community to inform planning, implementation and accountability of City of Perth business;
- Developing, maintaining and evaluating mutually reciprocal partnerships with local governments to end homelessness in Western Australia;
- Reviewing Homeless Connect Perth to ensure it aligns with the ending homelessness in Western Australia strategy and meets objectives of service providers within the sector;

- Effective and appropriate strategies to manage and coordinate use of public spaces meeting the expectations and needs of the whole community, including those experiencing homelessness;
- Taking a lead advocacy role for service providers in platforms and forums to progress organisational objectives and create social change to end homelessness in Western Australia;
- Identifying and providing in kind support for activities and initiatives which contribute to ending homelessness in Western Australia;
- Providing and delivering community education and awareness initiatives through the City's communication mediums to change community perceptions of homelessness and focus efforts to ending homelessness in Western Australia;
- Committing to partnerships with service providers with clear roles and responsibilities of the City of Perth to assist ending homelessness in Western Australia; and
- Committing support to ongoing research of factors contributing to homelessness in Western Australia sharing findings with the sector to inform and contribute to strategies and plans.

Any recommendations must be considered and integrated aligned to the City of Perth Strategic Community Plan:



While the City of Perth commits to working towards the achievement of these goals, it has a limited degree of influence. It is critical the City of Perth identifies its role in delivery against these goals, acknowledging that in some instances it can only advocate on behalf of its community. The following section identifies the strategic objectives that work towards achieving the goals, with clear indicators to measure progress as well as the City of Perth's role to make it happen. The different roles the City of Perth as an organisation will take to support the homeless sector is shown below;



Lead

The City of Perth will play a lead role in the delivery of services and programs to meet this objective.



Partner

The City of Perth will build partnerships with others to assist in the delivery of services and programs to meet this objective.



Advocate

The City of Perth will advocate on behalf of its community to influence the delivery of services and programs to meet this objective.

Introduction

The City of Perth, as a local authority, has a responsibility to residents, business owners and visitors of the City. The City has taken a lead role in developing a comprehensive understanding of homelessness and support services available within the City of Perth.

The purpose of this review is to demonstrate a holistic overview of the homeless sector and current environment identifying service delivery gaps. The review provides a clear understanding of the City of Perth's role within the homelessness sector and outlines a body of work for the City to undertake to establish its position.

Scope and Methodology

The City of Perth is committed to conducting a review of the homeless sector within the City extending to the inner city to better understand the prevalence and factors contributing to homelessness, specific services supporting people experiencing homelessness and the systemic issues within the sector. This review is the perceptions of the City of Perth based on information and data collected through research, key service stakeholder engagement, internal business unit consultation and analysis of relevant literature. It is important to note that although this report provides a comprehensive picture of the homeless sector within the City of Perth it does have limitations due to available city resources and skill base to conduct further research and sometimes limited access to data. Data will also often reflect a point in time and is influenced by a variety of factors such as collection methodology, definitions and the scope of the study. The City of Perth acknowledges the countless organisations that provide support services to those experiencing homeless within its boundaries.

The expected outcomes of the review included:

- A comprehensive understanding of the service providers operating within the City and the services available to those experiencing or at risk of homelessness;
- Identification of any duplication of services and service delivery areas;
- A comprehensive understanding of service uptake and capacity of organisations delivering services within the City of Perth;
- Identification of the geographical reach of both stationary and outreach service delivery;
- A comprehensive understanding of “unofficial” support providers operating within the City of Perth;
- A comprehensive understanding of the locations that “unofficial” support providers deliver goods and services to those experiencing homelessness;
- Clear layered mapping of “hotspot” areas within the City boundaries frequented by those experiencing homelessness, including pop-up outreach services, homelessness support organisation locations and areas of high antisocial behavior identified by WA Police;

- Identifying opportunities to enhance the amenity of areas considered 'hotspots';
- A comprehensive understanding of the impact of homelessness on the economic profile of the City;
- A comprehensive understanding of all homeless sector working groups and forums with an agenda pertaining to the City of Perth area;
- A complete audit and update of the City's homeless services in the Inner City brochure;
- Identifying service delivery gaps within the sector and issues affecting providers;
- Identifying the City's role within the homeless sector; and
- Utilising data collected to influence a community wide homeless strategy.

The City of Perth has access to data revealing community profiling, however recognises there are gaps within this data which need to be identified. The focus of the existing data will be at City-wide scale, and where possible additional data will be sought to include the new areas of the City. There has been limited benchmarking (i.e. comparison) due to the complexity of the issues and varying methodologies between homelessness counts and assessments minimising the ability for direct comparison. The City of Perth is in a transitional period resulting in considerable change and improvements to systems and processes. Continued improvement will assist in identifying, capturing and evaluating data provided by organisations partnering with the City, including those operating from the City's reserves and public open spaces.

The gaps in available data required to improve understanding of the homeless community were filled through community dialogue, surveys, stakeholder engagement and literature review. The City of Perth utilised tools such as Engage Perth, Survey Monkey, interviews and evaluation data from internal business units and employees as part of this review. The City recognises there are data gaps in this report and provides an overview of the sector, more research is required to acquire a comprehensive understanding. Difficulties were experienced in obtaining data and information due to limitations of not for profit organization data collection systems, staff resource allocation to data collection and sophisticated data collections tools. Information sharing was also limited as a result of strained historical relationships between the City and organisations operating within the sector. Organisations within the sector do not openly share statistics and figures of service uptake and capacity due to the competitive nature of the homeless sector not for profit funding model. The City needs to build trusting and reciprocal relationships with organisations through partnership to be able to gain a deeper understanding of the service delivery.

Defining Homelessness

Homelessness is a present social issue within the City of Perth and the wider community. Homelessness encompasses many definitions, however for the purpose of the report; the Australia Bureau of Statics (ABS) definition of homelessness will be applied. On 4 September 2012, the ABS released the Information Paper: A Statistical Definition of Homelessness which outlined

that the ABS had changed from a 'cultural definition' to an understanding of homelessness as homelessness, not roofless. The new statistical definition of homelessness is:

"When a person does not have suitable accommodation alternatives they are considered homeless if their current living arrangement:

- *is in a dwelling that is inadequate; or*
- *has no tenure, or if their initial tenure is short and not extendable; or*
- *does not allow them to have control of, and access to space for social relations."*

This definition was applied to Census data collected in 2001, 2006 and 2011 and published on 12 November 2012. It is important to note at the time of this review the 2016 census data was not available and will be released in 2018.

Existing Homelessness

On Census night in 2011 there were 105,237 persons nationally, classified as homeless. This was a significant 17 per cent increase to the 89,728 persons classified as homeless on Census night in 2006. Western Australians comprised nine per cent of the total homeless Australians in 2006 and 2011.

On Census night in 2011 there were 9,592 persons in Western Australia classified as homeless. 1 in 234 people identified as homeless (this includes rough sleepers as well as people living in crisis accommodation or severely overcrowded conditions). This is an increase of 16 per cent from the 8,277 on census night in 2006.

Of those persons in severely crowded dwellings, 2,671 (64%) identified as Aboriginal. A considerable statistic given that 3.1% of the Western Australia population identify as Aboriginal or Torres Strait Islander. According to the Australian Institute of Health and Welfare Annual Report on Specialist Homelessness Services 2014-15, in Western Australia family and domestic violence continues to be identified as the main reason for nearly one third of clients seeking assistance or accessing specialist homelessness services. As a result, there has been an increase in the proportion of homeless female persons.

The aforementioned statistics are five years old and given previous census data trends relating to homelessness they are likely to have increased in the 2016 Census. Data and demographics relating to rough sleepers are likely to change due to the transient nature of the population and can fluctuate year to year and season to season. Concerns have also been raised by the homeless sector regarding the accuracy of Census data given there is no specific question asking if someone is experiencing homelessness which is determined by other information. Shelter WA are currently undertaking a survey to determine whether the Census data is consistent with the experience of service providers in WA.

Specialist homeless services reports are derived from the Specialist Homelessness Services Collection. Governments across Australia fund a range of services to support people who are homeless or at risk of homelessness. These services are delivered by non-government organisations including agencies specialising in delivering services to specific target groups (such as young people or people experiencing domestic violence), as well as those that provide more generic services to those facing housing crises. These agencies are described as specialist homelessness services. Data from the Australian Institute of Health and Welfare (AIHW) annual report on specialist homelessness services 2014 -2015 depicts

- the rate of homelessness in WA is 48.9% of the national average;
- 5356 are male and 4236 are female;
- Of those sleeping rough 595 are male and 332 are female; and
- Of those accessing Specialist Homelessness Services 2045 were male and 2107 were female.

Data from the Australian Institute of Health and Welfare annual report on specialist homelessness services 2014 -2015 identifies where people stay in Perth;

		National Average
Rough sleeping	10%	6%
Supported accommodation for the homeless	10%	20%
Boarding houses	14%	17%
Overcrowded dwellings	43%	39%
Staying with other households	23%	17%
Other temporary accommodation	1%	1%

Main reasons people seek assistance

During 2013-14, an estimated 21,437 people received support from a government-funded specialist homelessness agency in Western Australia. The main reasons for clients seeking assistance from homelessness services, based on data collected from government-funded specialist homelessness services (AIHW, 2014), include:

Domestic and family violence	29%
Financial difficulties	21%
Housing crises	8%
Inadequate or inappropriate housing	8%

Between 2006/2007 and 2013/2014, financial reasons increased from 11% to 21% as the primary reason for people seeking assistance from specialist homelessness services (AIHW, 2014; AIHW, 2013). Specialist homelessness services provide a wide range of services for people in need, however they are often unable to meet the total demand. In 2013/2014 approximately 53 people were turned away from services every day, due to services unable to meet their needs (AIHW, 2014).

Chief Justice Wayne Martin in his presentation at the Shelter WA Business Breakfast in 2016 reaffirmed the above information when he noted the characteristics of those likely to be homeless in Australia. These included:

- Indigenous people who although 3% of the population are 23% of the clients accessing specialist homeless services;
- Those escaping family violence together with other relationship issues was the biggest factor leading to seek supported housing in WA in 2014/15;
- Young people leaving State care and protection are over represented in the homeless population; and
- There is consistent evidence that people who are homeless have much higher prevalence of mental illness which is also a key risk factor for homelessness.

He also noted that people experiencing homelessness are more likely to be victims of crime and also to be perpetrators of crime while being less likely to resort to the legal system for protection or advice.

Homelessness in the Inner City

Perth Registry Week is an event coordinated by RUAH Community Services as the lead agency, in partnership with the City of Perth and other government and non-government agencies. Perth Registry Week is aimed to identify the most vulnerable people experiencing homelessness and is critical to identifying and prioritising the delivery of support services to those in need according to their level of vulnerability. The event took place over two weeks in February 2016 and provided an opportunity to understand the issues homeless people face on a daily basis including access to services and factors which may have contributed to loss of accommodation. The surveys included people experiencing homelessness that were in crisis or transitional accommodation and required long-term housing with varying levels of support.

The Perth Registry Week 2016 Final Report provided a comprehensive snapshot of homelessness within the City of Perth. The City of Sydney and City of Melbourne have also conducted homeless counts. The methodology for extrapolating this data has varied between capital cities; however, the table below provides a reference point of where the City sits in comparison with other selected capitals within Australia.

	City of Perth (Feb 2016) Just under 14 square km. 24,244 residents	City of Sydney (Nov 2015) 25 square km 224,211 residents	City of Melbourne (June 2016) 36.2 square km 148,044 residents
Number of people identified as homeless	430	516	247
Number of people survey	307	516	120
Aboriginal and/or Torres Strait Islander percentage	46%	17%	14%
Gender	73% Male	82% Male	79% Male
Average age	40 (youngest was 16)	42	57% under 40
Sleeping Rough	76%	60%	75%
Hostel/Shelter	11%	23%	-
Staying with friend or family	12%	7%	-

Those who were surveyed across the Perth region provided information relating to their health and the results of those surveys' identified:

- 77.9% identified as having mental health/cognitive issues;
- 47.2% of respondents have a combination of medical issues, substance abuse and mental health issues;
- 50.2% had used alcohol every day for the last 30 days;
- 48% had engaged in injected drug use in the last 30 days;
- 33.1% had visited Emergency at Royal Perth Hospital (RPH) in the last 3 months; and
- 19.2% had engaged in an Aboriginal Health Service in the last three months.

Homelessness is a complicated issue that often cannot be remedied by simply providing a roof over one's head; rather it requires a raft of diverse support services and accommodation options to suit the needs and factors which underlie its existence.

People who are socially or economically disadvantaged are more vulnerable to accumulating fines and less likely to have the resources to pay them. For example, homeless people who live or sleep in public places were highly represented with fines for drinking in public places and public transport offences. When people are able to overcome a period of instability in their lives, fine-related debt can remain an obstacle to rebuilding their lives and overcoming disadvantage. Sources of debt include ambulance bills, traffic and transport fines, as well as court-imposed fines for current and past offences.

The Acuity score is calculation to determine an individual's ability to access stable housing and maintain a tenancy. It is based on a number of severe health risk factors, homeless history, wellness and daily functioning ability. This scoring system, the Vulnerability Index – Service Prioritisation Decision Assistance Tool (VI-SPDAT), is an evidence informed tool used to assess vulnerability and identify those who are at highest priority for housing and support. Those that score 0-4 in this assessment require only affordable housing. Those that score 5-9 require affordable housing and brief support. Those that score 10 or more require affordable housing and long-term assistance.

One hundred and forty-three (17 youth and 126 adult) of the 307 2016 Perth Registry Week respondents were in the highest category. The highest score recorded for an individual respondent was 16. 143 respondents (16 youth and 127 adult) require short term support and 21 people (three youth and 18 adult) had scores which indicated that if affordable housing were made available to them, they would only require brief intervention. A comparison of the acuity scores demonstrated 46.6% required short term support, 46.6% long term support and only 6.8% brief intervention, this confirms that the majority of people experiencing homelessness within the City of Perth are vulnerable and in need of support services not just accommodation.

No single case of those facing homelessness is the same, the issues are exceptionally broad, crossing over a range of human service delivery areas. The tools for ending homelessness are well known; quality, affordable housing with long-term support. However, supporting people experiencing homelessness in the absence of available quality, affordable accommodation while providing wrap-around services (often from different organisations) to target the long term support of the individual are significant challenges. All sectors need to develop working partnership arrangements with clear objectives and flexibility to increase suitable accommodation options while providing coordinated and collaborative support to meet the individual needs of those experiencing homelessness.

City of Perth responses to Homelessness

Support of RUAH Perth Registry Week

The City of Perth provided \$20,000 financial sponsorship to this event in 2014 and 2016. The Vulnerability Index used in Registry Week was developed by Common Ground in the United States to determine which individuals experiencing homelessness are most vulnerable or at risk of death.

This methodology is now used by Street to Home programs across the world to support a targeted approach to move the most vulnerable people into long term housing. The Registry Week initiative is used in communities across the USA and states within Australia using trained volunteers working in teams to conduct early morning surveys of people who are sleeping rough.

Registry Week is critical to identifying and prioritising the delivery of support services to homeless people according to their level of vulnerability. It provides an evidence-based process to prioritise and match housing and support to individual and family need.

Homeless Connect Perth

The City of Perth initiated a collaborative homeless support event in 2008, Homeless Connect Perth. This initiative of the Council of Capital City Lord Mayors was originally developed in San Francisco in 2004 and implemented as part of a national program in partnership with business and the community. Eight successful Homeless Connect Perth events have been held annually by the City in partnership with Volunteering WA. Homeless Connect Perth brings together government, businesses, community groups and volunteers for a day to provide more than 100 free essential services to people experiencing or at risk of homelessness. The objective of Homeless Connect Perth is to facilitate access to a range of services that ultimately assist people who are disadvantaged to find new pathways and connections out of their situation.

The City has provided more than \$613,000 in financial support to Homeless Connect Perth since it was launched in 2008. In 2016 the City entered a 3-year partnership with Volunteering WA, including \$243,000 in cash sponsorship and \$16,500 in kind support; a total contribution of \$259,500 towards the event until 2018.

Homeless Connect Perth received a bequest of \$179,454.12 to be used for the purpose of the event. It is not the City's intention to use this money to subsidise the City of Perth's contribution to Homeless Connect Perth but instead to develop longer term initiatives that connect individuals into pathways out of homelessness.

Community Safety

The City of Perth has developed and endorsed a SafeCity strategy. The City plays a critical role in identifying, preparing and responding to community safety issues. The strategy is developed around five focus areas; safe environments, surveillance and monitoring, homelessness, drugs and alcohol and emergency management. Homelessness is included in this strategy to support the City to manage associated issues of anti-social behaviour and the perceptions of safety as felt by the community. This is implemented through the management of the City of Perth's Thoroughfares and Public Places Local Law 2007. Beggars are frequently moved on from the city and individuals identified as begging with hand held signs are requested to remove the signs.

Business Register

The City has a service for property owners to register their properties with the City if they do not want people loitering or sleeping on their premises. This register provides the WA Police authority to issue move on notices to rough sleepers if they are identified at these locations. This has been an important strategy in dealing with squatters in abandoned and empty buildings.

Homeless Services

Homeless Services in the Inner City is a brochure detailing a broad range of services available to those experiencing or at risk of homelessness. The brochure was created through extensive research and landscaping of the various organisations delivering services within the City of Perth and Inner City. This landscaping also included various social media searches to discover community groups/members operating in the space and meeting with the various service providers to understand the service for categorization and also referrals to additional organisations.

This brochure includes contacts for helplines, outreach assistance, dental, health, medical, meal, legal assistance, advice services and government services. The brochure is a quick reference guide for those experiencing homelessness and a useful resource for community members who seek information and outreach contacts for individuals requiring support. This brochure has been redeveloped and printed, 7000 copies have subsequently been distributed to 80 agencies since June 2017.

The brochure includes incorporated services with public liability insurance to. There are many unofficial outreach services supporting those experiencing homelessness through delivery of food and donated items which are not included in the brochure. The city does not have a comprehensive understanding of the total number of services operating within the City as many do not engage with the City prior to operation. Administration is therefore reliant on observing the group when they undertake the service if during operational hours or via word of mouth from official service providers, city staff, businesses or residents. The City of Perth continues to actively identify and engage these services to guide them into partnering with existing organisations wherever possible.

Community Development Officer – Homelessness

The City recognised the need for a diversity of engagement techniques with the homeless sector. The City developed a new Community Development Officer (Homelessness) position which was filled in October 2017. The purpose of the role is to develop and implement strategies and related projects to promote and strengthen the sector working with homelessness while aligning to the City of Perth's greater strategic objectives. The position involves developing relationships and partnerships with internal business units impacted by homelessness and external stakeholders in order to address complex issues associated with homelessness. The development of this role is to drive systemic change in the sector within the local government sphere of influence and support not for profit organisations working in the sector at platforms where they may not have a voice. The commitment of this resource to the homelessness sector is unique to Western Australia local government and demonstrates a commitment by the City in establishing its role within the homeless sector.

Working with Police

The City and Western Australian Police work closely together. The Ranger and City Watch teams have worked closely with the Police to identify a number of people who have been experiencing homelessness also registered as missing persons. This has resulted in successfully reuniting the individual with their family and support network to get them off the streets. The Police have a range of services, strategies and issues that they deal with that are not within the scope of this report.

Homeless Services Sector – Current landscape

The following highlights some of what is known by the City;

Outreach Services

The common element of all forms of outreach work is to actively approach clients with the intention of offering supports related to service provision and / or to establish engagement. Workers actively approach potential people on the streets and offer supports related to accommodation and services. Street based outreach enables workers to respond directly and immediately to a persons' needs by bringing services to people rather than waiting for individuals to come to services on their own.

The current known outreach services operating in the City are;

- Crossroads (St Pat's)
- Street to Home (RUAH)
- Street to Home (UnitingCare West)
- Street Outreach (The Salvation Army)
- Street Chaplain's (volunteers, not specifically social workers)
- Dream Centre volunteers, not specifically social workers)

Youth Outreach Services

- Street Connect (Anglicare WA)
- Youth Beat (Mission Australia & Nyoongar Outreach Services)

Mental Health Outreach Services

- Mobile Clinic Outreach Team (Dept. of Health)

Health Care Outreach services

- Homeless Health Care
- Street Doctor (360 Health + Community)

Aboriginal Outreach Services

- Specialist Aboriginal Mental Health Service (Dept. of Health)

Of the identified outreach services seven are primarily or partially roaming outreach services, otherwise known as assertive outreach. There are five outreach services delivered at set locations mainly Ozone Reserve and Wellington Square. Of the thirteen services, nine operate Monday to Friday with various capacities between the hours 7am - 5pm. Only one service operates assertive outreach after 5pm Monday – Friday which finishes at 10.30pm. Assertive outreach hours vary with two services operating for only 30 minutes per day, one service operating for 4 hours on Friday evenings and another service operating 4 hours throughout the week. It is important to note that not all of these groups are qualified social workers. The official outreach services operating in the City of Perth are summarized in appendix 5

The Perth Registry Week 2016 survey identified a high proportion of those experiencing homelessness also experience mental health concerns and identified as Aboriginal and/or Torres Strait Islander. Current service providers may have extensive cultural awareness training; however there appears to be a gap in culturally specific mental health and drug and alcohol services providing outreach support.

There are two youth outreach services present in the CBD with different outcome targets. Street Connect is a program run by Anglicare WA it provides an outreach youth service which operates from Mobile Youth Resource Centre (the outreach bus). This service has operated for 25 years and focuses on engaging young people on the streets providing informal counselling, advocacy, crisis intervention and referrals to other support services. This service operates Monday – Friday 11am to 3 pm from outside the Wesley Church and outside Perth Children’s Court.

Youthbeat is a collaborative project between WA Police, Nyoongar Outreach Services and Mission Australia focusing on the WA Police Youth at Risk Strategy. The program operates on Friday and Saturday nights in Northbridge and the CBD concentrating on young people out after curfew. The program aims to return young people to a safe place with family. In the absence of the safe place, there are few services available for young people as crisis accommodation services are centered on adults whose needs are very different. More often than not, social workers will find a safe place however in the absence of a responsible adult, young people are required to stay at the organisation located in Northbridge until morning. Informal discussions suggest the model requires review.

Many people experiencing homelessness have chronic and poorly managed health conditions such as diabetes and kidney disease, other health issues such as wound care is impaired by rough sleeping. Health care provision is an essential service to those experiencing homelessness helping them to manage their health and wellbeing. Due to funding model restrictions, these services are limited to operating from Ozone Reserve, Wellington Square and Wellington Street & Pier Street and day centres. Outreach workers, Rangers and WA Police often experience barriers trying to convince those in need of medical attention to attend these locations at scheduled days and times. There is a significant and identified need for more flexible health service delivery such as outreach health services roaming the city providing direct urgent health care assistance where and when needed.

Food Service Outreach Engagement

Within the City of Perth there are a range of engagement outreach services providing food Monday through to Friday;

- 6 permanent service locations (drop-in centres etc.) providing either free or low costs meals;
- 5 service providers conducting food outreach services within the CBD;
- 7 known unofficial community groups and churches providing outreach meal services on a weekly basis throughout the CBD; and
- Many unknown and unofficial community groups and churches providing outreach meal services on a weekly basis throughout the CBD.

On any given day, Monday to Friday, those experiencing homelessness are able to access a minimum of three meal serves at breakfast, lunch or dinner which are either low cost or free throughout the Perth CBD.

On Saturday and Sunday there are;

- 3 permanent service locations (drop-in centres etc.) providing either free or low-cost meals;
- 7 service providers conducting outreach services within the CBD; and
- Many unknown and unofficial community groups, individuals and churches providing outreach meal services on a weekly basis throughout the CBD.

Weekend meal services are not as accessible, however a person experiencing homelessness could access, at least one service per day within the CBD for breakfast, lunch or dinner. This is not inclusive of the roaming foot patrols of unknown community members providing meal services within the City.

The contribution to these food services is far reaching. Food is donated through additional homeless support services such as Food Rescue, Foodbank, Halal Foodbank, community volunteers donating prepared meals, cafes throughout the City donating sandwiches and community volunteers preparing food with service provider organisations. Through this review, it is apparent that the food service provision to those experiencing homelessness in the City is reflective of a web with many different threads and connection points. Food services in public open spaces are not currently being managed by the City and service providers are not required to meet compliance standards.

Many unofficial community groups, individuals and churches provide weekly meal services throughout the CBD. The City acknowledges the good intentions of those within the community wishing to support those experiencing homelessness. The delivery of such donations and food provisions can compromise the opportunities for specialist outreach services and service providers to engage with those in need and form trusting relationships with outreach workers. This adds a level of complexity to engagement attempts and an individual's motivation to link with support agencies. Through this review it was identified that unofficial groups are undercutting funded organisations by delivering services from their usual locations. This has resulted in decreased attendance numbers for funded organisations and jeopardises future funding. The sustainability of community members to commit to providing services over an extended period of time without eligibility to funding is questionable and compromises service delivery.

Day Centres

RUAH, Tranby and Passages Resource Centre are the current service providers offering Drop In facilities within the City. The drop in center's are only available for limited timeframes Monday through to Friday during office hours which sees RUAH and Tranby closing by 1pm and Passages Resource Centre closing by 4pm. Tranby has been trialing Saturday morning openings and are consistently getting 80 plus people attend the Centre without any formal advertising, demonstrating a need to expand weekend services.

The City is informed that all day centres are working at capacity with one centre acknowledging an average of 140 -180 patrons visiting every day to access services. This capacity is further complicated by limited hours of operation, largely restricted by human resources available through existing funding. Service providers have identified that overcrowding is preventing some people experiencing homelessness from accessing the available services, safety fears and theft of possessions at these locations. This review also identified that some people experiencing homelessness cannot attend day centres due to their street debts and spotters waiting at the centre's to recover these debts. This situation highlights the continued need for collaboration to increase outreach services delivered from day centres.

Crisis Accommodation

Crisis accommodation is temporary housing for people who are homeless or in immediate housing crisis. Throughout the Perth metropolitan region there are 15 women's refuges supporting woman and children escaping domestic violence. Only two of these services extend to women experiencing homelessness and that is only if the facility is not at capacity with women who have experienced domestic violence. There is a number of crisis accommodation services available to families offered by different organisations, although availability at these are limited and difficult to find.

Of these services 11 are for women with children and singles, 3 are for singles and one is for single Aboriginal women only. It has been identified that there is a lack of crisis accommodation for homeless women who have not experienced domestic violence. There is only a small number of beds allocated to women within unisex crisis accommodation and there is a lack of culturally specific crisis accommodation services for women both singles and with children. Many referrals to women's refuges come through Crisis Care who receive the daily bed count and will conduct an assessment prior to referral. Some refuges will only take referrals from Crisis Care to ensure the limited available places are prioritised for those woman and children most at risk of harm from Family and Domestic Violence.

A total of four crisis accommodation services are located within the City while one of these is specific to prisoner rehabilitation. Discussions with service providers highlight that there are some barriers to accessing crisis accommodation related to criteria and processes. These facilities have strict no drugs and/or alcohol policies including clients must not be under the influence of drugs and/or alcohol. There are services that also have specifications that restrict access to people with mental health issues. This is due to risk management and resource limitations to provide specialist client care preventing access to of many individuals seeking crisis accommodation. RUAH Registry Week findings indicated that 77.9% individuals identify as having mental health/cognitive issues, 47.2% of respondents have a combination of medical issues, substance abuse and mental health issues, 50.2% had used alcohol every day for the last 30 days and 48% had engaged in injected drug use in the last 30 days. Such findings demonstrate the importance of flexible entry criteria and for accommodation services to provide additional support to effectively intervene with a significant portion of the homeless community. Anecdotally the City is also informed that all accommodation is booked by 1.30pm daily.

The City has received reports of illegal activity at crisis accommodation services including drug dealing and usage. This makes it very difficult for a person experiencing homelessness trying to rehabilitate from drugs and alcohol in this environment. Crisis accommodation providers need to

effectively manage activities within the service to ensure a supportive environment for individuals who are focused on ending their homelessness journey. One service provider engaged WA Police to address drug use and dealing within their facilities. This exercise confirmed a zero-tolerance drug policy which many residents were appreciative of as it demonstrated the importance of, and commitment to, maintaining a healthy and supportive environment.

There are two crisis accommodation services located just outside of the City's CBD that are more specifically sobering up programs. Through this review a number of youth services identified the lack of suitable crisis accommodation for young people. Some young people will consume alcohol just to have a high reading on a breathalyzer test in order to get a bed for the night at a detox centre. The shortage of youth crisis accommodation has resulted in young people sleeping rough within the Perth CBD.

The potential barriers for the LGBTI community in accessing crisis accommodation has also been identified in this review. Crisis accommodation services within the CBD are gender specific with female and male wards which could pose an additional barrier to some individuals from transgender or intersex communities. Similarly, a number of the crisis accommodation services are managed by religious groups who may not be supportive toward the LGBT community due to services guided by religious connotation. There is no non-gender specific crisis accommodation within the city and only two services in Western Australia have non-gender specific wards.

YMCA Perth's lease on Jewell House a 180-room accommodation facility was terminated on December 31, 2014 despite the WA Health Department having no immediate plans to redevelop it. The decision to close Jewel House may have been well founded but it represented a significant loss of much needed crisis and affordable accommodation in the City of Perth for people unable to access other forms of accommodation. For 32 years YMCA Jewell House provided accommodation to a diverse range of people including tourists, youth, regional patients at Royal Perth Hospital, and people on benefits and low incomes.

Transitional Accommodation

Transitional housing is a form of social housing delivered by community housing providers for applicants with very high or high housing needs. Transitional housing gives eligible people an opportunity to stabilise their circumstances before moving to longer term housing.

There are six transitional accommodation services located within the CBD. One is specifically related to mental health managed by Royal Perth Hospital and another is specifically related to prisoner support and rehabilitation. One transitional accommodation service has 101 beds, however only has the capacity to open 76 due to funding restrictions. Another service is currently operating at capacity and requested not to be advertised in the City of Perth's Homeless Services in the Inner City brochure as the facility is at capacity and does not have beds available for further influx of people seeking support.

Through this review an additional 11 transitional accommodation services located outside of the City throughout the Perth metro region were identified however this is undoubtedly not an exhaustive list of services.

Additional Support Services

Helplines

This review identified thirty-two helplines addressing issues relevant to those experiencing and at risk of homelessness. There are five emergency response lines that offer 24/7 crisis advice, information and assistance. These helplines provide urgent assistance in areas of mental health, sexual assault, suicide, accommodation and refuge advice. There are four telephone services that assist directly with homelessness.

In discussions with peripheral organisations it was evident that their understanding of their role within the homeless sector was not clear. Many indicated they were not a homeless support service despite providing services relevant to a wrap-around service approach supporting the needs of those experiencing homelessness.

Working Groups and Forums

A total of 17 working groups were identified through discussions with service providers. The majority of these working groups relate directly to the homelessness sector with a small number indirectly related, but had homelessness identified as a significant factor such as the Youth at Risk Network (YARN). It is important to note this review has only touched the surface in understanding the links and partnerships which exist between the organisations in terms of collaborations, working groups and forums. Additional research needs to be undertaken to identify all of these working groups to understand the purpose of these groups through terms of reference and what is informed by these meetings. In addition to these identified working groups there has been a minimum of 10 interagency presentations/interactive forums on homelessness conducted by at least three different organisations.

Sites of service delivery

Wellington Square has been a popular location for those experiencing homelessness for many years. Discussions with agencies highlight the lack of transitional accommodation for those from regional areas who need continued medical assistance. At times, those from regional areas seeking medical assistance will have family visit and will choose to leave their transitional accommodation so they can socialise and not be restricted by the service rules. Limitations with the Patient Assistance and Transport scheme in assisting a patient's family support network to travel and stay in Perth from regional areas was also identified. The City is aware of nine different service providers delivering outreach services to those within Wellington Square throughout the week; however, this could be an underestimated figure.

Outreach service delivery within the City takes place predominantly from Wellington Square, Wellington Street & Pier Street and Ozone Reserve. There are four service providers delivering services in Ozone Reserve any given week. This has coincided with an increase in antisocial behaviour and infrastructure damage at these locations with one toilet facility completely destroyed following a domestic violence incident between two people experiencing homelessness. Residential complaints and infrastructure damage reported at Supreme Court Gardens and Langley Park where outreach services have previously been provided were located to Ozone reserve where similar issues are being experienced, demonstrating a link.

The increase of antisocial behavior has been felt by service providers with a number of people being banned from the day centres and organisations increasing security measures. Those who have been banned are tending to congregate at the service delivery locations in public open spaces which is increasing antisocial behavior. It is important to note the historical and cultural significance of Wellington Square as a meeting place in Aboriginal culture. Any changes to service delivery at this location may not result in decrease in antisocial behavior. The regularity and predictability of service delivery in the set locations has resulted in some individuals camping and staying at those places overnight. Following damage to infrastructure and ongoing antisocial behaviour the public toilet facilities at Wellington Square are locked in the evenings. There have been numerous complaints to the City from residents, businesses and the public regarding individuals defecating in public along and on private property with rubbish left behind at identified homelessness hotspots. Service providers supply food in disposable containers and wrappings which are sometimes not disposed of appropriately and left at both service delivery locations and across the City where people are sleeping rough. The City also received reports of unwanted personal items, such as abandoned swags, left at service delivery locations. The City recognises the need to implement a system to manage these services within its parks and needs to take a lead role in coordinating these services within public spaces.

This review identified a lack of support services available in the evening and night time. Service delivery through outreach services, day centre's, counselling services and health services predominately operate from 9am to 5pm Monday to Friday. Some services tailor their services to match daytime services as referring a person experiencing homelessness to a closed service is ineffective when it is often immediate support that is required. The service providers operating outside weekly day time hours are predominately crisis helplines which may not be able to immediately link and individual into required support services. The restricted opening hours reduces the ability for Ranger Services or WA Police to assist someone requiring ongoing support.

The effectiveness of the support services is reliant on both individuals experiencing homelessness and service providers having awareness of relevant available programs. This review has identified issues around the lack of promotion of existing programs within the homeless sector potentially missing vital self-referral and stakeholder referral opportunities. Many external stakeholders are unaware of the range of programs being delivered evident by the number of calls the City receives to various units regarding referral pathways for individuals. It was also identified that many of the health, counselling, drug and alcohol crisis lines lacked understanding of services available or potential synergies which exist between their programs and those directly servicing the homelessness sector.

This challenge is also experienced by City of Perth staff and WA Police where it has been unclear of the potential referral pathways once an individual is moved on or no longer within their duty of care. This has also been identified by service providers within the homeless sector who are often aware of key service delivery programs in the community but sometimes not even fully aware of the all of the programs their own organisation delivers. This lack of program awareness and collaboration has been observed through extensive consultation with a cross section of stakeholders resulting in minimal joint case management approach which is required to support clients experiencing multifaceted complex issues.

Gaps in Services

While the stakeholder consultation and services mapping exercise demonstrated a need for improved resource allocation and collaboration to meet the needs of people experiencing homelessness, it also demonstrated significant gaps in available services. These services include:

- Crisis accommodation for individuals
- Crisis accommodation for families and couples
- Crisis accommodation for young people
- Suitable accommodation for LGBTI communities
- Suitable accommodation for people without religious affiliations
- Suitable and supported accommodation options for Aboriginal people
- Supported accommodation for people with mental illness
- Supported accommodation for people with drug and alcohol addiction
- Access to long term affordable accommodation
- Early intervention initiatives and programs to prevent homelessness
- Greater collaboration between services operating directly with the homelessness sector and services operating within the periphery of the immediate sector
- Clear and easy pathways for accessing services which meet an individuals need
- Mental health services that can work clients with ongoing alcohol and other drug use issues

Impact of homelessness

The City experiences 120,000+ visitors each day and is responsible to its community of ratepayers and residents. There is increased pressure on how to address the homelessness and the negative impact it has on the City. Homelessness has resulted in numerous complaints from businesses and the public often regarding antisocial behaviour.

With the reintroduction of the police bike patrols combined with the City of Perth efforts the number of complaints of antisocial behaviour and aggressive begging there is a perception of a reduction in complaints. There are distinct areas of concern which include Murray Street, Hay Street Mall, Murray Street Mall, Forrest Chase, Barrack Street, Wellington Street, Murray Street near Pier Street, Russell Square, Wellington Street near Pier Street, Wellington Square, Victoria Gardens, Ozone Reserve and William Street. These locations have been identified by WA Police, the City's Rangers and Parking Information Officers who play an important role in identifying and supporting connections with homeless people and services. This information is in Appendix 2 and highlights hotspot locations and the proximity to homeless service delivery locations within the

City. There is a clear correlation between service delivery locations, reported antisocial behaviour and the CAT bus service.

The City recently conducted a SafeCity Survey as a follow up from the 2014 baseline survey. The aim of the perception survey was to determine the community's views on safety in the City, awareness of safety strategies and services and identify what other actions could be taken to improve safety. Key outcomes from this survey identified high perceptions of feeling safe, many community members felt the City became more unsafe after 8.30pm while 60% of residents said there were specific places within the City of Perth where they felt unsafe. The main areas identified in the survey were Central Perth, Northbridge and East Perth. Parks were the number one location visitors felt unsafe due to large groups of people affected by drugs and alcohol, fighting each other and abusing passers-by with Wellington Square and Russell Square specifically mentioned. It was also identified that there was a substantial decrease in the number of people visiting the CBD and Northbridge at night. The outcomes of the survey are consistent with hotspot locations as outlined in Appendix 2.

The survey provided an opportunity for participants to provide additional commentary about feeling unsafe within the City. Participants specifically listed known hotspot locations including the mall area where some felt unsafe during the day as well as evenings. Homelessness, begging, intoxicated people including those under the influence of drugs and large groups of individuals were consistent contributors to feeling unsafe. While it is impossible to assume those, who are under the influence of alcohol and other drugs and large groups of people are those experiencing homeless, there is a definite link between perceived unsafe locations within the City and homeless hotspots. Managing this issue within the City requires a coordinated effort from wraparound health and wellbeing services, Community Safety and WA Police to ensure a holistic approach.

The corner of Wellington Street and Pier Street is an identified hotspot. Recently the City became aware of a community member coordinating support services from this location including food, coffee van, vet, dog wash, street doctor and podiatrist occurring Tuesday fortnightly attracting over 80 people. This same location the City has received numerous complaints from local businesses reporting individuals sleeping rough on the roof and an increase of discarded drug paraphernalia.

On investigation of the Street Doctor request, Community Amenity & Safety provided data for the corner of Wellington Street and Pier Street from 1 August 2016 to 30 January 2017. Evidence of antisocial behaviour included;

- 45 reported instances at the location;
- 28 instances at the location during Service Providers days and times of operation;
- 8 instances of fights involving either individuals or large groups of people;
- 8 instances reported directly by Service Providers;
- 4 instances of persons reported with a weapon; and
- 1 instance of assault to a City of Perth staff member.

It is important to note that this behaviour cannot be attributed solely to homelessness.

Groups of people utilise the seating area to loiter during the day and engage in illegal behaviour, including illicit substance use. Intoxicated individuals remain in the area until service provision commences, disrupting the service and compromising operational staff and volunteer's safety.

Through this review, service providers have also confirmed the increased presence of drugs and drug use of those accessing support services. Additionally, the same service providers are also experiencing increases in aggressive and violent behaviours as a direct result of the influence of drugs, particularly synthetic drugs. This antisocial behaviour impacts on service providers as resources are now required to manage an increased risk to staff and client safety. This information from service providers is also reflected in discussions with WA Police where a 70% increase in drug charges from 2016 has been identified.

The City of Perth Library regularly receives customer complaints related to drug use within the amenities and antisocial aggressive behaviour from patrons. This behaviour cannot be attributed solely to homelessness however library staff have received requests from patrons for access to a variety of support services. City management has recognised the need for staff to access mental health awareness training to develop resilience and skills when dealing with difficult situations. The City's community facilities have daily interactions with people experiencing homelessness accessing amenities. Staff at the Citiplace Community Centre, Rest Centre and iCity Kiosk all have reported aggressive and antisocial behaviour in the past, requiring them to contact the Citywatch or WA Police to deal with these issues when they arise. People experiencing homelessness attending the City's facilities can impact on our customers and often contributes to their perception of feeling unsafe.

Asset management is responsible for repair work and coordination of cleaning of services as impacted by homelessness. The City's facilities at hotspot locations regularly require additional maintenance work to repair damage and cleaning to ensure they remain accessible by the public. This results in increased costs in maintenance, resources and contracts to ensure facilities are maintained to the required high standard. The City has received complaints from contract cleaners and refusal to operate a certain locations due to antisocial threatening behaviour and verbal abuse.

Events and activations staff often encounter people sleeping rough in the inner city when accessing storage locations under Forrest Place and when setting up events at activation sites. Many of the City's employees have had interactions with individuals affected by drug and alcohol use dealing with antisocial behaviour to achieve operations. Business Support and Sponsorship are impacted by homelessness through both the sponsorship element and business support. There have been complaints from sponsored organisations attempting to operate events within the City that have been impeded by rough sleepers settling at the locations during the activations. The City also receives numerous complaints and requests from businesses regarding people sleeping rough in doorways and affecting their business. In response business owners were invited to participate in a survey, which included two questions relating to the impact of homelessness on their ability to trade. There is an estimated 4000+ businesses located within Perth City that were sent an electronic questionnaire in 2016 the results from this survey are below;

Do you and your staff feel safe operating in your business in the City? Please rate this on a scale of 1-10 with 1 being extremely unsafe and 10 being extremely safe

The mean score from the 96 respondents was 6.18;

On a scale of 1 to 10, (1 being minimal, 10 being consistently), does homelessness impact your business and trading ability?



137 businesses responded to the question. 45% of the survey responses indicated that the issue of homelessness has a minimal impact on their businesses, however it is noted that 30% of the survey responses indicated experiencing a significant impact from homelessness. Therefore, at a minimum there are 42 businesses within the City adversely affected by homelessness.

The City of Perth employees working in the City's carparks interact with people experiencing homelessness on a daily basis. In their work, employees often come across people loitering in carparks, propping open access doors to carparks in the evening, sleeping in doorways, toileting in public and in the carparks, aggressive behaviour and drug and alcohol use. Users of the carparks also experience these negative incidents particularly in early hours of the morning and late evenings.

The City's Street Presentation and Maintenance and Waste and Cleansing units also experience similar issues while trying to undertake operational work. Both units have incurred increased costs as a direct result of homelessness through cleaning streets, doorways, laneways and general public areas which have increased rubbish, uneaten donated food and containers and unwanted donations. Rubbish is not limited to litter it also includes drug paraphernalia and human waste. Additional cleaning and removal of unwanted donations results in an additional cost to the City. When the team need to undertake street cleaning they often have to clean around people sleeping rough such as in doorways and on pavements. There have been numerous incidents

where team members have been verbally abused by rough sleepers while trying to undertake their work. Staff also recalled times when people had jumped on or tried to get into the street cleaners or approach them while utilising heavy pressure cleaners.

This review has examined complaints which related directly to homeless/street present people from December 2013 to November 2016. It's important to note that this review may not include all of the complaints made, as they may have been filed under a different category and the City record system has changed during this timeframe. The categories have been classified as follows:

Homeless - reports of people leaving rubbish in alleyways, drinking in public places, using vacant land as dwelling places, toileting, displaying aggressive behaviour and general loitering.

Beggars - reports of concern for the rising number of beggars, being approached by multiple beggars, anxiety over hygiene and aggressive behaviour from beggars.

Antisocial Behaviour- reports of loud congregations of homeless, large amounts of rubbish being left, public urination/ defecation and safety concerns due to aggressive and violent behaviour.

Number of Complaints Received by the City of Perth Dec 2013- Nov 2016					
	2013	2014	2015	2016	Total #
Homeless	1	9	13	16	39
Beggars	0	15	12	2	29
Antisocial Behaviour	1	16	17	20	54

The issue of begging has been a public concern for many years including beggars becoming more aggressive if they were not given money. In 2014 CityWatch recorded 298 incidents of begging which required a response from authorities over a period of 163 days (March – August 2014). A working group was established with representatives from the City of Perth, WA Police and the Department of the Attorney General to determine the best approach to deal with begging was. It was agreed that support through agencies via a targeted outreach strategy was more beneficial than addressing the issue through the criminal justice system. Currently beggars are frequently moved through the city and individuals who possess handheld signs are requested to remove them. This is implemented through Perth's local law and Thoroughfares and Public Places Local Law 2007. It is critical the issue of begging is seen separate to homelessness as not all homeless people are beggars which is the message that needs to be conveyed to the wider community. Begging requires a separate response that is managed largely by the City's Community Safety and Amenity teams in conjunction with the Police. The most complaints the City received in regard to homelessness were in the antisocial behaviour category. These complaints related to violent and threatening behaviour, intoxicated people becoming violent and members of the public experiencing abusive behaviour. These displays of antisocial behaviour contributed to people feeling unsafe in the city.

Rangers often remove unattended items that are creating an obstruction to the public and it is at the Ranger's discretion to decide if the items are general rubbish. If these items appear to have value of a personal nature they will be confiscated, impounded and stored for a period of time and if not claimed disposed of. Excessive littering is a major public health concern; as is urination and defecation which is occurring throughout the city. The smell from toileting is a major concern as well as the hygienic implications and is mainly reported to be occurring in alleyways. Many of these lanes are privately owned and therefore cleaning is left to residents and businesses.

A survey of City of Perth employees and volunteers identified personal safety concerns as a major issue. Many employees and volunteers have experienced verbal abuse, people under the influence of drugs and alcohol, antisocial and illegal behaviour while doing their job which has impacted on their ability to fulfil their roles. The survey indicated significant levels of empathy and feelings of powerlessness to assist those recognised as being in need. Many employees and volunteers were unclear of the City of Perth's position or whether there was a consistent approach to the homelessness issue. This uncertainty, combined with staff's own values and beliefs towards homelessness impacted on how they felt while fulfilling the responsibilities of their role. The survey and subsequent discussions identified staff having feelings of guilt, sadness, anger, disappointment and generally being overwhelmed by the issue. These individual experiences impact on employee and volunteer employment satisfaction and potentially have negative influence on the culture within the City of Perth.

This year the City of Perth has undertaken a series of community engagement sessions; Share to Shape and the Wellington Square Masterplan. A common theme which came through from City stakeholders was the need to address homelessness within the City of Perth. Community perception indicates homelessness is significantly increasing the number of people sleeping rough within the CBD. The context around these themes was empathy and a desire for improved services to those experiencing homelessness with the City to play a role in contributing to change.

Role of Federal Government

The Australian Government recognises that homelessness is a complex issue that affects many Australians. It requires a long-term and systematic effort across agencies, sectors, and the community.

While state and territory governments are responsible for service delivery, the Commonwealth supports state and territory governments in their role of providing services to the homeless, or those at risk of homelessness, with funding through the National Affordable Housing Agreement (NAHA) and the National Partnership Agreement on Homelessness (NPAH).

As announced in the 2017-18 Budget, the Government is working with the states and territories to reform the NAHA and the NPAH into the new National Housing and Homelessness Agreement (NHHA). The NHHA will increase the supply of new homes and improve housing and homelessness outcomes for all Australians across the housing spectrum, particularly those most in need.

The NHHA will provide certainty for homelessness services, with a further \$375.3 million over three years from 1 July 2018. This funding will prioritise support for people affected by domestic violence and vulnerable young Australians.

The \$117.2 million Transitional National Partnership Agreement on Homelessness will continue to provide support to front-line services addressing homelessness until the NHHA comes into effect in 2018-19. The Government has also committed \$23 million to the Reconnect program which assists young people who are homeless, or at risk of homelessness

Role of State Government

The Department for Communities is the lead agency for homelessness in Western Australia. There are two major policy agreements that support homelessness services provision in Western Australia; the National Partnership Agreement on Homelessness (NPAH) and the National Affordable Housing Agreement (NAHA).

The NAHA's primary outcome is to help people who are homeless or at risk of homelessness achieve sustainable housing and social inclusion through a focus on social housing, assistance to people in the private rental market, specialist services for people who are homeless or at risk of homelessness and strategies to improve affordability of home ownership. NAHA is an ongoing agreement.

The NPAH's primary areas of focus are to reduce homelessness through prevention and early intervention, breaking the cycle of homelessness and improving and expanding the service responses to homelessness. The NPAH contributes to achieving NAHA's primary outcome. The first four-year NPAH commenced in 2009-10 and, to date there have been three additional transitional short term NPAHs, including the current two-year NPAH (2015-17). In 2015-16, through state and Commonwealth Government funding arrangements, approximately \$81 million will be allocated to the non-for-profit community services sector for the provision of homeless accommodation and support services for individuals and families, and those who are homeless or at risk of becoming homeless because of family and domestic violence.

Role of Local Government

Outcomes for the Homeless Sector Review identified the City of Perth have a considerable scope of work to undertake to establish an appropriate foundation and a strong position within the homeless sector environment. Creating a higher level understanding of the homelessness issue and sector requires in-depth research and developing effective partnerships and collaborations with relevant stakeholders. This process will identify opportunities and inform and develop long term strategies for ending homelessness and could utilise resources such as bequeathed funds and additional Council support

As part of this review the City of Perth used the Engage Perth platform to provide a baseline understanding of how well it is currently performing in the sector. The survey was conducted in December 2016 and sent to 108 providers operating within the City of Perth, 73 were aware of the survey, 52 were informed visitors of the survey with 19 completing the survey. A copy of this survey can be found in Appendix 1.

Organisations were asked to answer a series of scaled questions relating to; City strategies, active role within the sector, engagement with service providers and stakeholder relationships. The survey demonstrated;

- 89.5% of the organisation's surveyed had limited or no awareness of strategies undertaken by the City of Perth in an effort to address homelessness.
- Only 11.2% of organisation's felt the City was actively providing direction and leadership within the sector.
- 50% of providers felt the City did not actively engage service providers.
- Only 27.8% of the service providers felt the City has an appropriate level of relationship with stakeholders operating within the Homelessness sector.

Local governments are not experts in the delivery of specialist homeless services. This review identified that the sector has a wealth of knowledge and expertise among existing service providers operating in the space. The City of Perth however does have a role to play and the opportunity to influence the sector to end homelessness is through a number of actions;

- Facilitate opportunities for collaboration across all sectors of the community.
- Connect different tiers of the sector for greater social outcome (service providers and the City of Perth, City of Perth and the state government, state government and service providers, service provider to service provider, service provider and community groups, service provider and community members, service providers and funding opportunities, service providers and corporates/philanthropists, sector and research).
- Advocate for the sector in platforms and forums where they may not have a voice for the purpose of driving systemic change.
- Educate the community and stakeholders about the holistic picture of homelessness for the purpose of humanising the issue and driving support for change.
- Support the successes and promote the need of service providers through the City's diverse mediums and platforms to drive whole community ownership to create understanding, movement and change.
- Policy revision to remove road blocks, red tape and support provision of affordable housing within the City of Perth.
- City of Perth to work in partnership with the state government.

Recommendations for City of Perth to support Homeless Sector

Housing First Approach

With only one quarter of rental housing stock being affordable to low income owners, Western Australians are experiencing more financial stress than ever before (REIWA & Shelter WA 2016). In 2016, only 3% of the 52,277 rentals available in Perth were classified affordable to those earning a low income (REIWA & Shelter WA 2016). Of this 3%, only 1% of private rentals in Perth are affordable to those on government income support (Anglicare Rental affordability Perth, April 2016). Perth's rental market has limited diversity with the majority of the rental market weighted with large properties. Smaller properties (two bedrooms or less) are concentrated around the central sub region and therefore only affordable to high income owners.

Categories for income and affordability as described in the REIWA & Shelter WA 2016 Housing affordability – A study for the Perth metropolitan area. One of the main assumptions in this study is the 30% rule that is for households to avoid housing stress, their rental payments should not exceed 30% of their gross household income (REIWA & Shelter WA 2016).

Household Income Category	Gross Household Income	Affordable weekly rental amount
Very low income	<\$43,050	\$250.00
Low income	\$55,965	\$320.00
Low income (upper)	\$68,880	\$400.00
Moderate income	\$103,320	\$600.00
High income	Over \$103,320	\$600+

*REIWA & Shelter WA 2016.

This review identified over 150 organisations working in the Homeless sector, however only a small number had strategic priorities focused on the longer-term goal of ending homelessness in Western Australia.

The Housing First Model is based on the understanding that people are better able to address their support needs and achieve positive outcomes when they are in a stable home. (RUAH 2017) The model is underpinned by five key principles:

- Immediate access to permanent housing with no housing readiness requirements;
- Consumer choice and self-determination;
- Recovery orientation;
- Individualised and client-driven supports; and
- Social and community integration.

The Western Australian based 50 Homes 50 Lives program is a collaboration of 46 services from 30 organisations. RUAH is the backbone organisation providing the support framework for effective

collaboration across service agencies and also act as facilitator and allocates resources for project management and coordination. Housing for the campaign is provided through a negotiated agreement with the Housing Authority and community housing providers, but has diversified to draw on a much wider range of sources. The aim of the 50 Lives 50 Homes project is to house and provide support to 50 of Perth's most vulnerable homeless people.

The aligned organisations provide integrated case management and wrap-around support as once people are housed and material needs are met the opportunity increases to link in support to address unmet health needs and the individual's specific issues required to sustain the tenancy. In this program nursing and outreach support is provided on evenings, weekends and public holidays by After Hours Support Service as funded by RUAH. In the first year of this service model it provided (RUAH 2016-2017);

- 3,154 instances of after-hours support on evenings, weekends and public holidays.
- 253 referrals for support and 132 specific health referrals for follow up medical support.
- 401 instances of nursing treatment.
- 226 instances of health education

These figures demonstrate the need and importance of a holistic integrated case management approach to support people who have experienced homelessness to transition into and maintain stable housing.

In its first year, this program housed 43 people in 34 houses (including 2 families and 5 couples) (RUAH 2016-2017). Through the provision of afterhours support and wrap around services people referred have been supported to increase their capacity and successfully maintain their housing. Of the 43 people only 2 returned to homelessness however they continue to be supported by the project to find a new home (RUAH 2016-2017). Since the release of this report RUAH has now reached its goal and housed 50 people with a success rate of over 90% of individuals maintaining their housing status a significant outcome.

The cost of homelessness on the West Australia Health system is exponential and increasing yearly. People experiencing homelessness often have poorly managed health complications including chronic disease and serious mental health issues compounded by life on the streets and sleeping rough. In a response to high numbers of people with no fixed address presenting at Royal Perth Hospital, a homeless response team has been established. A recent presentation from Dr Amanda Stafford (2017) from Royal Perth Hospital outlined the estimated cost through a study of 300 people of no fixed address who presented at Royal Perth Hospital in 2015;

225 patients	
Number of emergency department visits:	1769 visits per year
Cost	\$1.13 million

50 patients had one or more psychiatric admits	152 psychiatric admits
	1666 bed days = average 33 days per patient
Cost	\$2.07 million
163 patients had one or more admissions (non-psych)	337 admissions
	1561 inpatient bed days
	average 9.6 days/per patient
Cost	\$2.78 million
Total Cost	\$6 million for 300 NFA patients in one year

In 2016, 926 individuals of no fixed address presented 2,315 times at Royal Perth Emergency Department, averaging 2.5 visits. This was a considerable increase from 2015 figures placing a significant strain on the emergency health system in Western Australia. These figures were only based on Royal Perth Hospital and did not account for the additional financial burden to other emergency departments within WA. Based on these figures the calculated cost to the hospital emergency department combined with bed cost for a 12-month period equated to \$194,000 per person or \$3,730 per person per week (Stafford, 2017). Stafford then compared the average cost of a rental in Perth based on \$300 per week, totaling \$15,600 per year and argues the importance of economic investment by State government to provide long term pathways to ending homelessness through housing first approach (2017). Commitment to 50 Lives 50 Homes program would assist in reducing the financial burden on the Western Australian health system and improve bed capacity across the board. The strong relationship between homelessness and poor health is difficult to ameliorate unless the wider social determinants of health (such as housing, addiction, social isolation) are also addressed. Further longitudinal studies are required to build robust evidence of the mental health and physical health outcomes achieved as a direct result of the 50 lives 50 homes project.

There is strong evidence internationally that housing first approach works; demonstrating people who have experienced homelessness can successfully sustain a tenancy. The 2009 commitment by the Australian Government to reducing homelessness and subsequent Commonwealth/State National Partnership Agreement on Homelessness (NPAH) saw a new focus on housing first approaches, including housing responses such as the Common Ground model of supportive housing in Brisbane. Research undertaken by Mason and Grimbeek (2013) demonstrated;

1. The housing first approach in Brisbane is working – all of the 12 formerly homeless individuals followed through the study, stayed housed. Participants reported satisfaction with housing, feeling safe and some control over their lives as well as a sense of progress in their lives since being homeless; and peace of mind.

2. Initial investigations indicate that housing people with support, costs less than keeping a person homeless. Cost-effectiveness analyses based on the frequency and costs of health, legal and allied health service events identified a decrease in overall cost as participants moved from homelessness through an initial year of support to longer-term support. The overall cost of service events decreased even though the frequency of events related to general health, mental health, and case workers remained the same or at a slightly increased level.

Mission Australia's philanthropically-funded Michael's Intensive Supported Housing Accord (MISHA) project is a three-year housing-first pilot that provides long term housing with holistic case management support. This program has assisted 74 men to break the cycle of long-term homelessness and rough sleeping in Sydney. A large-scale research project led by Professor Paul Flatau of the Social Impact Centre of the University of Western Australia was undertaken to explore outcomes achieved via the MISHA project. The research included identifying the mechanisms and processes that influenced the outcomes achieved and then evaluated the cost effectiveness of the program. The project was run between 2007 and 2010.

An initial study on the first 12 months of the project's found that almost 100% of participants had maintained their tenancy over that first year. This new sub-study at the end of the project focused specifically on tenancy outcomes and the cost of providing additional case management services and revealed the project had generated significant financial savings.

The key findings of the sub-study include:

- 97% of clients were still living in their properties 12 months after being housed
- Savings generated within the housing system as a result of successful tenancies were estimated at \$1,880 per client in the first 12 months of the client being housed
- The total net savings to community housing providers by providing tenancy support services to 74 MISHA clients over a one-year period were estimated at almost \$140,000.

San Diego, Houston, Salt Lake City, Orlando and many other regions in the USA have had success in a Housing First approach through the USA National Alliance to End Homelessness. The San Diego veterans' system has shown the dramatic success of Housing First by logging a 24 percent decrease in veteran homelessness in just two years and an approximately 40 percent decrease in five years. Furthermore, a study by the Fermanian Business & Economic Institute at Point Loma Nazarene University found that San Diego saved at least \$3.5 million from 2010 to 2015 after it provided housing and social services to 28 people who had been heavy users of public services like emergency rooms, shelters and jails.

There are Cities across the world who have committed to supporting a Housing First Approach who are experiencing success in stabilising the numbers of Rough Sleepers. This has been achieved

by facilitating coordination of support services to those who are experiencing Homelessness. The City of Perth can support the Housing First Approach through;

- Review of current housing stock within the city and develop appropriate planning strategies and policies to support affordable housing options.
- Affordable housing policy
- Support and partnership for Housing First models to exist within the City of Perth
- Assisting to facilitate partnerships between organisations operating in the homeless sector
- Educating public on the success of housing first approach
- Advocating to state government for appropriate homelessness strategies and appropriate funding models to support a housing first approach.

Embedding integrated approach within City Strategies

Homelessness is currently addressed within the City's SafeCity Strategy and Public Health and Wellbeing Plan which has since expired. Associated issues affecting those experiencing homelessness are also detailed in the Western Australia's first state Public Health Plan, Drug and Alcohol Strategy and Mental Health Plan. Further review of existing state and federal strategies, initiatives and policies is required to compliment and integrate any position adopted by the City of Perth. Currently service providers are not engaged nor readily providing information for the evaluation of the City's community plans. This Homelessness Sector Review has actively engaged service providers it provides a comprehensive and true reflection of the current homelessness environment and a clear future position for the City of Perth in response to homelessness.

Cities both nationally and internationally have standalone strategies focused on ending homelessness. The plans are designed in collaboration with organisations operating in the sector with accompanying agreements committing to the strategies actions. This level of coordination is currently lacking in the City's plans and disconnected to a greater objective. As a priority, the City needs to endorse a Council position and redirect City procedures from a reactive approach and commit to developing strategies and initiatives that contribute to ending homelessness. Any developed strategy must include high level of collaboration with leading service providers to ensure cohesive vision with clear roles and responsibilities to achieve outcomes and developed in support and partnership with the state government.

The Social Impact Centre of the University of Western Australia is committed to ending homelessness. The Social Impact festival has run annually for the last three years and has focused on social issues, particularly homelessness. The Social Impact Centre of WA has undertaken considerable research in this space and has developed relationships within government, not-for-profit, community, philanthropist and corporate sectors. It is recommended the City of Perth develop a committed partnership with the Social Impact Centre of UWA to develop a 10-year strategy to end homelessness in collaboration with key stakeholders. The Centre supports the WA Alliance to Ending Homelessness which has lead agencies working with additional service providers and thought leaders to develop a 10-year strategy modelled on the successful Calgary

model in Canada. This partnership will provide avenues for the City to exercise a supportive role within the sector and develop key strategic relationships with stakeholders. The 10-year strategy needs to focus on the key areas of a holistic approach to addressing homelessness including emergency accommodation, transitional housing, long term housing, prevention services, outreach, day centres/support services, affordable housing, healthcare and coordination of wraparound services.

Building Strong Connections and Foundations

The City of Perth has relationships across Government, not for profit and community group sectors from operational level through to executive leadership. The City needs to formalise these relationships with key stakeholders in the sector at a strategic level. This will enable the City to play a role in the development of a strategy which advocates, leverages, supports and delivers initiatives for the purpose of ending homelessness. Development of any strategy needs an extensive consultation period within all levels with the sector to ensure outcomes from the strategy are aspirational and achievable.

Through this review it has become apparent that homelessness affects a large number of the business units within the City therefore any position must be developed with a high level of consultation with outcomes delivered in a coordinated approach. In the recent Deloitte audit, it was identified that some business units have been working in insolation of others. The City has considerable work to do to develop internal partnerships that deliver on the development and execution of a position in the homeless sector. Currently business units are working to solidify an integrated planning framework throughout the organisation with a new Strategic Community Plan. Utilising this process the City can develop a consolidated position towards ending homelessness improving collaboration between business units to deliver initiatives. Without this structure experience from other organisations would suggest that barriers to supporting a unified approach to homelessness will continue.

Council Protocol for Addressing Homelessness

The City needs to build coordinated systems both internally and externally. The development of a Council protocol or policy for assisting people who are sleeping rough or at risk of homelessness will contribute to a coordinated and unified approach. An endorsed protocol or policy outlining a balanced approach of commitment to health and wellbeing and enforcement will assist to establish positive relationships with those experiencing homelessness, organisation's working within the sector and contribute to a greater City of Perth strategy.

Aboriginal Engagement Framework

The Aboriginal and Torres Strait Islander community is highly represented among people either experiencing or at risk of homelessness in Western Australia. It has been identified through this review and in the initial stages of developing the City's first Reconciliation Action Plan that the City needs to develop and implement an Aboriginal Engagement Framework. This framework will direct and support consultation with the Aboriginal community to provide feedback on a Council

protocol or policy. The consultation process in the development of the framework will also give context to any proposed position by the City on homelessness. An Aboriginal Engagement Framework creates an opportunity for the City of Perth to role model best practice to meet the needs of this community through a culturally appropriate platform and potentially influence existing service providers to tailor services accordingly.

Cultural Awareness Training

The high representation of the Aboriginal and Torres Strait Islander community experiencing or at risk of homelessness within the City demonstrates a need for the organisation as a whole to undertake cultural awareness training with particular focus on customer facing roles. Internal staff survey and interviews indicate many lack an understanding of Aboriginal people and their culture which has impacted on their ability to engage with members of this community. The City has commenced this work appointing consultants Danny Ford, Rose Walley (Kambarang Services) and Tim Muirhead (CSD Network) to run 4 initial Cultural Awareness Training sessions for all staff, executive and elected members.

Partner with Local Governments

The City of Perth has contacted various local government agencies to learn from other best practice initiatives in this space. The Cities of Wanneroo and Joondalup established a joint agreement to ensure consistency across the neighboring municipalities. People experiencing homelessness are often transient and are not contained by local government boundaries therefore any positions, strategies or initiatives will impact on surrounding areas. The City of Perth and City of Vincent have the highest concentration of homeless support services within the metropolitan area while the City of Subiaco and Town of Victoria Park also have some homeless support services and / or a population of rough sleepers. This Homeless Sector Review has identified direct links between hotspots, support service locations and accessible transport, in particular the CAT Bus service. Direct linkages between boundaries, concentration services and the transient nature of homeless highlights the need to establish partnerships with neighbouring local governments. Formalised partnerships will define coordination and commitment ensuring a unified approach when advocating to ending homelessness. While the organisations and service providers working with those experiencing homelessness will also benefit through enhanced sharing of information of success, trends and issues and more targeted use of resources to drive improved outcomes.

Establish a Local Government Interagency Forum on Homelessness

The City of Perth has the opportunity to be a leader and set an example of best practice in the homelessness sector. Homelessness is a significant social issue for Western Australia therefore it is imperative this issue is not addressed at a municipality but at a state wide level. There is an opportunity to develop a local government interagency forum on homelessness, facilitating information sharing and learning which brings together key service provider stakeholders to affirm working relationships and develop best practice initiatives.

Review Homeless Connect

The City of Perth has supported Homeless Connect Perth since 2008. The purpose of this event is to provide a one stop shop linking people experiencing homelessness with service providers while offering a day of enjoyment. 2016 acquittal information demonstrated 4000 people attended. Anecdotal feedback through this review described the event as the “Royal Show” for those experiencing homelessness. There is a heavy focus on donations, food services and delivery of health services; however these are readily available throughout the year as outlined earlier in this report. The City of Perth has an opportunity to redefine the objectives of Homeless Connect Perth with event organisers. This will involve shifting focus away from addressing immediate needs of those experiencing homelessness to aligning with longer term strategies of ending homelessness. Feedback from staff who volunteered on the day noted a large number of people attending the event came from all over Western Australia however not all were homeless. This situation highlights a risk that the event may not address the needs of those homeless individuals with the highest acuity scores or support long term outcomes to end homelessness.

Anecdotal feedback from service providers through this review, demonstrated a desire to change the focus of Homeless Connect Perth. Many providers felt the additional elements of the day like hairdressers, massage, yoga, photography becomes a distraction making it difficult for people to prioritise their needs. Subsequently the opportunity to make connections with the essential service provider is missed, the purpose which the event was originally intended. If the Homeless Connect Perth event was restructured to bring together key stakeholders such as Housing, Births Deaths and Marriages, Centrelink, health, mental health, outreach services, pharmacies and dental health on a more regular basis it would deliver better outcomes for people experiencing homelessness and add value to existing service providers.

Manage Public Spaces

The City of Perth does not have internal policies and procedures outlining parameters for provision of services supporting those experiencing homelessness within its boundaries. The City needs to establish a coordinated system for mobile free food, outreach, case management services, outreach medical services and additional service delivery. In the absence of a system the City is currently committing significant resources and maintenance cost to areas highly frequented by services. A coordinated approach allows a greater level of commitment from the City and the service providers to work in collaboration and also to ensure preservation of the City’s public open spaces. The City has an opportunity to facilitate change and improved collaboration. Moving away from ad hoc service delivery, the City can assist in the strategic direction by bringing service providers together for enhanced outcomes, while also managing the expectations of community members, residents and businesses.

A coordinated system also provides the opportunity for greater collaboration between WA Police and the City’s Community Amenity and Safety teams to identify, monitor and respond to issues that present on agreed days and locations. In this review a number of assaults were identified by the surveillance team during the days and times of service provision. Improving communication

between all levels operating in the homelessness space will increase safety to those accessing and delivering services while reducing potential risk factors to organisations including the City of Perth.

In kind support

The City of Perth already contributes a significant amount of in-kind support through use of public open spaces and staff resource commitment. This support has not previously been quantified and the various elements can be hard to ascertain. Through a systems based approach to support delivery of outreach and mobile food services within the City, there is an opportunity to quantify the City's in-kind contribution to the sector and generate data to evaluate its success. It is recommended the City develop an application, approval and acquittal process for operating in public open spaces to produce quantifiable data detailing the City's in-kind contribution, the impact of this contribution, impact of service delivery and utilisation of these services within the City of Perth. This data can inform future strategies and practices not just for the City but also for the organisations operating in the sector.

One Day Centre, given its location and lack of parking amenities, currently expends \$5,000 per year on parking to deliver services from the location. Staff reported often having to leave the centre to move their cars to avoid parking fines. This potentially reduces the centre's staff to client ratio and raises occupational health and safety issues given the inherent risks associated with supporting people experiencing homelessness. This parking issue has also been identified by another Day Centre which operates from an adjoining local council. There is potential for the City to provide support which could result in the service redirecting funds to extend day centre opening hours. If successful this approach could be explored further with adjoining councils as part of a consistent approach to supporting the sector.

Facilitate Coordination and Collaboration

Through mapping the current services that exist within the inner city it was identified that the majority of services operate Monday to Friday leaving minimal options available later in the evenings or on weekends. Homelessness does not fit standard working hours and the majority of the issues experienced by WA Police Community Amenity and Safety and Waste and Cleansing teams are in the evenings and on weekends. There are also limited outreach case management workers operating within the City, relying on people experiencing homelessness to attend day centres. Most of the outreach services operate during the food provision services times early in the morning. There is potential to support organisations develop a different outreach model working in closer collaboration with the City's Community and Amenity Safety team and WA Police extending through the day to evenings and on weekends. Consultation with the Community Amenity and Safety team identified that the Rangers have an exceptionally good understanding of who is sleeping rough within the City, their current state of health and known locations where they stay.

There are a number of different organisations delivering similar services addressing the immediate needs of those experiencing homelessness such as food and donations. Due to a lack of awareness of existing services or partnership opportunities many community groups, corporates and religious groups are attending the City throughout the evenings and the weekends to deliver food and donations. The City is often not informed and without effective volunteer screening and applicable health standards for food handling posing a potential risk of harm for those delivering the service and sleeping rough. Given the number of organisations delivering food and donations there is an opportunity for these community groups, corporates and religious groups to work in partnership with existing services and provide services from a facility rather than the street.

Utilising existing organisations that have the structure and experience of operating in this environment will ensure more targeted use of resources, volunteer safety and the health of those experiencing homelessness.. The City can assist in being the conduit between those wanting to assist and existing organisations in need of the volunteer support and donated food and goods. .It is apparent through this review that the number of services being delivered from multiple and different sectors within the community are growing exponentially. The City has a responsibility to consolidate mobile free food services and encourage partnerships for more effective use of resources.

Information Provision

The City has recently updated its Homeless Services in the Inner City Brochure. Through continued support from the Department of Communities and Family services the City was able to print 10,000 copies of this brochure. The brochure has been ordered by 80 organisations and has distributed 7900 copies within 6 months. Through the ordering process, organisations were asked what purpose they use the resource for and many indicated they use it for the purpose of client management and as a staff resource tool.

The reliance on this brochure demonstrates many organisations are struggling to navigate their way through the number of services available to determine who can provide the best support to clients. The commonwealth funded mobile app; Ask Izzy, is a similar resource however it is reliant on time pressed organisations to update their information on a regular basis and is nation-wide. General feedback has been that the information is not up to date and services were not confident using this resource. Given that a number of people experiencing homelessness do not have access to the internet it was decided a printed format supported by local or state government was the best format. Feedback from a recent survey indicated that 55 % of the agencies who responded found the brochure extremely helpful while a further 35% found it very helpful. The cost of printing this brochure may not be within the not for profit tight budgets and ongoing support is required to provide the resource tool to organisations. It is critical that the City commits to continuing research and development of the resource tool in the absence of other consolidate information resources.

Communications Strategy and Community Education

The City was unable to consult with all organisations in the homeless sector as part of this review. This was largely due to strained relationships with organisations and some from their perceptions of the City's position towards homelessness. The City needs to undertake the aforementioned body of work to develop positive and collaborative relationships with all organisations operating within its boundaries. The City needs to effectively communicate that it is not just working within the sector from an enforcement perspective, but that it is also committed to ending homelessness. The City needs to develop a communication strategy aimed at residents, business owners, organisations, community groups and corporates which outlines its commitments, initiatives and delivered support within the sector. This strategy needs to have clear objectives for the purpose of educating the public on homelessness to dispel myths, communicate a clear position of the City to support the long term goal of ending homelessness. The City can also outline current efforts to address homelessness including the body of work being undertaken within the City, the level of in kind support provided by the City supporting organisations and also communicate clear pathways for people wanting to get involved with delivering services within the space.

Establish Formal Partnerships with Services and State Government

The City needs to commit to being open, transparent and inclusive in all initiatives to ending homelessness. All levels of the sector and government should be included to inform any research, programs and initiatives. A commitment from the City to share all research findings with organisation's involved will assist in developing relationships. Transparency in and the sharing of information and findings can positively influence future collaborations and strategy.

Advocacy for Federal and State Government Strategy

The City, through its relationships with various levels of the homeless sector, has the opportunity to advocate for change. The State government previously had a Homeless strategy which expired in 2013 and a new one has not been created. In the absence of an overarching strategy with unified outcomes, funding given to homeless service organisations is currently not aligned to a greater objective. This has resulted in the programs and initiatives being delivered through state funding often duplicated and focused on addressing immediate needs rather than a long term commitment to ending homelessness.

Commitment to Research

The City has a responsibility to plan for the future and ensure City commitments are aligned to emerging trends and develop appropriate planning to address and respond to the community's needs. This review identified a number of opportunities for the City to actively contribute to research to make an impact in the homeless sector. The following research is recommended for the City to undertake:

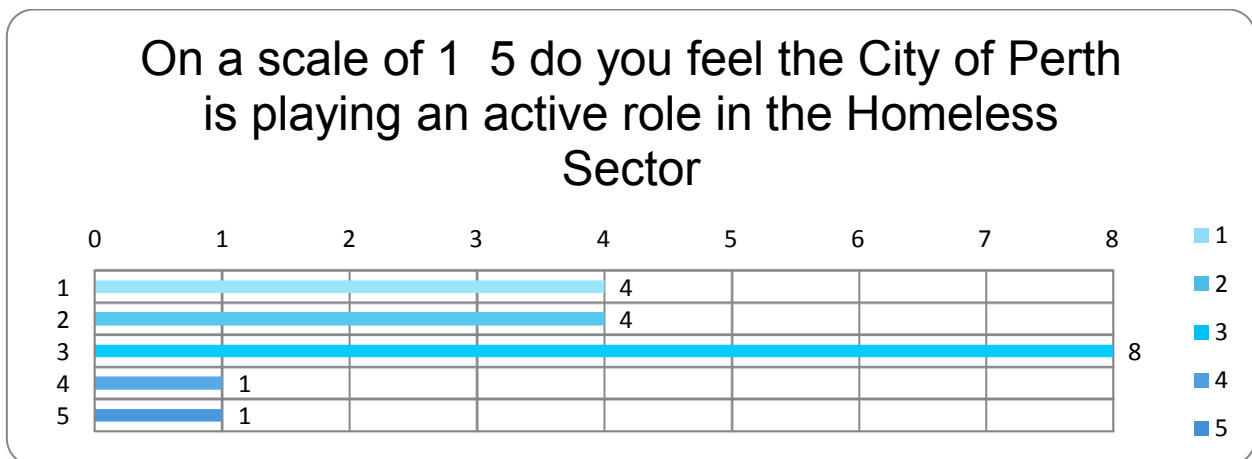
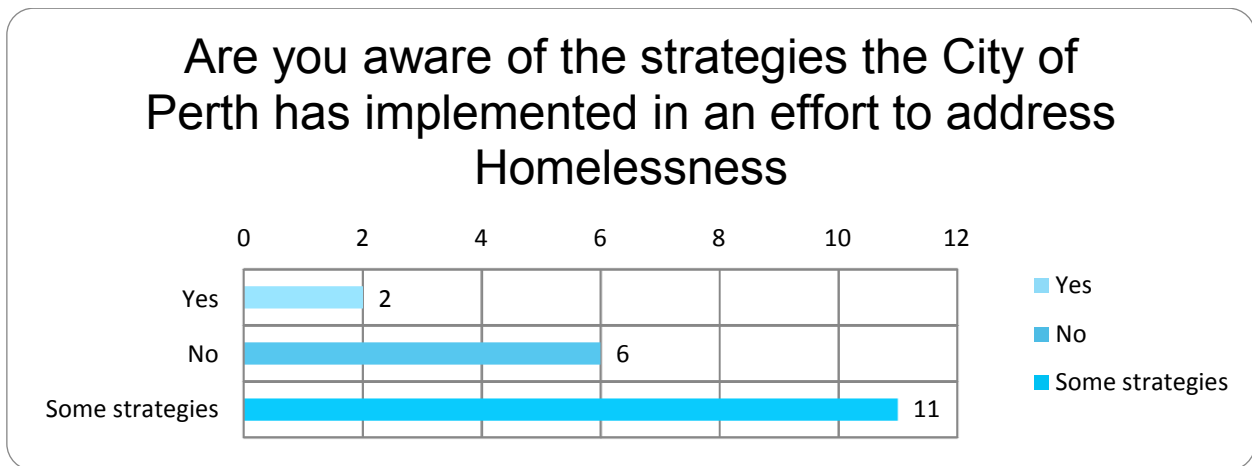
- Know our City to understand the future trends and projections of homelessness and develop action plans accordingly;

- Undertake extensive literature review and develop a catalogue of research undertaken by other entities and share this catalogue with the sector to inform future strategies;
- Undertake a Begging research program within a Western Australia and develop strategies for the City of Perth;
- Undertake a Crisis and Transitional accommodation study to better understand the accommodation within City of Perth; and
- Undertake an objective evaluation of properties within the City of Perth to identify potential opportunities to expand affordable accommodation in partnership with Community Housing Providers. This would include the City of Perth property located in Goodrich Street, East Perth to determine its success as an affordable housing solution and whether it could be utilised to support the greater goal of Ending Homelessness in Western Australia.

Appendices

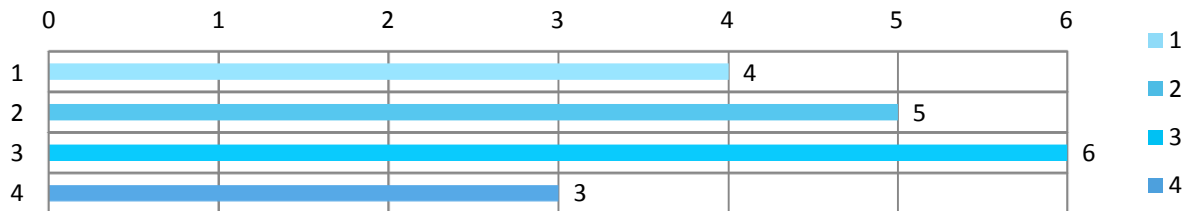
Appendix 1.

Survey of Service Providers December 2016 - Role of Local Government



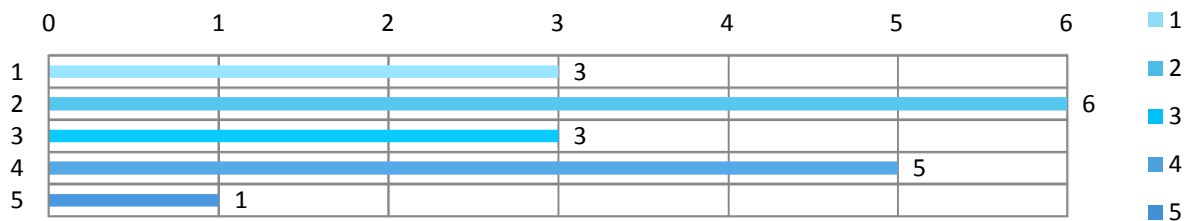
1 representing not playing any role and 5 representing an active role within the sector

On a scale of 1 5 do you feel the City is playing an appropriate role within the Homeless Sector



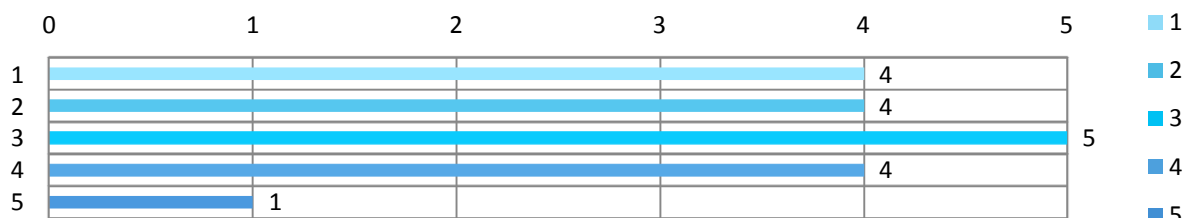
1 representing an inadequate role and 5 representing an appropriate role within the sector

On a scale of 1 5 do you feel the City of Perth actively engages service providers operating within the Homeless Sector

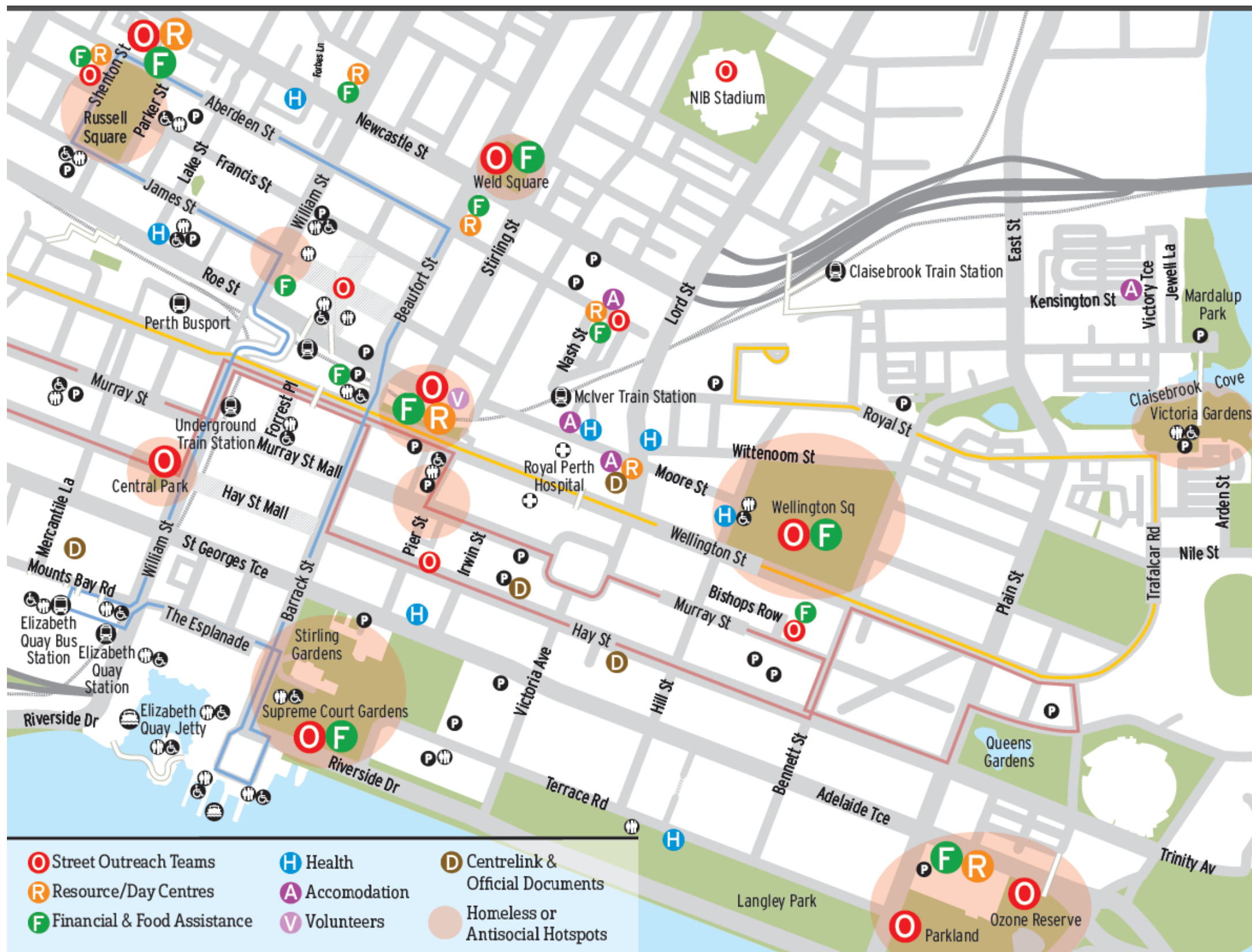


1 representing no engagement and 5 representing active engagement

On a scale of 1 5 do you feel the City of Perth has an appropriate level of relationship with stakeholders operating within the Homeless...



1 representing no relationship and 5 being an appropriate level of relationship



Appendix 3

Homeless Services in the Inner City Brochure

HOMELESS SERVICES IN THE INNER CITY



City of Perth

A guide to assisting those experiencing homelessness within the City of Perth.

West Australians who are at risk of, or are experiencing homelessness, are some of the most vulnerable in the community and require support from a range of flexible and responsive services to end their homelessness journey.

This guide will help to ensure people who are experiencing homelessness or at risk of experiencing homelessness are treated respectfully and appropriately, and are able to request and receive the services they require.

Underlying Principles of this Guide

- **People experiencing homelessness have the same entitlement as any member of the public to:**
 - be in public places but at the same time respecting the right of local communities to live in a safe and peaceful environment; and
 - participate in public activities or events.
- **People experiencing homelessness have diverse backgrounds and needs, these should be considered in any response:**
 - Cultural sensitivity and respect should be applied when engaging with Aboriginal people experiencing homelessness and those from different cultural, linguistic or religious backgrounds.
 - Many people experiencing homelessness have complex needs such as mental health and/or drug and alcohol issues, or cognitive impairment. These issues may result in behaviour that is seen to be antisocial.

- People experiencing homelessness may also have experienced traumatic life events that affect their needs.

- **This guide does not override existing laws, statutory requirements or regulations. It does not reduce the powers of organisations or their authority to enforce specific laws and regulations.**
- **People experiencing homelessness have the same access to right of reply and appeals/complaints mechanisms as all members of the public.**

A response or intervention is appropriate if:

- the person **requests assistance**, or the person is **distressed** or in **need of assistance**;
- the person's behaviour is threatening the safety of the individual or the safety and security of people around them;
- the person's behaviour has resulted in damage to property or the environment such as an accumulation of litter or items scattered in the area;
- the person is sheltering in circumstances that places their own or others health and safety at risk (for example, staying in derelict buildings and high risk areas without the consent of the owner (squatting));
- the person is an unaccompanied child who appears to be under the age of 15. In the first instance, contact should be attempted with parent/s or guardian, or Department for Child Protection and Family Support Perth District Office (9214 2444) during office hours or the Crisis Care Unit (9223 1111) after hours; or
- the person is a young person who appears to be 16 to 17 years old who may be at risk of significant harm.

First Response for Rough Sleepers

People who are homeless or at risk of being homeless are encouraged to visit the day centres located in the inner city which provide support for homelessness.

A member of the public or business concerned about a person or group experiencing homelessness can call The Salvation Army City Homeless Response (24/7) on 0429 511 833.

The State Government through the Department for Child Protection and Family Support has established the Street to Home Program to provide outreach assistance for rough sleepers. These services are:

RUAH Assertive Outreach Team
9485 3939

UCW Tranby Assertive Outreach Team
9220 1288

Crossroads Assertive Outreach Team
0478 398 760

Homeless Services Legend

- | | |
|--------------------------------|---|
| ● Crisis Assistance | ● Drug & Alcohol Assistance |
| ● Medical & Health Assistance | ● Case Management |
| ● Outreach & Referral Pathways | ● Donations |
| ● Counselling | ● Laundry/Shower |
| ● Accommodation Assistance | ● Employment |
| ● Aboriginal Services | ● Legal Aid |
| ● Food Assistance | ● Documentation/ Identification Support |
| ● Advocacy | ● Phone Charging Port |
| ● Street Law | ● Recreation |

Emergency Assistance Contact Numbers for People Experiencing or at Risk of Experiencing Homelessness

Crisis Care <i>Department for Child Protection and Family Support</i>	9223 1111 · 1800 199 008 24/7 ●
Entrypoint <i>Referral Service</i>	6496 0001 · 1800 124 684 Mon to Fri 9am–7pm Sat 9am–5pm ● ●
Mental Health Emergency Response Line	1300 555 788 · 9224 8888 24/7 ● ●
Lifeline WA	13 11 14 · 24/7 ●
Ambulance Fire and Police (24/7 emergency)	000 · 24/7 ● ●
Emergency Relay Calls (TTY for hearing/speech impaired)	106 ● ●
City of Perth Surveillance Centre Emergency	9461 6666 · 24/7 ● ●

Additional Support Numbers

Health Direct	1800 022 222 • 24/7 ●
National Relay Service	1800 555 660 • 24/7 ●
Police Attendance (24/7 non-emergency)	131 444 • 24/7
Perth Police Station	9422 7111 • 24/7
City of Perth Surveillance Centre	9461 6611 • 24/7
City Homeless Response	0429 511 833 • 24/7

Outreach Services & Referral Pathways

Nyoongar Outreach Services Inc	9228 4211 Mon to Fri 11am–7pm Fri & Sat 8pm–4am ●
Street Chaplains	0457 722 076 Fri 10am–4pm 0447 722 072 Fri & Sat 11pm–4am ● ● ● ●
RUAH Street to Home RUAH Community Services	9485 3939 Tues, Wed & Thurs 7.30am–9.15am Plain Street & Wellington Square ● ● ● ●
Street to Home - UnitingCare West Assertive Outreach Team	9220 1200 Mon to Fri 7.30–9.15am Plain Street & Wellington Square ● ● ● ●

Youth Beat
Mission Australia

6212 8700
Case Management
Mon-Fri 8.30am–4.30pm
Outreach Services
Tues & Wed 8am–8.30am
Thurs 2pm–10pm
Fri 12pm–8pm, 9pm–5am
Sat 9pm–5am
For young people
● ● ● ● ●

The Salvation Army
Outreach

0427 997 208
Fri to Sun 7pm–10pm
● ●

Crossroads Assertive
Outreach

0450 059 592
Tues & Thurs 8am–4pm
● ● ● ●

Mental Health
Community Outreach
Team

Tues to Thurs 7.30am–8am
Wellington Square
● ● ● ● ● ●

Specialist Aboriginal
Mental Health Service

Wed 8.30am–9am
Wellington Square
● ● ● ●

Street Connect Bus
Anglicare

0418 942 475
Mon to Fri 11am–3pm
Youth 15–25 years
● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●

Resource / Day Centres

Passages Resource Centre Refer to map No. 1	9228 1478 22 Palmerston Street, Northbridge, 6003 Mon to Thurs 9am–12pm & 1pm–4pm & Fri 9am–1pm Youth 12–25 years
The RUAH Drop-In Centre <i>RUAH Community Services</i> Refer to map No. 2	9328 7682 33 Shenton Street, Northbridge, 6003 Mon to Fri 8.30am–12.30pm 20 years+
Tranby Day Centre <i>UnitingCare West</i> Refer to map No. 3	9220 1200 Unit 6/5 Aberdeen Street, East Perth, 6004 Mon to Fri 7am–12pm Sat 7am–10am 18 years+
Family Foundations Service <i>UnitingCare West</i> Refer to map No. 4	9220 1200 Unit 6/5 Aberdeen Street, East Perth, 6004 Mon, Tue & Thurs 3.30pm–6pm
Hope INC <i>Metro Church</i> Refer to map No. 5	9427 5013 142–146 Beaufort St, Northbridge, 6003 Tues & Fri 1pm–4pm
The Salvation Army Doorways Program Refer to map No. 6	9260 9599 · 9227 9226 333 William Street Northbridge, 6003 Mon to Fri 9am–4pm

Resource / Day Centres Outside of the Inner City

St Patrick's Community Support Centre	9430 4159 12 Queen Victoria Street, Fremantle, 6160 Mon to Fri 8am–3.30pm
The Shop Front	9371 9109 170 Whatley Crescent, Maylands, 6051 Mon to Fri 11am–2pm (except Public Holidays) Mon 6.30pm–8pm Tues & Wed 6pm–8pm

Employment

The Big Issue Street Magazine Enterprise Refer to map No. 7	9225 7792 · 0418 670 643 249 Hay Street, East Perth, 6004 Mon to Fri 8am–3pm
Bizlink Refer to map No. 8	9325 5906 · 9300 2177 Unit 9/40 Lord St, East Perth, 6004 Mon to Fri 9am–5pm

Employment Outside of the Inner City

Mercy Care Workforce Development Centre	9344 2468 4 Brewer Place, Mirrabooka, 6061 Mon to Fri 8.30am–4.30pm
--	---

Accommodation Providers

Housing Authority Refer to map No. 9	9476 2444 605 Wellington Street, Perth, 6000 Mon to Fri 9am–4pm ●
Household Network <i>Perth Inner City Youth Service</i> Refer to map No. 10	9388 2792 22 Blencowe Street, West Leederville, 6007 Mon to Fri 9am–5pm Youth 16–25 years ● ● ● ● ●
Homeless Accommodation Support Service <i>UnitingCare West</i> Refer to map No. 3	9220 1288 5/5 Aberdeen Street, East Perth, 6004 Mon to Fri 8.30am–4.30pm (via referral only) ●
Kensington St Transitional Accommodation <i>St Bartholomew's House</i> Refer to map No. 11	9323 5159 111 Kensington St, East Perth, 6004 Mon to Fri 8am–4pm Females, 55 years+ ●
The Beacon <i>The Salvation Army</i> Refer to map No. 12	9492 7100 9 Aberdeen St, Northbridge, 6003 24/7 · 18 years+ ●
Youth Accommodation Support Service	9329 4480 9am–5pm ●
St Bartholomew's House Refer to map No. 13	9323 5100 7 Lime Street, East Perth, 6004 Admissions: 8am–8pm daily ●

Transitional Support Service
The Salvation Army
Refer to map No. 6

9328 1600
333 William Street,
Northbridge, 6003
Mon to Fri
8.30am–4.30pm
Youth 15–25 years
● ● ● ● ● ● ●

Teenagers in Need of Crisis Accommodation
Youth Futures WA

9307 4520 · 24/7
Youth 15–19 years
●

Yes! Housing
(Youth Externally Supported Housing)

9263 2009
Mon to Fri 8.30am–4.30pm
●

Accommodation Services Outside the Inner City

CROFT - Inglewood	9272 6111 Mon to Fri 8am–4pm ● ● ●
55 Central	9272 1333 Mon to Fri 8am–6pm 55 Central Avenue, Maylands, 6051 ● ● ●
Fusion's Student Household Service	9355 1159 Mon to Fri 8.30am–4.30pm ● ● ●

Women's Refuges (Families and Singles)

Harmony Place	9227 6616 Mon to Fri 9am–5pm ●●●●●●●●
Orna House	9370 4544 · 24/7 ●●●●●●●●
Kira House	9274 3684 0408 895 613 · 24/7 ●●●●●●●●
Mary Smith	9458 1107 · 24/7 ●●●●●●●●
Starwick House	9398 5080 · 24/7 ●●●●●●●●
Stirling	9205 7375 · 24/7 ●●●●●●●●
Pat Giles	9300 0340 · 24/7 ●●●●●●●●
Nardine Wimmin's Refuge	9470 3628 Mon to Fri 8am–8pm ●●●●●●●●

Women's Refuges (Families)

Byanda	9328 7284 · 24/7 ●●●●●●●●
Koolkuna	9255 2202 · 24/7 ●●●●●●●●
Warrawee	9335 7977 · 24/7 ●●●●●●●●

Women's Refuges (Singles)

Nunyara	9328 7284 · 24/7 ●●●●●●●●
Wyn Carr	9430 5756 · 24/7 ●●●●●●●●
Zonta	9364 8028 · 24/7 ●●●●●●●●
The Salvation Army Graceville Centre	9328 7284 · 24/7 ●●●●●●●●

Free Food Assistance

The RUAH Drop-In Centre Refer to map No. 2	33 Shenton Street, Northbridge, 6003 Mon to Fri 8.30am–12.30pm 20 years+ ●
Tranby Day Centre Refer to map No. 3	Unit 6/5 Aberdeen Street, East Perth, 6004 Mon to Fri 7am–12pm Sat 7am–10am 18 years+ ●
Passages Resource Centre Refer to map No. 1	22 Palmerston Street, Northbridge, 6003 Mon to Thurs 9am–12pm Fri 9am–1pm Youth 12–25 years ●
The Salvation Army Soup Run Refer to map No. 14	<u>Ozone Reserve</u> Mon to Sun 8am–8.30am <u>Wellington Square</u> 8.30am–9am ●
Street Connect Bus	Corner William Street & Hay Street outside Wesley Church Mon to Fri 11am–3pm Youth 15–25 years ●
Red Cross Soup Patrol Refer to map No. 15	<u>Corner Wellington & Pier Street</u> 6.30pm–6.45pm <u>Red Cross HQ</u> 6.45pm–7pm ●
St Albans Anglican Church Refer to map No. 16	423 Beaufort Street, Highgate, 6003 Sat 5pm–7pm ● ●

Manna Inc
Refer to map No. 17

1300 626 624
Weld Square,
Beaufort Street, 6000
Mon to Fri 1.30pm–2.30pm
Sun 1.30pm–2.30pm
●

Aflame Community Church
Refer to map No. 18

5 Aberdeen Street
Saturday 5.30pm
●

Perth City Church of Christ
Refer to map No. 19

5 Aberdeen Street
Saturday 6pm
●

Free Food Assistance Outside the Inner City

St Patrick's Community Support Centre 9430 4159
12 Queen Victoria Street
Fremantle, 6160
Mon to Fri 8am–4pm
●

Low Cost Meal Assistance

Govinda's Hare Krishna Restaurant 9227 1689
194 William Street Perth
Mon to Fri 11.30am–7.30pm
●

The Salvation Army Coffee Booth 9260 9599
333 William St
Northbridge, 6003
Mon to Fri 9am–2pm
●

Shower / Laundry Services

Orange Sky Laundry (07) 3062 4811
[Wellington St \(cnr Pier St\)](#)
 Tues 5.30pm–8.30pm
 Refer to map No. 31
[Ruah Drop-In Centre](#)
 Thurs 9am–12.30pm
 Refer to map No. 2
[Tranby Day Centre](#)
 Tues & Fri 7.30am–10.30am
 Refer to map No. 3
[St Albans Church](#)
 423 Beaufort St, Highgate
 Sat 4pm–7pm
 Refer to map No. 16

All day centres have shower facilities, refer to page 8

Shower / Laundry Services Outside of the Inner City

Orange Sky Laundry (07) 3062 4811
[Pioneer Park, Fremantle](#)
 Mon 4pm–7pm
[St Pat's 12 Victoria St, Fremantle](#)
 Mon & Wed
 7.30am–10.30am
[Wilson Park South Beach, Fremantle](#)
 Thurs 2pm–5pm

Education / Recreation

The Footpath Library Mon to Sun
 Refer to map No. 22 [Ozone Reserve, Plain St](#)
 8am–8.30am
[Wellington Square](#)
[-Wittenoom Street](#)
 8.30am–9am

On My Feet Langley Park playground,
 Refer to map No. 23 Perth, 6000
 Mon, Weds & Fri
 5.30pm–6pm

Centrelink and Official Documents

Registry of Births, Deaths and Marriages 1300 305 021
 Refer to map No. 24 Westralia Square, Level 10,
 141 St Georges Terrace,
 Perth, 6000
 Mon to Fri
 8.30am–4.30pm

Department of Human Services - Centrelink [Tranby Day Centre](#)
 Mon 8.30am–11am
 Refer to map No. 3
[RUAH Drop-In Centre](#)
 Thurs 9am–11am
 Refer to map No. 2
[Perth Children's Court](#)
 Fri 9am–11am
[Passages Resource Centre](#)
 Fri 9.30am–1pm
 Refer to map No. 1

Health

National Relay Service	1800 555 660 • 24/7 ●
Royal Perth Hospital Refer to map No. 25	9224 2244 197 Wellington Street, Perth, 6000 ●
Sir Charles Gairdner Hospital Refer to map No. 26	6457 3333 Hospital Avenue, Nedlands, 6009 ●
Health Direct	1800 022 222 • 24/7 ●
Derbarl Yerrigan Health Services Refer to map No. 27	9421 3888 156 Wittenoom Street, East Perth, 6004 Mon to Fri 8.30am–7pm Sat 9am–12pm ● ● ●
Homeless Healthcare Refer to map No. 28	6260 2092 • 9381 8903 <u>Head Office</u> Mon to Fri 9am–5pm <u>Drop-In Services:</u> <u>Ruah Drop-In Centre</u> Mon, Wed & Fri 9am–12pm Refer to map No. 2 <u>Tranby Day Centre</u> Tues & Thurs 7am–10am Refer to map No. 3 <u>Ozone Reserve</u> Mon to Thurs 8am–8.30am Refer to map No. 28 <u>Wellington Square</u> Mon to Thurs 8.30am–9am Refer to map No. 28 <i>Register your name at the start of the service time</i> ● ●
WA Poisons Information Centre	13 11 26 • 24/7 ●

Sexual Assault Resource Centre (SARC)	6458 1828 • 1800 199 888 24/7 ●
Pregnancy Assistance Refer to map No. 29	9328 2929 195 Lord Street, East Perth, 6004 Mon to Fri 10am–3pm ●
SHQ Clinic Refer to map No. 30	9227 6177 70 Roe Street, Northbridge, 6003 Mon to Wed 9.30am–4pm Thurs 9.30am–8pm Fri & Sat 9am–12pm ●
Street Doctor 360 Health and Community Refer to map No. 31	9376 9200 • 9269 8221 <u>Passages Resource Centre</u> Mon 9.30am–4pm Refer to map No. 1 <u>Corner of Pier and Wellington St</u> Mon 5.30pm–8.30 pm Thurs 5.30pm–8.30pm Sat 3.30pm–8.30pm Refer to map No. 31 ● ●
Women's Health and Family Service Refer to map No. 32	6330 5400 227 Newcastle Street, Northbridge, 6003 9am–4.30pm ●
Dental Health WA	9313 0555 Mon to Fri 8.30am–4.30pm ●
Ngulla Mia <i>Richmond Wellbeing</i> Refer to map No. 33	9325 1440 96 Moore Street, East Perth, 6004 Staffed 24/7 <i>Referrals through North Metropolitan Area Mental Health Service</i> ● ● ●

Health Outside of the Inner City

St Patrick's Community Support Centre Health Clinic 9430 4159
12 Queen Street,
Fremantle, 6160



Counselling

Family Helpline 9223 1100 • 1800 643 000
Helpline 24/7



Kids Helpline 1800 55 1800
Helpline 24/7



Mensline 1300 78 99 78
On the Line Helpline 24/7



Men's Domestic Violence Helpline 9223 1199 • 1800 000 599
Helpline 24/7



Quitline 13 78 48
Mon to Fri 8am–8pm
Sat 12.30pm–3.30pm



Suicide Call Back Centre 1300 659 467
Helpline 24/7



Women's Domestic Violence Helpline 9223 1188 • 1800 007 339
Helpline 24/7



Gambling Help Line 1800 858 858
9325 5133
Mon & Fri 9am–5pm
Tues to Thurs 9am–8pm



The Samaritans Crisis Line 13 52 47 • Helpline 24/7



Domestic Violence Advocacy Support 9227 5852



The Samaritans Youthline WA 1800 198 313
Helpline 24/7



Youthlink 9227 4300
Refer to map No. 34
223 James Street,
Northbridge, 6003
Mon 8.30am–4.30pm
(referrals accepted
12.30pm–4.30pm)
Youth 13–24 years



Inner City Community Mental Health Service 9224 1720
Refer to map No. 35
70 Murray Street,
Perth, 6000

Mon to Fri
8.30am–4.30pm



Yorgum 9218 9477
Refer to map No. 42
176 Wittenoom Street,
East Perth, 6004
Mon to Fri
9am–5pm









Counselling Services Outside of the Inner City

Indigenous Family Violence Program 9336 4285
UnitingCare West 10-12 Market Street,
Fremantle, 6160
Mon to Thurs 8.30am–4pm




Drug and Alcohol Assistance

Alcohol and Drug Support Line	9442 5000 · 1800 198 024 Helpline 24/7 
Meth Helpline	1800 874 878 Helpline 24/7 
Next Step Drug and Alcohol Services	9219 1919 32 Moore Street East Perth, 6004 Mon to Fri 9am–4pm 
Aboriginal Alcohol and Drug Service Refer to map No. 36	9221 1411 211 Royal Street, East Perth, 6004 Mon to Thurs 8.30am–12.30pm & 1.30pm–5pm Friday 8.30am–12.30pm 
Drug and Alcohol Youth Services (DAYS) <i>Mission Australia</i> Refer to map No. 37	9222 6300 · 9222 6301 129 Hill Street East Perth, 6004 Mon to Fri 8.30am–4pm Youth 12–19 years 
Parent and Family Drug Support	9442 5050 · 9442 5020 Helpline 24/7 

The Bridge House Program

The Salvation Army
Refer to map No. 38

9227 8086
11-15 Wright Street,
Highgate, 6003
24/7 Sobering Up Shelter
Mon to Fri 8am–4pm
Intake to Low Medical
Detoxification Unit
Mon to Fri 8am–4pm



Cyrenian House

Refer to map No. 39

9328 9200
318 Fitzgerald Street,
Northbridge, 6003
Mon & Thurs 9am–9pm
Tues & Wed 9am–5pm
Fri 9am–4.30pm


Helping Families with Addiction Fresh Start Recovery Program


Refer to map No. 40

9381 1333
65 Townshend Road
Subiaco, 6008
Mon to Fri 9am–5pm



Advocacy

Daydawn Advocacy Centre

Refer to map No. 41

9218 8035
9/5 Aberdeen Street,
Perth, 6000
Mon to Thurs
8.30am–1.30pm


Multicultural Women's Advocacy Service

9328 120 · 9227 8122
Mon to Fri
8.30am–4.30pm


Street Law

Street Law Centre WA Inc

1800 752 992
Drop-In Services:
 Tranby Day Centre
 Refer Map No. 3
 Fri 8.30am–10.30am



RUAH Drop In Centre
 Refer to map No. 2
 Every second Tuesday
 10am–12pm



Passages Resource Centre
 Refer to map No. 1
 Every second Wednesday
 10.30am–12pm



Street Law Outside the Inner City of Perth

St Patricks Community Support Centre

12 Queen Victoria Street
 Fremantle, 6160
 Tue 9.30am–11am



Contact Us

27 St Georges Terrace, Perth WA 6000
GPO Box C120, Perth WA 6839
(08) 9461 3333 | www.perth.wa.gov.au
info.city@cityofperth.wa.gov.au
perth.wa.gov.au

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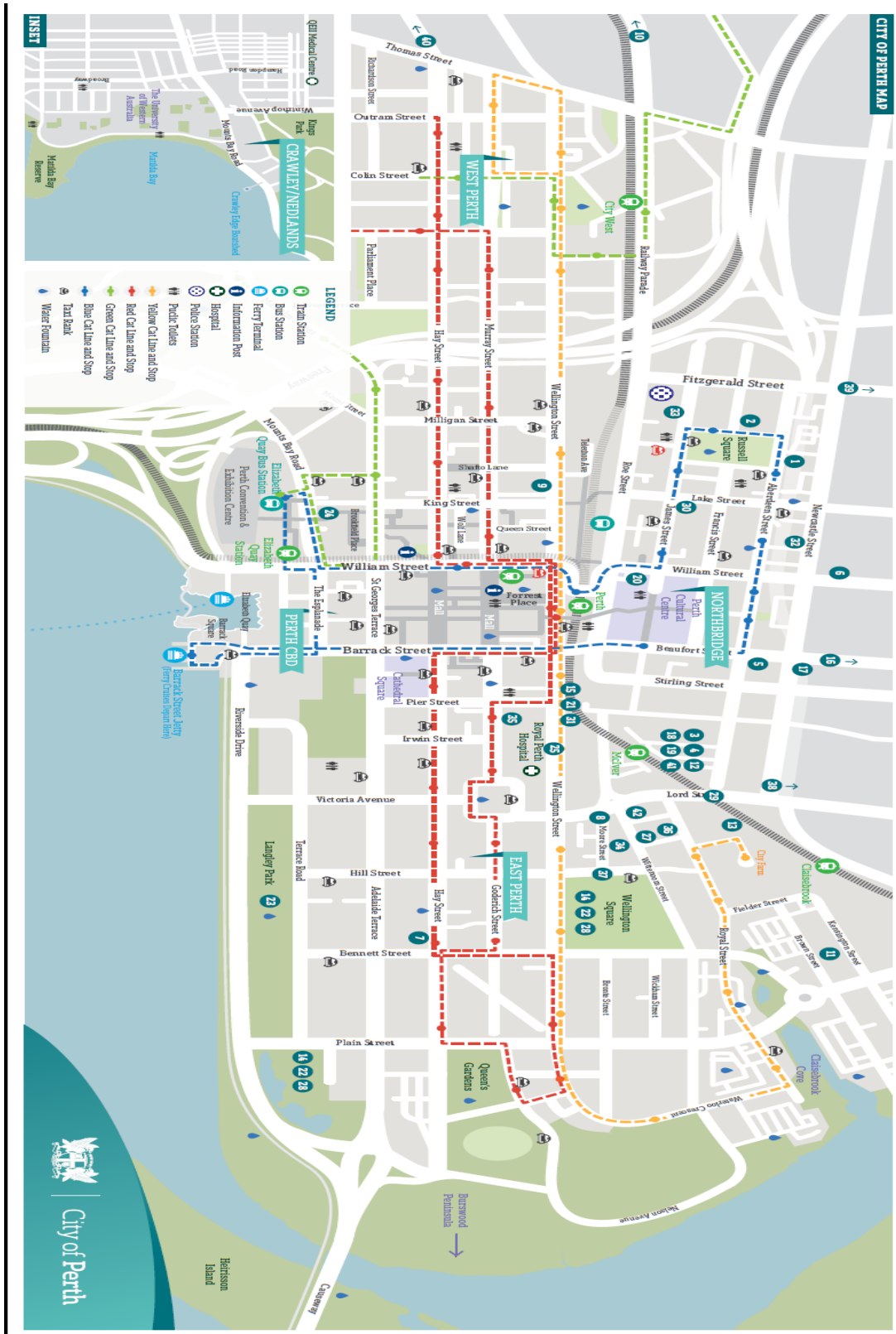
Printing of the Homeless Services in the Inner City
brochure was made possible through the support from
Department of Child Protection and Family Support



Government of Western Australia
Department for Child Protection
and Family Support

Appendix 4

Homeless Services in the Inner City Map



Appendix 5

Official Outreach Services operating within the City of Perth

Current Official Outreach Services operating from stationary locations within the City of Perth

Service Provider	Ozone Reserve	Wellington Square	Pier Street	Goderich Street cnr Bishops Row
The Salvation Army soup kitchen	Mon- Fri 8.00-8.30am	Mon- Fri 8.30-9.00am	Mon- Sun 6.30-6.45pm	
Ruah – Street to home	Mon- Fri 8.00-8.30am	Mon- Fri 8.30-9.00am		
Homeless Healthcare	Mon- Fri 8.00-8.30am	Mon- Fri 8.30-9.00am		
Mental Health Community Outreach Team	Wed 8.00-8.20am	Mon- Fri 8.20-9.00am		
Specialist Aboriginal Mental Health Service		Wed 8.30-9.00am		
Street Doctor 360 Health and Community			Tues, Thurs 5.30-8.30pm Sat 3.30-8.30pm	
Orange Sky Laundry			Tues 5.30-8.30pm	
Red Cross Soup Patrol			Mon- Sun 6.30-6.45pm	Mon- Sun 6.45-7.00pm

There are a number of other official generic outreach providers that provide food and support though these services are directed more by the locations known to be frequented by homeless people they are trying to engage.

Current Official Outreach Services that roam within the City of Perth

Service Provider	Operating times
Nyoongar Outreach Services Inc	Mon- Fri 11am-7pm Fri-Sat 8pm-4am
Street Chaplains	Fri 10am-4pm, 11pm–Sat- 4am Sat 11pm- Sun 4pm
Youth Beat	Tues-Wed 8-8.30am Thurs 2-10pm Fri 12-8pm, 9pm-5am Sat 9pm-5am
Salvation Army Outreach	Sat-Sun 7-10pm
Crossroads Assertive Outreach	Tues & Thurs 8am-4pm
Street Connect Bus - Anglicare	Mon- Fri 11am-3pm

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Agenda
Item 13.16

Draft City of Perth Reflect Reconciliation Action Plan 2018-2019

Recommendation:

That Council:

- 1. ADOPTS the Draft City of Perth Reflect Reconciliation Action Plan (RAP) 2018-2019 as detailed in Attachment 13.16A;**
- 2. NOTES the Draft City of Perth Reflect Reconciliation Action Plan (RAP) 2018-2019 is required to be submitted to Reconciliation Australia for endorsement prior to implementation and will officially be launched in April 2018.**

The Committee recommendation to the Council for this report was resolved by the Finance and Administration Committee at its meeting held on 6 February 2018.

The Committee recommendation to the Council is the same as that recommended by the Officers.

FILE REFERENCE:	P1033291
REPORTING UNIT:	Community Services
RESPONSIBLE DIRECTORATE:	Community and Commercial Services
DATE:	12 January 2018
ATTACHMENT/S:	Attachment 13.16A – Draft City of Perth Reconciliation Action Plan 2018-19

Council Role:

- | | | |
|-------------------------------------|----------------|---|
| <input type="checkbox"/> | Advocacy | <i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |
| <input checked="" type="checkbox"/> | Executive | <i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i> |
| <input type="checkbox"/> | Legislative | <i>Includes adopting local laws, town planning schemes and policies.</i> |
| <input type="checkbox"/> | Quasi-Judicial | <i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i> |
| <input type="checkbox"/> | Information | <i>For the Council/Committee to note.</i> |

Legislation / Strategic Plan / Policy:**Legislation**

N/A

Integrated Planning and Reporting Framework Implications**Strategic Community Plan**

Goal 6 A city that celebrates its diverse cultural identity

Policy

Policy No and Name:

N/A

Purpose and Background:

In its Strategic Community Plan and Corporate Business Plan, the City has identified the need to develop a Reconciliation Action Plan (RAP) to provide a framework that recognises Aboriginal culture within the City and to continue building strong relationships with the Aboriginal community.

The purpose of a RAP, specifically a Reflect RAP, is to raise awareness and support through the development of solid foundations, governance models and business cases for future commitments that promote sustainable opportunities in areas such as employment, economic development and education for Aboriginal and Torres Strait Islander peoples.

Details:

The area that is now the City of Perth is the centre of the first long term relationships with Aboriginal peoples, specifically Whadjuk Nyoongar peoples, in Western Australia. Tens of thousands of years ago, before colonisation, Whadjuk Nyoongar peoples were, and continue to be, the Traditional Owners of the lands and waters on which Perth city sits today. From the early days of settlement through to today, Aboriginal peoples continue to have a great connection to the city culturally and spiritually, as well as for work, social activities and general business.

The City has a long history of carrying out projects and activities that recognise history and culture. However, the City has had no formal reconciliation framework in place. The Reconciliation Australia's RAP program provides a series of frameworks for organisations, each offering a different level of engagement and support. These levels are Reflect, Innovate, Stretch and Elevate. The City is commencing its journey towards reconciliation with a Reflect RAP.

The City has undertaken extensive community and internal consultation with a wide range of stakeholders including; Aboriginal people of influence, corporate leaders, government departments, historians, non-government organisations, small business and resident's groups. The Draft City of Perth Reflect Reconciliation Action Plan 2018-19 (Attachment 13.16A) is a reflection of the community's views on how the City can rise to the challenge of reconciling Australia, and has been embraced by those who have taken part with positive feedback being received throughout the process to date.

The 19 key actions identified for each of the outcome areas Respect, Relationships, Opportunity and Governance and Tracking, are:

Respect

1. Engage employees in continuous cultural learning opportunities to increase understanding of Aboriginal and Torres Strait Islander cultures, histories and achievements.
2. Raise internal understanding of Aboriginal and Torres Strait Islander cultural protocols.
3. Raise external understanding of Aboriginal and Torres Strait Islanders cultural protocols.
4. Participate in and celebrate NAIDOC Week.
5. Participate in and celebrate National Aboriginal and Torres Strait Islander Children's Day.
6. Publicly recognise and celebrate Aboriginal and/or Torres Strait Islander cultures and histories.
7. Strengthen the natural environment and focus on the importance of native flora and fauna.

Relationships

8. Raise internal awareness of the City's RAP.
9. Strengthen relationships with the Aboriginal community.
10. Participate in and celebrate National Reconciliation Week.
11. Establish and implement an internal RAP Working Group.
12. Develop and implement an Aboriginal Engagement Framework for the City.
13. Establish and continue relationships with key stakeholders.

Opportunity

14. Employ and Aboriginal Engagement Officer.
15. Investigate Aboriginal and Torres Strait Islander employment.
16. Evaluate the existing sponsorship of Aboriginal Tourism and investigate opportunities for further improvement.
17. Increase and support supplier diversity and Aboriginal business.

Governance and Tracking

18. Build support for the RAP.
19. Review and update the RAP.

The City is required to implement its Reflect RAP within a 12 month period and will require approval from Reconciliation Australia to proceed to the next level RAP, Innovate.

The Draft City of Perth Reflect Reconciliation Action Plan 2018-2019 will officially be launched in April 2018.

Financial Implications:

The overall cost of the plan for the 12 month period is estimated at \$600,000. Many actions identified are projects already planned for delivery and most actions to be delivered prior to June 2018 will be accommodated within current operational budgets and resources.

All figures quoted in this report are exclusive of GST.

Comments:

The City's Reflect RAP sets out the actions and deliverables required to prepare the City for reconciliation initiatives in successive RAPs. Committing to a Reflect RAP allows the City to spend time scoping and developing relationships with Aboriginal and Torres Strait Islander stakeholders, deciding the City's vision for reconciliation, and exploring the City's sphere of influence, before committing to specific actions or initiatives. This process will help to produce future RAPs that are meaningful, mutually beneficial and sustainable.

The City is currently developing a policy and guidelines around the implementation of Welcome to Country and Acknowledgement of Country at relevant functions, meetings and events held by the City of Perth. The purpose of the policy is to acknowledge the cultural importance of Welcome to Country for Aboriginal and Torres Strait Islander people and its importance to the City of Perth heritage and identity. The draft guidelines involve the inclusion of an Acknowledgement of Country at the commencement of Council Meetings. It is planned that the Policy will be presented to Council for endorsement at its April meeting.



City of Perth

City of Perth
Reflect Reconciliation Action Plan (RAP)
2018 –2019

City of Perth *Reflect* Reconciliation Action Plan 2018-2019

Preface

Acknowledgement of Country

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 people 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

Alternative Formats

An electronic version of the City of Perth’s *Reflect* Reconciliation Action Plan 2018-19 is available from www.perth.wa.gov.au. Large print and alternative formats can be requested from the City of Perth.

City of Perth
27 St Georges Terrace, Perth
GPO Box C120, Perth WA 6839
Telephone: (08) 9461 3333
Email: info.city@cityofperth.wa.gov.au

Message from Reconciliation Australia CEO

<To be inserted after the Reconciliation Action Plan is adopted by Council and Reconciliation Australia>

Message from the Rt. Hon. The Lord Mayor. Ms Lisa-M. Scaffidi

<To be inserted after the Reconciliation Action Plan is adopted by Council >

Message from City of Perth CEO, Martin Mileham

<To be inserted after the Reconciliation Action Plan is adopted by Council >

About the Reflect Reconciliation Action Plan

The Reconciliation Action Plan (RAP) is about organisations from every sector turning good intentions into real actions and rising to the challenge of reconciling Australia. A RAP is a framework that uses a holistic approach to create meaningful relationships, enhanced respect and promote sustainable opportunities with Aboriginal and Torres Strait Islander communities. The RAP program includes a series of frameworks, each offering a different level of engagement and support. These levels are; Reflect, Innovate, Stretch and Elevate.

Developing and implementing a Reflect RAP allows the City of Perth (the City) to focus on building relationships both internally and externally whilst raising awareness with our stakeholders to ensure there is a shared understanding and ownership of our RAP. Throughout the actions in the Reflect RAP, the City has a strong focus on building the foundations for relationships, respect and opportunities, whilst focusing on building a positive internal culture and awareness of Aboriginal and Torres Strait Islander histories and cultures, particularly Nyoongar cultures.

The City's RAP is inclusive of all Aboriginal and Torres Strait Islander peoples; however, as the City of Perth sits on Whadjuk Nyoongar land, some actions are particularly relevant to be driven or facilitated with involvement from Nyoongar or Whadjuk Nyoongar people. This is noted throughout the RAP. In addition, a glossary is provided on Page 26 of the document to give context and definition to the different terms that are used throughout the City's RAP.

Our Business

The area of Whadjuk Nyoongar land on which the City of Perth (the City) sits today is just over 19 square kilometres in area (land only) and located on the northern banks of the Derbarl Yerrigan (Swan River) with over 11 kilometres of river frontage. The City is privileged to be home to sites of cultural and historical significance to the Whadjuk people including; Gargatup (Kings Park), Matagarup (Heirisson Island), Pinjar (the lakes - location of the Perth train station and surrounds) and Byerbrup (ridge line linking Gargatup and Matagarup). Traditionally, the Whadjuk Nyoongar people sourced food from the Derbarl Yerrigan and the extensive system of freshwater lakes linking the coast with the escarpment, ensuring Perth played an important role for meeting, travel and trade.

Today, the City includes the suburbs or parts thereof of Crawley, East Perth, Nedlands, Northbridge, Perth and West Perth. On 1 July 2016, the City of Perth local government area expanded to include Kings Park (400 hectares), the University of Western Australia, Queen Elizabeth II Medical Centre, residential and commercial areas around Hampden Road and Broadway, and the Matilda Bay foreshore in Crawley and Nedlands. The City hosts international consulates, the

State Parliament of Western Australia and key Federal and State judicial institutions, and has the largest concentration of jobs, services, education and cultural and leisure activities in Greater Perth. All of these places are home to a rich history, stretching back long before colonisation.

The City's resident population is diverse in its cultures, household and family structures, all contributing to an interesting and varied community makeup. The City's current population, which is approximately 26,268, includes approximately 193 residents who identify as Aboriginal or Torres Strait Islander. On a typical weekday, the City attracts around 205,750 workers and visitors to the CBD and over 25,000 to the University of Western Australia and Queen Elizabeth II. The City's resident population is forecast to grow to 50,000 residents by 2050, representing an additional 25,800 residents in 16,000 new dwellings over the next 34 years. For these and many other reasons the City plays a unique and important role in contributing to the economic prosperity and quality of life of many Western Australians.

The City of Perth workforce comprises of 750 staff of which two identify as Aboriginal or Torres Strait Islander. The City of Perth main office; Council House is located on 27-29 St George's Terrace, Perth and is home to approximately 500 members of the City's workforce. The remaining 250 members operate from the City's community facilities, parks, carparks and depot. All employees have recently participated in an organisation wide culture change program which resulted in new organisational values. The City aims to work towards diversifying its workforce throughout the implementation of the RAP. Throughout the Reflect RAP, the City has committed to researching leading examples of Aboriginal employment and improving the internal culture of the organisation to ensure that the working environment is safe and supportive for Aboriginal and Torres Strait Islander peoples.

The City of Perth has a distinct leadership role as the Capital City authority of Western Australia to ensure we continue to develop and flourish without compromising future generations. In 2016, the City of Perth Act was ratified. The Act brings the City of Perth in line with other Australian capital cities and empowers it, and acknowledges its central role in tourism, business and economic development. The Act also provides the necessary structure and legislation to form partnerships with State and Federal governments and the private sector to meet the future needs of the city.

The City's community has clearly communicated its commitment to a journey towards reconciliation through the community engagement associated with the City's Strategic Community Plan. Some of the trends and challenges that came out of the community engagement included:

- The Community wants to recognise Aboriginal culture;
- High demand exists for cultural experiences;
- The city is not currently seen to be a desirable cultural destination; and
- The Community is seeking an increase in visibility and experience of spirituality and cultural connection to the city.

City of Perth Strategic Community Plan

The City's Reconciliation Action Plan meets five of the eight goals of the City's Strategic Community Plan.

Goal 1: A city for people

- Vulnerable people with diverse social needs are supported
- Increase the amount with people that live, work, visit and stay in the city developing a strong sense of neighbourhood in the community

Goal 3: A city connected to its natural beauty

- All strategic objectives in Goal 3 to "Celebrate Indigenous culture" as identified under Goal 6.

Goal 6: A city that celebrates its diverse cultural identity

- Formal and informal places and spaces to celebrate culture along the river
- Celebrate Indigenous culture
- Built and Social Heritage that is protected, enhanced and developed that showcases the City's story

Goal 7: An open and engaged city.

- Community is involved and has trust in government

- Thriving neighbourhoods and communities are created by collaboration

Goal 8: A city that delivers for its community

- Service delivery is of a high quality and focused on the needs of the City's Community, Businesses and Visitors
- Great people are attracted, developed and retained to meet and exceed community expectations

DRAFT

Our Reconciliation Action Plan Working Groups

Throughout the development of the City's RAP two Working Groups were established to assist with the development of the City's RAP.

Internal RAP Working Group

The Internal RAP Working Group included 20 City of Perth staff members across 13 Business Units in the organisation. The Group's purpose was to identify issues and topics important to the development of City's first RAP. The Group is also responsible for championing the RAP throughout the organisation and to assist with communicating and developing their respective units understanding of the RAP and their roles and responsibilities in delivering the actions within this.

External RAP Reference Group

The External RAP Reference Group is made up of external stakeholders who came together on a number of occasions to identify issues and topics of importance surrounding the development and implementation of the City's RAP.

Members of the External RAP Reference Group include:

Alan Carter, Bringing Them Home Committee

Allirra Winmar, ICEA

Anthony Kickett, community member

Ben Taylor, community member

Bendan Moore, Whadjuk Working Party

Carole Winfield, community member

Daniel Morrison, Wungening Aboriginal Corporation

Erin Rundle, Rio Tinto

Joanne D'Cress, Yorgum

Lara Steele, Anglicare WA

Leon Henry Jr, Yorgum

Lyn Schwan, East Perth Community Group

Margaret Culbong, community member

Noel Nannup, community member

Tom Joyner, ICEA

Theresa Walley, community member

Trevor Walley, Whadjuk Working Party

Wanita Bartholomeusz, WA Police

City of Perth Representatives

Our Reconciliation Journey

The Corporate Business Plan is a key component of the City's Integrated Planning and Reporting Framework and is the Organisation's commitment to activating the Strategic Community Plan. The City of Perth's Corporate Business Plan builds on the identified directions from previous plans, with an emphasis on meeting commitments and expectations now and into the future. The development of the City's RAP is listed in the Corporate Business Plan with expected work to be completed in the 2016/2017 financial year. On commencement of the community engagement to develop the RAP, the City recognised the need to contribute additional resources and time to ensure trusting and respectful relationships were initiated and nurtured prior to developing the specific actions for the city to undertake. While this increased the development timeline, the quality of the consultation and community initiated and driven actions are a direct result of this additional time and resource commitment.

The City has a long history of carrying out projects and activities that recognise history and culture, however until now, has had no formal reconciliation framework in place. The last 12 months have been a long journey filled with learning and discovery of histories and cultures as the City has developed its first RAP. Below is a timeline of the critical stages of development of the City's *Reflect* Reconciliation Action Plan 2018-19:

November 2016

The City presented to the Whadjuk Working Party to inform the Party that the City intended to commence its first RAP and asked for representation from the party to participate in the External RAP Reference Group.

January 2017

The City appointed Consultants; Tim Muirhead from CSD Network and Danny Ford and Rose Walley from Kambarang Services. Both Danny and Rose are Traditional Owners of Whadjuk Nyoongar Country and have strong ancestral links to the Perth City area, providing the City with an important insight into the Whadjuk Nyoongar community and associated family connections and cultural authority within the City of Perth area.

Research was conducted to determine the past projects and activities that the City had previously carried out in the space of Aboriginal engagement, acknowledgement of Traditional Owners and culture, and provision of sustainable opportunities for the Aboriginal community.

The City's Internal RAP Working Group was formed. The Group included 20 staff members across 13 Business Units in the organisation. The Group positively championed the RAP throughout the organisation as the members undertook Cultural Awareness Training and assisted to communicate to and develop their respective units understanding of the RAP and their roles and responsibilities in delivering the actions within this.

March 2017

The Internal Working Group participated in a series of meetings where members openly identified wrongdoings from the past and identified opportunities for the City to learn from these and make improvements in order to build respect, relationships and opportunity with the Aboriginal and Torres Strait Islander community.

The City worked alongside its consultants to formulate a plan for its external stakeholder engagement which saw the CEO invite over 60 stakeholders and community members including Aboriginal people of influence, government departments, corporate leaders, historians, non-government organisations, small business, and resident groups to take part in its first RAP community consultation.

May 2017

The first community and stakeholder consultation was held, during National Reconciliation Week, with 30 participants from both the Aboriginal and non-Aboriginal community. The consultation was held at the Aboriginal Alcohol and Drug Service (AADS), now known as Wungening Aboriginal Corporation. The location chosen for its cultural significance of the East Perth area, the history of AADS with the Aboriginal community, and to create a safe, welcoming and culturally sensitive environment.

Participants were welcomed to country by Whadjuk Nyoongar Elder, Theresa Walley who shared an insight into her family history and stories of growing up on Nyoongar country. The initial response from the community consultation was overwhelmingly positive, with participants expressing their excitement and optimism that the City had commenced its journey towards reconciliation.

June 2017

Participants from the first community consultation were invited to express their interest to participate in a community reference group for the ongoing development and implementation of the RAP. The City received an overwhelming number of expressions of interest and the initial planned group size was expanded to ensure diversity of various members of the community.

August 2017

The External RAP Reference Group held its first meeting involving twenty external stakeholders from the initial consultation, including Aboriginal Elders, Whadjuk Working Party representatives, Not for Profit organisations, Business, Government representatives and a corporate Organisation on its *Stretch* RAP. In addition to the external stakeholders, members from the City's Internal RAP Working Group, Community Services Unit, and Executive Leadership Group also joined the RAP Reference Group.

September 2017

A second consultation workshop was held with the RAP Reference Group, to ensure the City had a greater understanding of the aspirations and vision of the most important ways that it could ensure that the City build respect, relationships and opportunity with the Aboriginal and Torres Strait Islander community. At this workshop, Whadjuk Nyoongar Elder, Margaret Culbong, presented the City with a symbol of reconciliation, an Aboriginal flag that Margaret had hand crocheted. Margaret expressed that giving of the flag to the City was 'osmosis', a way of learning and growing together and with each other through culture. The City was proud to accept this gift and the symbol of reconciliation will be hung within Council House.

October – November 2017

The City's Business Units identified actions that each Unit would champion, drive and implement within the Reflect RAP timeframe. From here the actions were drafted and the RAP started to take shape.

December 2017

A final workshop was held, with the Internal RAP Working Group and External RAP Reference Group combined, to review the City's draft RAP.

February 2018

The RAP progressed to the City of Perth Council for formal endorsement.

The City would like to thank its Consultants, Danny Ford and Rose Walley from Kambarang Services, and Tim Muirhead from CSD Network. Without their guidance, strong relationships with the Aboriginal community, and tireless commitment and enthusiasm it would not have been possible to bring the City's RAP to its current stage. In addition, the City would like to recognise all members of both the Internal and External working groups for their sharing of knowledge and commitment of the City's journey to reconciliation.

Our Partnerships and Recent Activities

As the City moved through the process of developing its first Reconciliation Action Plan, it was recognised that it is essential for employees to have a good, consistent understanding of the cultural, historic and contemporary factors that play out in relationships between Aboriginal and non-Aboriginal people. The City rolled out a series of half day cultural awareness training sessions, facilitated by Danny Ford from Kambarang Services and Tim Muirhead from CSD Network. The training, Culturally Speaking: Towards Partnership with Aboriginal People was aimed at assisting participants to properly understand Australia's history, its impacts on Aboriginal people and consequences on life today. The training facilitates an opportunity for staff to learn about the historical and cultural context and gain an understanding of each staff member's role and responsibility in the city's commitment to reconciliation. The City's Elected Members, Executive Leadership Group, Managers and a diverse range of Officers and front line staff have all taken part, with more sessions planned throughout 2018 to ensure that all staff complete this training.

Other recent partnerships and activities are listed below:

- In 2017, the City supported West Australian Indigenous Tourism Operators Council with its Perth Aboriginal Tourism Development Pilot Project
- The City has long supported NAIDOC Perth since 2007 with a yearly sponsorship contribution to the opening event.
- The City flies the Aboriginal and Torres Strait Islander flags outside Council House. The City has a collection of eight significant public artworks either designed/created by Aboriginal or Torres Strait Islander peoples of Australia or with an Aboriginal or Torres Strait Islander theme.
- The City has a collection of oral histories completed by Aboriginal or Torres Strait Islander peoples.
- The 'Survival Concert' (now named Birak concert) has been held in City of Perth on Australia day since 2001 – the City has long supported this event financially and with resources since it begun.
- In 2017, the City partnered with the National Trust of WA to plan and facilitate a project featuring the life of prominent Nyoongar woman, Fanny Balbuk Yoreel.
- The City partnered with Reconciliation WA and Australia Day Council WA to deliver the Launch of Australia Day: Inspiring Australian's event.
- The City has facilitated various large scale cultural projects such as development of its cultural heritage maps (Karla Yarning), a Nyoongar Elders Portrait exhibition (Gnarla Moort) and a project featuring an exhibition and revival of the Coolbaroo Club.

Our Reflect Reconciliation Action Plan

City of Perth *Reflect* Reconciliation Action Plan 2018-19

Action	Deliverable/s	Responsible for delivery	Expected Timeframe
RESPECT			
1. Engage employees in continuous cultural learning opportunities to increase understanding and appreciation of Aboriginal and Torres Strait Islander cultures, histories and achievements.	1.1. Capture data and measure our staff's current level of understanding of Aboriginal and Torres Strait Islander cultures, histories and achievements.	Manager Community Services	June 2018
	1.2. Conduct a review of cultural awareness training needs within our organisation.	Manager Community Services	August 2018
	1.3. Implement a compulsory four hour face to face training session for Elected Members and all employees to increase awareness of Aboriginal culture and histories and capture data to measure the impact of these sessions	Manager Community Services	April 2018 – December 2018
	1.4. Based on the needs identified in 1.2, research opportunities for further learning and development including; interactive learning, cultural immersion days, language classes etc. Use the research to develop a plan for an organisation wide learning and development program to be implemented over the course of the City's <i>Innovate</i> RAP.	Managers: - Community Services - Human Resources	January 2019
	1.5. Review and modify the existing Corporate Induction program to ensure that the content includes relevant information about Aboriginal culture and Whadjuk Nyoongar histories, and add Community Services as a guest presenter on the Corporate Induction schedule in order to be invited to select Inductions to present about the City's RAP.	Manager Human Resources	April 2018 - January 2019
	1.6. Review and modify the existing Equal Employment Opportunity training program to ensure that it involves inclusion of the Human Rights Commission anti-racism campaign in order to ensure shut down of any racist behaviour within the organisation.	Manager Human Resources	April 2018 to February 2019
	1.7. Carry out the diversity survey on an annual basis to determine whether any changes occur in declaration of Aboriginal or Torres Strait Islander cultures in line with the implementation of the RAP.	Manager Human Resources	June 2018
	1.8. Ensure the City's RAP is added to the new employee information pack and included in new employee induction package.	Manager Human Resources	June 2018
	1.9. Hold a specific two hour training session with all Child Care staff to educate around how to engage with Parents/Families in order to ensure that all families understand that	Manager Community Services	December 2018

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	the Citiplace Child Care Centre is a culturally inclusive Centre.		
	1.10. Investigate the Narragunnawali: Reconciliation in Schools and Early Learning and engage a Consultant to assist the Citiplace Child Care Centre to develop curriculum around Aboriginal cultures that is suitable for early learning at the Centre.	Manager Community Services	June 2018 – September 2018
	1.11. Engage a consultant to design and facilitate a specific training course on the topic of how to engage with people from Aboriginal and Torres Strait Islander cultures and ensure that all Customer facing staff complete this training program.	Managers: - Customer Service - Community Services - Library - Parking Services - Commercial Parking - Community Amenity and Safety - Business Support and Sponsorship	December 2018
2. Raise internal understanding of Aboriginal and Torres Strait Islander cultural protocols	2.1. Work with the South West Aboriginal Land and Sea Council and Whadjuk Working Party to determine a list of Traditional Owners of the lands and waters within our organisations sphere of influence.	Manager Community Services	April 2018 – May 2018
	2.2. Develop and implement a policy and procedure to ensure that Welcome or Acknowledgement to Country is included in all relevant meetings, activities and events organised by the City. Policy and procedure to include wording and placement of written Acknowledgement in all relevant publications, campaigns, digital screens and corporate communications.	Manager Community Services	May 2018
	2.3. Carry out an internal communications campaign to ensure that all staff and Elected members are made aware of the cultural importance of Welcome to Country and Acknowledgment to Country for Aboriginal and Torres Strait Islander people and its importance to the City of Perth heritage and identity.	Managers: - Community Services - Marketing and Activation	May 2018
3. Raise external understanding of Aboriginal and Torres Strait Islander cultural protocols.	3.1. Create a guiding document to be distributed to all external stakeholders holding an event within the City of Perth to ensure that stakeholders are made aware of the cultural importance of Welcome and Acknowledgement to Country for Aboriginal and Torres Strait Islander people.	Managers: - Community Services - Health and Activity Approvals - Business Support	June 2018

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		and Sponsorship - Library	
	3.2. During debriefs with external event organisers, ask a series of questions to evaluate the number of external stakeholders who planned and facilitated a Welcome or Acknowledgement to Country at their events.	Managers: - Health and Activity Approvals - Business Support and Sponsorship	June 2018 – April 2019
	3.3. Ensure that copies of the City's Karla Yarning brochures are made available at all Citizenship Ceremonies.	Manager Marketing and Activation	September 2018
4. Participate in and celebrate NAIDOC Week	4.1. Raise awareness and share information amongst our staff of the meaning of NAIDOC Week including promotion of local NAIDOC week events.	Managers: - Community Services - Marketing and Activation	July 2018
	4.2. Ensure our RAP Working Group participates in an external NAIDOC Week event.	Directors: - Corporate Services - Planning and Development - Community and Commercial Services - Construction and Maintenance - Economic Development and Activation	July 2018
	4.3. Hold a NAIDOC celebration activity/event for all staff.	Manager Community Services	July 2018
	4.4. Throughout NAIDOC Week, Citiplace Child Care Centre to hold activities that celebrate and share knowledge on Aboriginal and Torres Strait Islander cultures.	Manager Community Services	July 2018
	4.5. Create a promotional page on the City's website to celebrate NAIDOC and	Manager Marketing	July 2018

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	recognise the various activities on offer for the community.	and Activation	
	4.6. Through the City's Sponsorship programs, continue to support and fund NAIDOC week events, and investigate opportunities to build on the level of funding available for organisations celebrating NAIDOC week in 2018.	Manager Business Support and Sponsorship	July 2018
5. Participate in, and celebrate National Aboriginal and Torres Strait Islander Children's Day.	5.1. Ensure Citiplace Child Care Centre facilitate an 'incursion' with a guest Aboriginal or Torres Strait Islander artist/performer to celebrate and raise awareness of National Aboriginal and Torres Strait Islander Children's Day.	Manager Community Services	4 August 2018
6. Publicly recognise and celebrate Aboriginal cultures and histories.	6.1. Research and plan to commission a public artwork to signify the City's journey towards reconciliation (to be installed during the Innovate RAP). Artwork to be considered as collaboration between an Aboriginal and non-Aboriginal Artist.	Manager Arts, Culture and Heritage	February 2019
	6.2. Investigate opportunities for use of digital platforms for capturing and sharing of histories.	Managers: - Arts, Culture and Heritage - Information Technology - Data and Information	April 2018 – April 2019
	6.3. Research and plan to increase the number of Aboriginal oral histories available in the City's collection.	Manager Arts, Culture and Heritage	February 2019
	6.4. Plan and facilitate a public information exhibition in the City of Perth Library display cabinets to promote the oral histories and celebrate Aboriginal cultures in the City of Perth. Investigate moving/rotating this display between various City of Perth facilities.	Managers: - Arts, Culture and Heritage - Library	December 2018
	6.5. Conduct a review of the cultural heritage policies to ensure that these include information relevant to the Whadjuk Nyoongar histories of the City (in consultation with the relevant people).	Manager Arts, Culture and Heritage	December 2018
	6.6. Investigate options, and make plans to, commission an Aboriginal art mural at	Managers:	August 2018

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the front entrance of the Citiplace Child Care Centre (to be installed during the Innovate RAP)	<ul style="list-style-type: none"> - Community Services - Arts, Culture and Heritage 	– December 2018
6.7. Appropriately identify and make changes to the physical environment at the Citiplace Child Care Centre including: installation of native flowers/grasses in the garden, and installation of playscape to incorporate an Aboriginal theme.	Managers: <ul style="list-style-type: none"> - Community Services - Properties - Parks - Sustainability 	July 2018 – December 2018
6.8. Appropriately identify and engage a Nyoongar artist to create artwork endemic to the area to use on the City's uniforms and vehicles, to make a visible statement about the City's commitment to reconciliation. Polo shirts to be branded with this artwork and worn by customer facing staff during NAIDOC Week, National Reconciliation Week. A minimum of two of the City's fleet vehicles to be branded with decals of this artwork.	Managers: <ul style="list-style-type: none"> - Arts, Culture and Heritage - Community Amenity and Safety - Parking Services - Customer Service - Commercial Parking - Business Support and Sponsorship - Community Services - Library - Plant and Equipment 	April 2018 – February 2019
6.9. Investigate and make plans to commence a project to add a Whadjuk Nyoongar layer onto the Wetlands map project.	Manager Arts, Culture and Heritage	December 2018
6.10. Investigate and make plans to work with the appropriate representatives to determine which stories the Whadjuk Nyoongar community would like to share, and plan an interactive storytelling project.	Manager Arts, Culture and Heritage	December 2018
6.11. In conjunction and consultation with the Whadjuk Nyoongar community, commission the design and creation of a public signage/ symbol to be installed at	Managers: <ul style="list-style-type: none"> - Arts, Culture and 	April 2018 –

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	the two major gateways to the City (Causeway and Kings Park Road).	Heritage - Coordination and Design	April 2019
	6.12. Develop a framework to undertake cultural heritage assessment of the City of Perth lands to inform future projects and consultation with the Whadjuk Nyoongar community.	Managers: - Coordination and Design - Community Services - Arts, Culture and Heritage	April 2018 – April 2019
	6.13. Change the names of the City of Perth meeting rooms to align with Nyoongar language.	Manager Properties	April 2018 – May 2018
	6.14. Source pins with the Aboriginal flag, to be worn by customer facing staff, as a statement of commitment towards reconciliation.	Managers: - Community Amenity and Safety - Parking Services - Commercial Parking - Library - Community Services - Customer Service	August 2018
	6.15. Engage an Artist to design the incorporation of Aboriginal artwork throughout the frosting which is displayed on various meeting rooms throughout Council House.	Managers: - Properties - Arts, Culture and Heritage	June 2018 – December 2018
	6.16. Where landscapes are being upgraded or replaced, consider the planting of low water use native species.	Manager Parks	April 2018 – April 2019
	6.17. Conduct an audit of the existing interpretative signage throughout the City	Managers: - Coordination and	June 2018 –

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of Perth and repair/replace where necessary.	Design - Parks	April 2019
6.18. Investigate opportunities for additional interpretative signage to be installed at appropriate locations, and put forward recommendations for the 19/20 financial year. This could include signage, dual naming, nomenclature, and symbols of recognition.	Managers: - Coordination and Design - Parks - Arts, Culture and Heritage	April 2019
6.19. Update the City's IVR (pre-recorded telephone welcome) to include: "Kaya wanju, welcome to the City of Perth..."	Manager Customer Service	June 2018
6.20. Upgrade the City's welcome signage in the Customer Service area to include the words: "Kaya wanju, welcome to the City of Perth"	Manager Customer Service	June 2018 – August 2018
6.21. Engage an Artist to design and implement an Aboriginal art inspired element to the refurbishment of the City's Ground Floor Customer Service area.	Managers: - Customer Service - Arts, Culture and Heritage - Properties	June 2018 – September 2018
6.22. Update the City's email signature to include a respectful acknowledgement that Whadjuk Nyoongar people are the Traditional Owners of the land on which the City sits.	Manager Marketing and Activation	June 2018
6.23. Include messaging of cultural histories, events, activities, and other relevant information into the City's existing campaigns on an ongoing basis throughout the year.	Manager Marketing and Activation	April 2018 – April 2019
6.24. Create a communications plan for the City's Reconciliation Action Plan and ensure that all relevant communications are carried out.	Manager Corporate Communications	April 2018
6.25. Commence discussion around events and activities held over the Australia Day long weekend.	Manager Marketing and Activation	January 2019
6.26. Increase the level of promotion around the City's Birak concert; including creating a short promotional video for social media, and filmed interviews with Elders involved in the project.	Manager Marketing and Activation	February 2019

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	6.27. Ensure that the Aboriginal and Torres Strait Islander flags are flown at both the Causeway and Mounts Bay Road flag poles during significant events and occasions such as NAIDOC, and National Reconciliation Week.	Managers: - Customer Service - Street Presentation and Maintenance	April 2018 – April 2019
	6.28. Ensure that the Aboriginal flag is installed as a permanent feature inside the Council Chambers.	Manager Properties	July 2018
	6.29. Plan and facilitate a minimum of four cultural activities (including a one off high profile event/activity) over the course of the RAP to be held in the City of Perth Library and align with the following important dates: -National Reconciliation Week; -NAIDOC Week; -WA Day; and -Australia Day.	Manager Library	April 2018 – April 2019
	6.30. Explore ways to recognise WA Day in order to promote the Whadjuk Nyoongar significance of this date to the wider community.	Managers: - Community Services - Marketing and Activation	June 2018
	6.31. Arrange printing and distribution of the City's Karla Yarning Aboriginal heritage maps and investigate opportunity to extend these maps to include the East Perth area.	Manager Community Services	June 2018 – December 2018
7. Strengthen the natural environment and focus on the importance of native flora and fauna	7.1. Identify opportunities to work with the Whadjuk Nyoongar community in the identification and design of green networks across the city.	Manager Coordination and Design	July 2018 – April 2019
	7.2. Investigate the opportunity to work with Main Roads to convert the Causeway teardrop gardens to low water use native species.	Manager Parks	December 2018 – April 2019

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	7.3. Investigate the opportunity to work with the Aboriginal community to install a 'bush tucker garden' within the City of Perth.	Manager Parks	December 2018 – April 2019
	7.4. Investigate the opportunity to implement a residential verge policy in order to create and launch a 'verge assistance/incentive' program to encourage residents to install native and low water species on residential verges.	Managers: - Parks - Business Support and Sponsorship	December 2018 – April 2019
RELATIONSHIPS			
8. Raise internal awareness of our RAP.	8.1. Develop and implement a plan to raise awareness amongst all staff across the organisation about our RAP commitments.	Manager Community Services	April 2018 – May 2018
	8.2. Develop and implement a plan to engage and inform key internal stakeholders of their responsibilities within our RAP.	Manager Community Services	April 2018 – May 2018
9. Strengthen relationships with the Aboriginal community.	9.1. Investigate and consider a treaty between City of Perth and Whadjuk Nyoongar people.	Manager Community Services	April 2018 – April 2019
10. Participate in and celebrate National Reconciliation Week (NRW).	10.1. Raise awareness and share information amongst our staff of the meaning of National Reconciliation Week (NRW) through holding an activity for all staff and promotion of local NRW activities and events.	Managers: - Community Services - Marketing and Activation	May 2018
	10.2. Ensure our Internal RAP Reference Group participates in external event to recognise and celebrate NRW.	Manager Community Services	May 2018
	10.3. Create a promotional page on the City's website to celebrate NRW and recognise the various activities on offer for the community.	Manager Marketing and Activation	April 2018 and April 2019
11. Establish and implement an internal RAP Working Group.	11.1. Form an internal RAP Working Group with one representative from each Business Unit across the organisation, and include Aboriginal and Torres Strait Islander peoples and decision-making staff from across our organisation. This group will support and report on the implementation of the City's RAP.	Manager Community Services	May 2018 - April 2019
12. Develop and	12.1. In consultation with the relevant parties, develop an Aboriginal Engagement	Manager Community	April 2018 –

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implement an Aboriginal Engagement Framework for the City of Perth.	framework for the City of Perth (internal document) and meet with each of the relevant Business Units to ensure that they understand the engagement processes included in the framework and how to implement the framework appropriately.	Services	July 2018
13. Establish and continue relationships with key stakeholders.	13.1. Develop a list of Aboriginal and Torres Strait Islander community groups and organisations within our local area or sphere of influence that the City could approach to connect with on our reconciliation journey and identify opportunities for collaboration and partnership.	Managers: - Community Services - Library	August 2018
	13.2. Build a relationship and explore opportunities to partner with Nyoongar Outreach Services.	Manager Community Services	August 2018 – December 2018
	13.3. Investigate and consider potential partnerships with local non-Aboriginal organisations to and identify opportunities for collaboration and partnership on projects that showcase Aboriginal cultures and histories.	Manager Arts, Culture and Heritage	April 2018 – April 2019
	13.4. Continue to work with service providers to ensure that young Aboriginal people are able to live and recreate in places of safety	Manager Community Amenity and Safety	April 2018 – April 2019
OPPORTUNITY			
14. Create a position for a skilled and experienced Aboriginal Engagement Officer.	14.1 Employ an Aboriginal Engagement Officer to assist with implementation of the City's Reconciliation Action Plan and to oversee effective engagement with Aboriginal peoples, community and stakeholders.	Managers: - Community Services - Human Resources	July 2018
15. Investigate Aboriginal and Torres Strait Islander employment.	15.1 Research leading examples of Aboriginal Employment Frameworks from the Government and Private sector and put together a summary report with recommendations to be implemented by the City of Perth in future reconciliation action plans.	Manager Human Resources Director's: - Corporate Service - Planning and Development - Community and Commercial	December 2018

City of Perth *Reflect* Reconciliation Action Plan 2018-19

		Services - Construction and Maintenance - Economic Development and Activation	
	15.2. Identify current Aboriginal and Torres Strait Islander staff to inform future employment and development opportunities. Investigate the willingness of these staff to take on a 'mentorship' role as new Aboriginal people are recruited throughout the organisation.	Manager Human Resources	December 2018
	15.3. Review and update the Equal Opportunity Policy and ensure that this is implemented across the organisation. This is to be inclusive of benchmarking to ensure best practise of the Capital City.	Manager Human Resources	May 2018
	15.4. Ensure that all employment adverts clearly state that the City of Perth is an equal opportunity employer and Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply.	Manager Human Resources	May 2018
	15.5. Research into additional platforms for advertising positions at the City of Perth so that these can be utilised in future RAP's when the organisation has established foundations and support for Aboriginal employees.	Manager Human Resources	December 2018
16. Evaluate the existing sponsorship of Aboriginal Tourism and investigate opportunities for further involvement.	16.1 Evaluate and report on the City's previous involvement in sponsoring Aboriginal Tourism operators.	Manager Economic Development	June 2018
	16.2. Work with West Australian Indigenous Tourism Operators Council and other providers to facilitate networking and business development opportunities for Aboriginal and Torres Strait Islander tourism operators to improve the range, quality and accessibility of Aboriginal cultures to visitors.	Manager Economic Development	April 2018 – April 2019
17. Increase and support supplier diversity and Aboriginal Business.	17.1 Form a relationship and become a member of; Supply Nation, the Aboriginal Business Network and the Nyoongar Chamber of Commerce and Industry for the purpose of learning about the most appropriate ways to increase supplier diversity and support Aboriginal business.	Managers: - Business Support and Sponsorship - Economic Development - Finance	July 2018

City of Perth *Reflect* Reconciliation Action Plan 2018-19

	17.2. Investigate and make plans to establish and implement an Aboriginal Business Sponsorship Program to commence in the 2019/2020 financial year.	Manager Business Support and Sponsorship	July 2018 – April 2019
	17.3. Compile a list of Aboriginal business that could be used by the City for procurement purposes and undertake training across the Organisation to ensure that these businesses can be included in Request for Quote and tender processes.	Managers: - Finance - Sustainability	December 2018
	17.4. Review the existing sponsorship and grants framework and make amendments to ensure that all Cultural events are considered for funding.	Managers: - Business Support and Sponsorship - Community Services	June 2018
	17.5. Through the city's Arts Sponsorship programs, continue to support and fund Aboriginal and Torres Strait Islander arts projects, and investigate opportunities to build on the level of funding available for organisations in the 2018/2019 financial year.	Managers: - Business Support and Sponsorship - Arts, Culture and Heritage	April 2018 – April 2019
	17.6. Develop an understanding of the mutual benefits of procurement from Aboriginal and Torres Strait Islander owned businesses.	Manager Finance	November 2018
	17.7. Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses.	Manager Finance	November 2018
GOVERNANCE AND REPORTING			
18. Build Support for the RAP.	18.1. Define resource needs for RAP development and implementation.	Manager Community Services	April 2018
	18.2. Define systems and capability needs to track, measure and report on RAP activities.	Manager Community Services Manager Data and	April 2018

City of Perth *Reflect* Reconciliation Action Plan 2018-19

		Information	
	18.3. Complete the annual RAP Impact Measurement Questionnaire and submit to Reconciliation Australia.	Manager Community Services	September 2018
19. Review and Refresh the RAP.	19.1. Liaise with Reconciliation Australia to develop a new RAP based on learnings, challenges and achievements.	Manager Community Services	February 2019
	19.2. Seek community feedback on the RAP.	Manager Community Services	February 2019
	19.3. Submit draft to Reconciliation Australia for review.	Manager Community Services	March 2019
	19.4. Submit draft RAP to Reconciliation Australia for formal endorsement.	Manager Community Services	April 2019

Glossary

Aboriginal:

A person of Australian Aboriginal descent, identifying as Aboriginal and being accepted as such by the Aboriginal community.

Acknowledgement of Country:

An Acknowledgement of Country is an opportunity for anyone to show respect for Traditional Owners and the continuing connection of Aboriginal and Torres Strait Islander peoples to Country. It can be given by both non-Aboriginal people and Aboriginal and Torres Strait Islander people.

Nyoongar:

Nyoongar means 'a person of the south-west of Western Australia, or the name for the 'original inhabitants of the south-west of Western Australia' and are one of the largest Aboriginal cultural blocks in Australia.

Nyoongar are made up of fourteen different language groups (which may be spelt in different ways): *Amangu, Yued/Yuat, Whadjuk/Wajuk, Binjareb/Pinjarup, Wardandi, Balardong/Ballardong, Nyakinyaki, Wilman, Ganeang, Bibulmun/Piblemen, Mineng, Goreng and Wudjari and Njunga*. Each of these language groups correlates with different geographic areas with ecological distinctions.

Torres Strait Islander:

Torres Strait Islanders are the indigenous people of the Torres Strait Islands, part of Queensland, Australia. They are culturally and genetically Melanesian people, as are the people of Papua New Guinea. They are distinct from the Aboriginal people of the rest of Australia, and are generally referred to separately.

Traditional Owner/s:

A "Traditional Owner" in relation to the lands means an Aboriginal person who has, in accordance with Aboriginal tradition, social, economic and spiritual affiliations with, and responsibilities for, the lands or any part of them. Tradition Owners of the land on which the City of Perth is located are the Whadjuk Nyoongar peoples.

Welcome to Country:

Protocols for welcoming visitors to Country have been a part of Aboriginal and Torres Strait Islander cultures for thousands of years. Despite the absence of fences or visible borders, Aboriginal and Torres Strait Islander groups had clear boundaries separating their Country from that

of other groups. Crossing into another group's Country required a request for permission to enter. When permission was granted the hosting group would welcome the visitors, offering them safe passage and protection of their spiritual being during the journey. Welcome to Country is performed by the Traditional Owners.

Whadjuk:

The name of the dialectal group from Perth. Whadjuk is situated beneath Yued and above the Pinjarup dialectal groups. The City of Perth is located on Whadjuk Nyoongar land.

Contact Details:

Community Development Officer

Community Services

PH: 9461 3145

info.city@cityofperth.wa.gov.au

**Agenda
Item 13.17**

Tender 063-17/18 Tree Watering and Maintenance Services

Recommendation:

That Council ACCEPTS the most suitable tender, being that submitted by Baroness Holdings Pty Ltd T/A Tree Planting and Watering, to supply tree watering and maintenance services (Tender 063-17/18) on an as-required basis for a period of three years with the option of two single year extensions, exercisable at the sole discretion of the City as per the Schedule of Rates detailed in Confidential Attachment 13.17A, with annual CPI increases.

The Committee recommendation to the Council for this report was resolved by the Works and Urban Development Committee at its meeting held on 30 January 2018.

The Committee recommendation to the Council is the same as that recommended by the Officers.

FILE REFERENCE:	P1035069
REPORTING UNIT:	Parks
RESPONSIBLE DIRECTORATE:	Construction and Maintenance
DATE:	17 January 2018
ATTACHMENT/S:	Confidential Attachment 13.17A – Baroness Holdings Pty Ltd T/A Tree Planting and Watering Schedule of Rates Confidential Attachment 13.17B – Comparative Price Schedule Confidential Attachment 13.17C – In-House Comparative Cost Analysis Confidential Attachment 13.17D – Qualitative Evaluation Matrix (Confidential Attachments are distributed under separate cover to Elected Members)

Council Role:

- | | | |
|-------------------------------------|-------------|--|
| <input type="checkbox"/> | Advocacy | <i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |
| <input checked="" type="checkbox"/> | Executive | <i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i> |
| <input type="checkbox"/> | Legislative | <i>Includes adopting local laws, town planning schemes and policies</i> |

- ☐ **Quasi-Judicial** *When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*
- ☐ **Information** *For the Council/Committee to note.*

Legislation / Strategic Plan / Policy:

Legislation Part 4 of the *Local Government (Functions and General) Regulations 1996*

Integrated Planning and Reporting Framework Implications

Strategic Community Plan

- Goal 2 An exceptionally well designed, functional and accessible city
- Goal 3 A city connected to its natural beauty
- Goal 4 A future focused and resilient city
- Goal 8 A city that delivers for its community

Policy

Policy No and Name: 15.2 - Protection and Enhancement of Open Space
9.7 - Purchasing

Purpose and Background:

The purpose of this report is to recommend that Baroness Holdings Pty Ltd T/A Tree Planting and Watering be awarded the Tender for the watering and maintenance of new trees (less than three years old) for a period of three years, with two single year extension periods exercisable at the sole discretion of the City as per the Schedule of Rates at Confidential Attachment 13.17A.

The City has engaged an external tree watering Contractor to water non-irrigated trees and landscapes for the past 40 years. The previous Contract held by A.L. Baldock & J. Baldock Pty Ltd T/A Psycosand expired in December 2017. Trees are currently being watered under a short-term Contract.

Under the City's Urban Forest Plan an additional 2,000 trees will be planted in City streets and parks. New trees receive supplementary watering for a minimum of three years after planting.

Tender 063-17/18 Tree Watering and Maintenance Services was advertised in the West Australian on Wednesday, 11 October 2017. Tenders closed at 2.00pm on Thursday, 2 November 2017 with the following submissions received:

- A.L. Baldock & J. Baldock Pty Ltd T/A Psycosand
- Baroness Holdings Pty Ltd T/A Tree Planting and Watering

Details:

The tenders were assessed against the following criteria:

Compliance Assessment:

All Tenderers complied with the City's Conditions of Contract.

Qualitative Assessment against Selection Criteria:

As part of their submission, Tenderers were required to address six qualitative selection criteria as listed in Table 1 (below):

Table 1 Tender 063-17/18 Qualitative Criteria

Qualitative Criteria (Please use Criteria heading and then sub-criteria)
Relevant experience
Demonstrated methodology of work
Ability to meet the City's timeframes
Key personnel and subcontractors skills and experience
Tendered prices / value for money

Comparative Price Schedule:

A scenario-based assessment of the two Tender submissions was used to compare the cost of watering 1,500 trees on a weekly basis. The Comparative Price Schedule is provided at Confidential Attachment 13.17B.

An In-House Comparative Cost Analysis calculated over a three year period has also been provided at Confidential Attachment 13.17C.

A.L. Baldock & J. Baldock T/A Psycosand

A.L. Baldock & J. Baldock T/A Psycosand (Psycosand) satisfactorily addressed the qualitative selection criteria, but were marked down on their evidence and response to Quality Assurance procedures. Using a scenario based assessment Psycosand were assessed as providing the lowest overall cost against the full scope of works, however, for additional ad hoc works Psycosand tendered the highest hourly rate of the two submissions. Psycosand is the current Contractor for the planting and watering of trees with City of Perth.

Baroness Holdings Pty Ltd T/A Tree Planting and Watering

Baroness Holdings Pty Ltd T/A Tree Planting and Watering (Baroness) scored highest against all qualitative criteria including their demonstrated understanding of the required services and Quality Assurance procedures. Although Baroness tendered a higher unit rate than Psycosand, the schedule of rates was considered reasonable, and the evaluation panel assessed them as providing the best outcome for the City due to the high quality of their overall submission.

Assessment Matrix:

The Tender Assessment Matrix is attached at Confidential Attachment 13.17D.

Financial Implications:

ACCOUNT NO:	Various Parks operational accounts
BUDGET ITEM:	43
BUDGETED AMOUNT (FY17/18):	\$ 313,299
AMOUNT SPENT TO DATE:	\$ 114,501
BALANCE REMAINING	\$ 198,798
PROPOSED COST (FY18/19):	\$ 331,500
TOTAL CONTRACT COST:	\$ 994,500 (over three years)

All figures quoted in this report are exclusive of GST.

To date, \$114,501 has been spent on the existing tree watering contract; with \$198,798 remaining in the tree watering budget for financial year 2017/18. If the contract is successfully awarded to the recommended Tenderer the existing budget will be sufficient to cover the costs associated with financial year 2017/18.

This contract is for a duration of three years, with the option of two single year extensions. The costs increase of \$18,201 associated with this Tender will be funded from within the Parks Operational budget.

Comments:

Baroness Holdings Pty Ltd T/A Tree Planting and Watering have 27 years of experience in providing tree watering and maintenance services across the Perth metropolitan area; including to other Local Government Authorities (Cities of Stirling, Melville, Canning, Wanneroo and Joondalup, and Town of East Fremantle). They have the relevant skills, experience, qualifications and resources to successfully deliver this Contract to the City.

The Tender submission from Baroness Holdings Pty Ltd T/A Tree Planting and Watering rated well against all qualitative selection criteria. Although the overall cost tendered by Baroness Holdings Pty Ltd is higher than that submitted by Psyco Sands; the tender evaluation panel considers Baroness Holdings Pty Ltd to be the most advantageous to the City, due to the overall quality of the submission and the scores against the qualitative criteria.

**CONFIDENTIAL ATTACHMENT 13.17A, 13.17B, 13.17C AND 13.17D
ITEM 13.17 – TENDER 063-17/18 TREE WATERING AND
MAINTENANCE SERVICES**

FOR THE ORDINARY COUNCIL MEETING

13 FEBRUARY 2018

DISTRIBUTED TO ELECTED MEMBERS UNDER SEPARATE COVER

Report to the Ordinary Meeting of Council**Agenda
Item 13.18****Third Party Travel Contribution – Cr Adamos – Energy from
Waste Conference**

Recommendation:

That Council APPROVES Third Party Travel Contribution to Cr Adamos by Mindarie Regional Council to attend the Energy from Waste Conference as detailed in Attachment 13.18A.

This report has been submitted direct to Council due to limited time being available to consider the matter.

FILE REFERENCE:	P1032862
REPORTING UNIT:	Governance
RESPONSIBLE DIRECTORATE:	Office of the CEO
DATE:	6 February 2018
ATTACHMENT/S:	Attachment 13.18A – Conference Program

Council Role:

- | | | |
|-------------------------------------|----------------|---|
| <input type="checkbox"/> | Advocacy | <i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |
| <input checked="" type="checkbox"/> | Executive | <i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i> |
| <input type="checkbox"/> | Legislative | <i>Includes adopting local laws, town planning schemes and policies</i> |
| <input type="checkbox"/> | Quasi-Judicial | <i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i> |
| <input type="checkbox"/> | Information | <i>For the Council/Committee to note.</i> |

Legislation / Strategic Plan / Policy:

Legislation	5.83 of the <i>Local Government Act 1995</i>
Integrated Planning and Reporting Framework Implications	Strategic Community Plan Goal 8 A city that delivers for its community
Policy	
Policy No and Name:	10.1 – Code of Conduct

Purpose and Background:

The Mindarie Regional Council (MRC) is currently engaged in an Energy from Waste (EfW) tender as part of its delivery against its Strategic Community Plan. There is an opportunity for MRC Councillors to attend an EfW conference in February 2018 to expand their understanding of EfW plants.

Cr Adamos has been invited by the Mindarie Regional Council to attend The Australian Waste to Energy Conference from 20 to 22 February 2018 at the Mercure Ballarat hotel in Victoria.

A number of MRC Councillors have attended this conference and a similar held one by the Waste Management Association of Australia in the past and have found them useful in improving their understanding of EfW plants and processes, as well as providing insights into the broader implications of the technology.

A copy of the conference program is included in Attachment 13.18A.

Details:

Council at its Ordinary Council Meeting held on **17 May 2016** resolved:

“That Travel being paid for by a Third Party comes to Council for Approval”.

The contribution to Travel as determined in the *Local Government Act 1995* includes airfares and accommodation incidental to a journey.

Airfare, accommodation and transportation are covered by the organisers.

Financial Implications:

There are no direct financial implications to the City of Perth arising from this report. The estimated cost of \$3,500, which includes flights, airport transfers, accommodation, meals and the conference registration fees will be funded by the Mindarie Regional Council.

Comments:

This conference provides a useful opportunity for those Councillors who are wanting to improve their understanding of EfW to hear from various experts in the field and to better understand the role of EfW in the Australian context.



AUSTRALIAN WASTE TO ENERGY FORUM

Waste to Energy - Building the case

20 - 22 February 2018

Mercure Ballarat Hotel and Convention Centre



www.aien.com.au/wteforum

PRELIMINARY PROGRAM & INVITATION TO REGISTER

HOSTED BY

**AUSTRALIAN INDUSTRIAL
ECOLOGY NETWORK**



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**Sustainability
Victoria**



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VENUE

Mercure Ballarat Hotel and Convention Centre

Conveniently located just 75 minutes (110 km) from Melbourne CBD, Ballarat is a city rich in history dating back to the 1850's gold rush.

A dynamic regional business centre, Ballarat is energized by a major university, manufacturing, agriculture and government agencies.

Ballarat Lodge features 71 well-appointed 4 star guest rooms and is located directly opposite Sovereign Hill, a world-renowned open-air museum depicting the first ten years of the Ballarat gold rush.

Located within a short distance of a variety of alternative accommodation options, the on-site convention centre offers broadband internet, abundant natural light and superb hospitality.

FORUM SECRETARIAT

Please contact the Australian Industrial Ecology Network

T: +61 (0)400 449 100
E: info@aien.com.au

HOST ORGANISATION



The AIEN was established in November 2009 to promote and facilitate sustainable development through the application of industrial ecology (IE).

It offers a forum in which members can keep in touch, canvas issues of interest and connect with resources associated with the practice and study of IE.

The company aims to provide a 'window on the world' of IE by relaying news, organising events and alerting people to developments in academia and in practice.

For corporate members, the AIEN offers 'roadside-assistance'; a place to contact for initial advice on matters relating to IE such as obtaining approvals, what resources to engage for a project and how to locate them.

In effect, AIEN aspires to become the 'go-to' organisation for all things to do with industrial ecology, including collaboration on the design, planning and implementation of IE projects.

PROGRAM COMMITTEE

- Barry Sullivan, Downer (VIC)
- Kurt Palmer, Steinert Australia (VIC)
- Christopher Lane, Sustainability Victoria (VIC)
- Mike Haywood, Sustainable Resource Solutions (SA)
- Mark Glover, AIEN (NSW)
- Dr Robin Branson, AIEN (NSW)
- Simone Lawson, Steinert Australia (VIC)
- Veronica Dullens, AIEN (QLD)

AUDIENCE INTERACTION

At the Australian Waste to Energy Forum, we want to make sure we address the burning questions and issues.

Therefore, we'll be using a system called Slido to provide an engaging experience between panel members and the audience.

Sponsored by:



Slido allows you to submit your questions and upvote the ones you like the most. Throughout the event, you will also be able to express your opinion by voting on live polls.

INVITATION

JOIN US FOR THE AUSTRALIAN WASTE TO ENERGY FORUM

The Australian Industrial Ecology Network is pleased to invite you to join us for the third annual **Australian Waste to Energy Forum** to be held from 20 - 22 February 2018 at the Mercure Ballarat Hotel and Convention Centre.

In 2016, the first Forum took a general view of the technologies associated with extracting energy from waste and some of the issues confronting government authorities at all levels, as they contend with current trends in managing municipal solid waste.

The second Forum concentrated on matters relating to the *business* of converting waste into energy. The overarching theme then was the future of WtE in Australia. Issues canvassed included the availability of suitable feedstock, process economics, markets for the energy generated and accessing those markets. It was a particularly thought-provoking, useful and enjoyable event.

In 2018, the Forum will again focus on a critical element of the waste to energy industry; **Building the case...** Two endings to this phrase encapsulate the theme: ...the case for WtE as a strategy and... the case for a WtE project. Two quite different scenarios but each drawing insights from previous Fora and each providing opportunities for delving into the issues that are so often critical for success.

In previous years, the Forum has been a two-day event. However, in 2018 the Forum will extend to two and a half days, owing to the interest expressed by past attendees in having more time during sessions for discussion.

We invite you to register at your earliest possible convenience and look forward to welcoming you to Ballarat in February

Sincerely,



Barry Sullivan
Barry Sullivan
Chairman, 2018
Australian Waste
to Energy Forum



Garbis Simonian
Garbis Simonian
Chairman,
Australian Industrial
Ecology Network

The Australian Waste to Energy Forum aims to provide a platform for all interested parties to discuss the development of a waste to energy industry within Australia utilising best practice techniques from around the world.

Government, industry and individuals will be able to learn, network and discuss the issues facing the development of a successful waste to energy industry in an open forum with like-minded and interested companies and individuals.

KEYNOTE SPEAKERS



JULIAN TURECEK

Head of Assets, EnergyAustralia

Julian Turecek has over 25 years experience in the energy industry, having worked in trading and marketing roles across BHP Petroleum, Origin Energy, Loy Yang and now EnergyAustralia. As Head of Assets at EnergyAustralia he is responsible for the gas and wind assets as well as project development including Mt Piper Energy Recovery and the SA Pumped Hydro project. A good proportion of his career focus has been in carbon reduction, including 4 years in venture capital investing early stage cleantech companies.

Julian holds Bachelor degrees in Chemical Engineering and Commerce and a Masters of Applied Finance. He is also Honorary Fellow at Macquarie University's Applied Finance Centre and is a director of private carbon trading company Corporate Carbon.

AUSTRALIA'S ENERGY MARKET AND THE ROLE OF WASTE TO ENERGY

Australia's energy market is in transition. The challenge is to ensure energy supplies are affordable and reliable while we also integrate a wide range of renewable technologies and retire old coal-fired power stations. Within this context, utilising the embedded energy in waste harnesses a resource too valuable merely to discard to landfill. This presentation will provide an overview of the current state of the energy market, discuss transition pathways and explore the potential role of energy from waste technologies. EnergyAustralia's Energy Recovery Project at Mt Piper will be used as a case study to illustrate the key points.



DR STUART WAGLAND

Senior Lecturer in Energy and Environmental Chemistry, Cranfield University (UK)

Dr Stuart Wagland is an experienced waste management professional and is currently a Senior Lecturer in Energy and Environmental Chemistry, based in the Bioenergy and Resource Management Centre at Cranfield University. He has expertise in the properties of solid waste materials, such as the composition, recovery of resources, the energy potential of UK waste streams and enhanced landfill mining. His expertise spans waste and fuel characterisation techniques, waste treatment technologies and energy recovery processes (including anaerobic digestion, incineration, gasification and pyrolysis). His work on UK-wide assessment of waste contributed to substantial government investment in a demonstrator advanced thermal treatment facility, which is aimed at accelerating the development of the UK capability in advanced thermal conversion.

MAKING WASTE TO ENERGY FIT

In general, the way we manage wastes has rapidly evolved since the turn of the century, now viewing waste as a resource with the best intentions of maximising recycling and energy recovery. Modern incineration technologies are globally well-established; however, these facilities are typically large-scale. Recent research has highlighted that advanced thermal treatment has a role to play in smaller-scale applications; this talk will cover recent commercial set-backs, development needs and discuss opportunities in future waste management/low carbon energy scenarios.

SPONSORS & PARTNERS

The AIEN would like to acknowledge the generous support of our sponsors and partners:

FORUM PARTNER



Sustainability Victoria is a Victorian Government agency that has been operating for over 10 years.

We work with local and state government, industry and the community to create a more sustainable and thriving Victoria. Our purpose is to support Victorians to use resources more sustainably and to take practical action on climate change.

Sustainability Victoria operates under the Environment Protection Act 1970, delivering programs and shaping policy to help the Victorian community:

- take action on climate change
- use energy and materials sustainably
- reuse and recover materials

Our focus in waste is to lead planning for an integrated waste and resource recovery system and support the responsible management of waste. Sustainability Victoria supports the development and growth of energy-from-waste in Victoria as one of the resource recovery strategies to improve our waste management, grow jobs and contribute to Victoria's energy needs.

We support land-use planning to secure sites, aggregating waste streams, developing end-markets, facilitating investment proposals, educating our community and improving our waste data collection and delivery. By doing so, we support local government, industry and the community to make informed decisions on waste management that maximises resource recovery in Victoria.

Visit: sustainability.vic.gov.au

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TECHNOLOGY SPONSOR



Skala is a service and equipment supplier specialising in bulk material handling and vibratory process systems to recycling, energy and industrial process industries. The company has rapidly gained a reputation for excellence in customer service, reliability and innovative solutions, primarily through the *General Kinematics* vibratory equipment it represents in Australia.

Visit: skala.com.au

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BRONZE SPONSORS



MARTIN biopower Pty Ltd (Perth) is a 50/50 joint venture between Martin GmbH für Umwelt- und Energietechnik (Munich) and Australian partners.

The company brings world renowned technology to the Australian Waste to Energy sector. The unique and effective MARTIN reverse-acting Vario grate technology and MARTIN dry digestion (System Töni) together with the company's wealth of experience as general contractor, ensures our clients' have world class technology and an experienced team to establish a successful project.

Visit: martinbiopower.com



Plasco Conversion Technologies Inc. produces the Plasco Gasification and Refining System (GPRS) which creates from MSW, without air emissions, fuel for engines or turbines. Solid residue is vitrified. GPRS is manufactured and warranted by Linamar and installed by leading EPCs. Technology is insured by New Energy Risk.

Visit: plascotechnologies.com

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DINNER SPONSOR



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Brentwood supply heavy duty Industrial Shredders, Metso Pre-Shredders for bulky waste and Fine Shredders for RDF production, Trommel Screens, Apron Feeders and conveyors for Recycling and Solid Waste plants.

With 40 years of experience as an Australian manufacturer, Brentwood can engineer a complete solution to help you meet your business goals.

Visit: brentwood.com.au

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Alter NRG Plasma Gasification Solution is able to transform all types of waste – from household waste to hazardous waste – and convert it into many different types of useful, renewable energy such as electricity, replacing fossil fuel oil, liquefied natural gas or ethanol. THAT is how we create LIFE WITHOUT LANDFILLS.

Alter NRG (utilises its Westinghouse Plasma technology) is the industry leader with many reference facilities, a robust commercial history and large scale solutions.

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Providing a powerful voice for the waste management, resource, recovery and emerging sustainability sectors. Sustainability Matters showcases the latest products, technology and sustainable solutions for industry, government and business across Australia and New Zealand. Comprising a bi-monthly magazine (print and digital), website and eNewsletter, subscription is free to qualified industry professionals.

Visit: sustainabilitymatters.net.au

SOCIAL FUNCTIONS

WELCOME DRINKS

6.00 – 9.00pm,
Monday 19 February 2018
Dress: Casual

Sponsored by:



The Forum will kick off with a casual evening of drinks and canapes to welcome all of our delegates and speakers to the event before the hard work begins.

NETWORKING FUNCTION

7.00 – 10.00pm,
Tuesday 20 February 2018
Dress: Casual

Sponsored by:



The STEINERT Networking Function is always a highlight of the Australian Waste to Energy Forum. This event is a fantastic opportunity to mingle with other delegates and the conference speakers whilst enjoying an informal dinner.

DINNER

7.00pm – late,
Wednesday 21 February 2018
Dress: Smart Casual

Sponsored by:



Unwind and get to know your industry colleagues whilst enjoying a superb three-course dinner and world-class entertainment.

The Welcome Drinks, Networking Function and Dinner are included in all Full Registration packages. Additional tickets may be purchased separately, please refer to the registration form for details. While registering, please indicate if you have any dietary requirements.

PRELIMINARY PROGRAM

Tuesday 20th February 2018

0800 Registration, tea and coffee

OPENING PLENARY

0900	Barry Sullivan Forum Chairman	<i>Welcome and housekeeping</i>	
0910	Justine Linley CEO, City of Ballarat (VIC)	<i>Official welcome</i>	
0920	Hon. Lily D'Ambrosio Minister for Energy, Environment and Climate Change (VIC)	<i>Opening address</i>	
0930	Julian Turecek EnergyAustralia (VIC)	KEYNOTE PRESENTATION: <i>Australia's energy market and the role of Waste to Energy</i>	This presentation will provide an overview of the current state of the energy market, discuss transition pathways and explore the potential role of energy from waste technologies. EnergyAustralia's Energy Recovery Project at Mt Piper will be used as a case study to illustrate the key points.
1000	Dr Stuart Wagland Cranfield University (UK)	KEYNOTE PRESENTATION: <i>Making waste to energy fit</i>	In general, the way we manage wastes has rapidly evolved since the turn of the century, now viewing waste as a resource with the best intentions of maximising recycling and energy recovery. This talk will cover recent commercial set-backs, development needs and discuss opportunities in future waste management/low carbon energy scenarios.

1030 Morning tea break

WHAT IS THE ROLE OF AND THE REQUIREMENTS FOR WASTE TO ENERGY IN AUSTRALIA?

1100	<i>Facilitated by:</i> Mike Haywood Mike Haywood's Sustainable Resource Solutions (SA)	<i>This session will address the synergies and differences in policies across Australia as well as what is the political environment needed for the industry to develop</i>	Panelists: <ul style="list-style-type: none"> Nial Finegan, EPA Victoria Marcus Geisler, WA Waste Authority Steve Sergi, SA EPA
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1230 Lunch break

UNDERSTANDING WASTE AS A FEEDSTOCK

1330	Dr San Shwe Hla & Dr Daniel Roberts CSIRO Energy (QLD)	<i>Importance of regional compositional changes of MSW on their impact on overall energy content</i>	The variable nature of MSW fuels can cause serious problems with respect to the operation of WtE plants. In Australia, information regarding the detailed thermochemical analyses of urban waste streams is still very limited. In this study, we analyse the compositions and characteristics of MSW samples using data from two major cities. We also discuss the importance of pre-treatment and pre-sorting of MSW.
1350	Kurt Palmer STEINERT Australia (VIC)	<i>Waste to Energy and Recycling - What must you do?</i>	A major consideration for EPA's around the country when evaluating your proposed project is what is your input material and what pre-treatment or recovery steps are in place to meet their recycling targets. Here we will look at material that can and should be recovered to meet your projects recycling requirements as well as some of the "good to get out" material for those of you looking at thermal treatment.
1410	Nick Miller HRL (VIC)	<i>Knowing your Waste Streams - Characterising techniques</i>	Understanding your waste streams is important for many reasoning including supporting technology selection and meeting EPA requirements. Sampling and Analysis methodology and technique selection is critical to ensuring the characterisation of your waste streams are conducted accurately. This presentation should act as a guide to ensuring the right processes are followed in characterising your waste streams
1430		<i>Questions and discussion</i>	

1500 Afternoon tea break

PLANNING AND MITIGATING RISK

1530	Rob Millard & Paul Clapham Metropolitan Waste and Resource Recovery Group (VIC)	<i>The business case for advanced resource recovery and waste to energy in Melbourne</i>	MWRRG is developing a business case for future resource recovery options, including waste to energy. This will include an assessment of regional and sub-regional flows of residual waste and its composition; guidance on the identification and selection of sites; a consideration of proven technologies; and a region-wide cost benefit analysis.
1550	Andreas Elvin EPA Victoria (VIC)	<i>Waste to Energy Proposals in Victoria - The Environmental Regulator's Perspective</i>	This presentation will clarify the environmental policy and legislative framework for WtE industrial applications in Victoria, including references to other environmental jurisdictions. In addition, key findings from a recent technical review of existing WtE technology applications, environmental impacts and pollution control strategies to identify best practice reference operations in this field will be presented.
1610	Jon Cozens New Energy Risk (USA)	<i>Technology risk insurance as a pathway to project finance</i>	Mitigation of technology performance risk is the key to financing first commercial scale waste-to-energy projects. Insurance is a highly efficient mechanism to mitigate the technology risk a lender sees in such financing, has been deployed extensively at large scale in this space, and has created great value by enabling efficient project finance.
1630	Rod Bryden Plasco Conversion Technologies (CANADA)	<i>Eliminating financial risk in adopting Plasco</i>	Plasco Conversion Technologies Inc. produces the Plasco Gasification and Refining System (GPRS) which creates from MSW, without air emissions, fuel for engines or turbines. Solid residue is vitrified. GPRS is manufactured and warranted by Linamar and installed by leading EPCs. Technology is insured by New Energy Risk.
1650		<i>Questions and discussion</i>	

1715 Close Day 1

1900 NETWORKING FUNCTION

Wednesday 21st February 2018

0800 Registration, tea and coffee

WASTE TO ENERGY - IT'S ALREADY HAPPENING

0900	Kim Glassborow G&B Lawyers (NSW)	<i>Firing up a WtE Project - Explaining the legal framework in NSW</i>	There has been no State Significant Development Approval granted in NSW for a WtE project - yet. This talk will walk through the legislative planning requirements to obtain approval for such a project in NSW by providing hypothetical scenarios and drawing on examples of current proposal(s).
0920	David Jettner Australian Paper (VIC)	<i>Does energy from waste fit with AP's sustainability credentials</i>	Australian Paper (AP) has a range of meaningful activities delivering sustainable outcomes measured in social, environmental, and commercial terms. This presentation will focus on AP's EfW Project and consider: Can EfW fulfil the needs of communities and government? Does EfW fit with AP's sustainability framework? & What will be the response of competitors?
0940	Ben Sawley ResourceCo Sustainable Energy (SA)	<i>Learnings from building Australia's largest EfW facility in NSW</i>	In May 2018 ResourceCo will commission Australia's largest EfW facility to date - the 250,000 tonne capacity PEF plant located in Wetherill Park, Sydney. This project has been many years in the making and combines best-of-breed process and equipment. There have been many learnings experienced with developing such an operation which ResourceCo will share.
1000		<i>Questions and discussion</i>	

1030 Morning tea break

ENERGY - MORE THAN JUST ELECTRICITY

1100	Ali Saeedi REMONDIS Australia (NSW)	<i>REMONDIS and the future of alternative fuel production in Australia</i>	The use of Alternative Fuels in EfW plants has been endorsed by most industrial countries, due to having long-term environmental benefits and providing a sustainable recycling solution. This presentation will focus on the learnings from REMONDIS' international facilities and what this means for Australia's emerging alternative fuel market.
1120	Richard Fish AlterNRG (CANADA)	<i>Determining the purpose of WtE</i>	As waste streams have energy value, thermal processing - such as Plasma Gasification - offers successful conversion of these waste streams into usable energy products and offer multiple advantages such as reducing the need for landfill, creating low cost, stable energy supplies, lowering greenhouse gas emissions and supporting a circular economy.
1140	Charles Purkess ITM Power (UK)	<i>Hydrogen</i>	The Energy supplied from a Waste to Energy facility can be more than just electricity. Through application of rapid response electrolyser systems, surplus electricity can be converted into hydrogen as a clean transport and industrial feedstock. ITM power will discuss opportunity with examples from around the world.
1200		<i>Questions and discussion</i>	

1230 Lunch break

SMALL-SCALE REGIONAL SOLUTIONS

1330	Fiona Waterhouse Utilitas Group (QLD)	<i>BioHubs: A new approach to waste to energy in regional communities</i>	Utilitas Group are on a mission to deliver 100MWe bioHub projects across 100 regional communities by 2025. Fiona will share insights from the first three bioHubs to show how regional communities can position themselves at the heart of the circular economy, how they can be adapted to the needs of the community and the move towards advanced biorefining.
1350	Peter Burgess Rainbow Bee Eater (VIC)	<i>Introducing ECHO2: Base load, low cost electricity, heat and biochar from low value organic residues</i>	ECHO2 converts local farming, timber, food processing or green wastes into a low cost, clean fuel gas which fuels a gas engine generator and/or a hot water boiler. The first commercial demonstration module will be commissioned at Mt Gambier in SA in early 2018 and will provide glasshouse heat, power and CO2 from construction timber residues.
1410	Tony Stone Gekko Systems (VIC)	<i>Anaerobic biodigester for the Australian dairy industry</i>	This case study will reflect on the collaboration, design, manufacture and site commissioning of a modular multi stage anaerobic biodigester for the Australian dairy industry at the A.J. Trigg farm, Bungaree Victoria. The review will include observed benefits and the biodigester performance to date. Outline of the next steps for the future.
1430		<i>Questions and discussion</i>	

1500 Afternoon tea break

LESSONS LEARNT

1530	Bevan Dooley Solid Energy Technologies (NSW)	<i>Medium scale waste to energy solutions using direct solid fuelling gas turbines</i>	Solid Energy Technologies unique gas turbine solutions can be utilised in small to medium sized communities to provide either base or peak load power. Both indirectly fired and directly fired solutions can be utilised to safely and cleanly convert waste to energy and can be integrated with an industrial facility to provide both heat and power.
1550	Prof Dr Gerhard Janssen MARTIN BioPower (WA)	<i>Waste: A resource</i>	Despite all efforts for waste avoidance and recycling, there will always be waste from households that cannot be avoided, and/or even after several cycles of recycling, materials will reach the end of sustainable life. All this waste still has a sizeable potential for energy and materials.
1610	Dr Marc Stambach HZI Australia (NSW)	<i>Safe energy from waste</i>	Safety is expected in all dimensions from EfW. Safe EfW is safe tenders to financial closing, safe erection, installation, and commissioning, to safe operation and emissions. The presentation will cover best in class delivery of EfW plants and show case the examples of Ferrybridge Multifuel 1 and 2 (FM1 and FM2).
1630	Mark Glover Australian Industrial Ecology Network (NSW)	<i>Sustainable EfW! An IE decision making framework</i>	In 2017, the NSW Parliament set up a special committee to explore issues around energy from waste and report back to Parliament. AIEN made a comprehensive written submission to this inquiry - this paper will detail the IE framework proposed in the submission and attempt to provide a logical framework for EfW proposals and projects being contemplated.
1650		<i>Questions and discussion</i>	

1715 Close Day 2

1900 DINNER

PRELIMINARY PROGRAM

Thursday 22nd February 2018

0800 Registration, tea and coffee

CASE STUDIES

0900	Simon Taylor & Heather Bone Unitywater (Qld)	<i>Waste to Energy at a Sewage Treatment Plant – Our journey so far</i>	Unitywater commenced an energy reduction program in 2014, delivering significant savings to the business and providing for a number of valuable lessons along the way. The presentation will discuss the successes, lessons and vision for Unitywater's energy future and our roadmap to move toward sustainable and profitable resource management.
0920	Garth Lamb Re.Group (NSW)	<i>Mt Piper Energy Recovery Project</i>	The Mt Piper Energy Recovery Project is a joint initiative of Australian recycling and resource recovery company Re.Group, and one of Australia's leading energy retailers, EnergyAustralia. The project will involve developing a new, purpose built RDF burner next to the existing Mt Piper coal-fired power station at Lithgow in NSW.
0940	Dr Rolf Liebeneiner Bekon – Eggersmann (GERMANY)	<i>State of the art WtE facilities. Presentation of two show cases from construction through to operation</i>	To demonstrate the wide range of waste treatment facilities, this talk will discuss two state of the art plants. The first, an MBT plant treating 31.000 tpa of source separated organics from households captures energy with a dry fermentation plant and the second is an RDF plant treating 520.000 tpa of MSW which also recovers different types of recyclables.
1000		<i>Questions and discussion</i>	

1030 Morning tea break

HOW IS IT PAID FOR?

1100	Barry Sullivan Downer (VIC)	<i>What will energy from waste cost?</i>	We often we hear that "EfW is too expensive" but what are the reference points that an individual is using when making this comment? This presentation will break down facility capex and opex costs in such a way that a council will be able to compare them to their current costs as well as how developers estimates the ROI of a project.
1120	Joy Leet National Australia Bank (VIC)	<i>Financing Waste to Energy in Australia: Experience and insights</i>	This presentation will outline the role of banks in financing of waste to energy market, the key bankability criteria and finance structures typically used for waste to energy projects.
1140	Karen Gould Palisade	<i>Investing in a waste to energy project</i>	
1200		<i>Questions and discussion</i>	
1220	Garbis Simonian Australian Industrial Ecology Network	<i>Wrap up and closing remarks</i>	

1230 FORUM CLOSE

ACCOMMODATION

The Mercure Ballarat is pleased to offer the following accommodation rates for Australian Waste to Energy Forum attendees:

- Single Accommodation Rooms @ \$169 inclusive of full buffet breakfast
- Twin Accommodation Rooms @ \$189 inclusive of full buffet breakfast

Rates quoted are per room per night and include GST.

To book, please contact the hotel directly on telephone **03 5327 1200** and mention that you are participating in the AIEN conference.



A range of alternative accommodation options within a short distance of the Mercure Ballarat Hotel and Convention Centre are also available at highly competitive rates.

Rooms will book out quickly so we recommend booking early to avoid disappointment.

For details please visit <http://aien.com.au/wteforum/registration/accommodation/>

GENERAL INFORMATION

HOW TO REGISTER

Registration can be completed through either the online booking process (requires payment by credit card) or using the fax/mail back form.

Online Registrations

Visit the conference website www.aien.com.au/wteforum. The process takes approximately 5 minutes. We accept Visa, MasterCard, AMEX and Diners.

Fax/Mail Back Registrations

You can use the registration form included in this brochure or visit www.aien.com.au/wteforum to download a copy of the form. If registering a group please ensure that each delegate completes a registration form individually.

REGISTRATION INCLUSIONS

Full registration includes:

- Attendance at all sessions
- Morning/afternoon tea and lunch throughout the conference program
- Event program
- 1 x Welcome Drinks ticket (Mon 19 Feb)
- 1 x Networking Function ticket (Tue 20 Feb)
- 1 x Dinner ticket (Wed 21 Feb)
- Access to conference papers

2 ½-day registration includes

- Attendance at all sessions
- Morning/afternoon tea and lunch throughout the conference program
- Event program
- Access to conference papers

Note: Evening social functions are not included in 2 ½-Day Registrations. Additional tickets may be purchased separately.

Conference registrations cannot be shared. Strictly one delegate per registration only.

GROUP DISCOUNTS

A group discount of 10% is applicable for groups of 5 or more delegates from the same organisation who register at the same time.

ACCOMMODATION

For selection of nearby accommodation options, please visit <http://www.aien.com.au/wteforum/registration/accommodation/>

PAYMENT

Registration will not be confirmed until payment is received in full

All fees are in Australian Dollars \$AUD and are inclusive of 10% Goods and Services Tax (GST)

For cheque payments please make cheques out to 'Australian Industrial Ecology Network Pty Ltd'

CANCELLATIONS

Cancellation of your registration must be advised in writing to info@aien.com.au. Cancellations received on or before 19 January 2018 will receive a full refund less a \$165 administration fee, cancellations received after this date will not receive a refund, however, we will accept delegate name changes at any time leading up to the event

INSURANCE

Registration fees do not include insurance of any kind. It is strongly recommended that all delegates take out their own travel and medical insurance before attending the event. The AIEN will not take any responsibility for any participant failing to insure.

DRESS CODE

Dress standard for the event is business/smart casual including sessions and evening functions.

PARKING

The Mercure Ballarat offers complimentary onsite parking for hotel guests and event attendees.

DISCLAIMER

Every effort has been made to present all the information contained in this brochure as accurately as possible. The organisers reserve the right to change, without notice, any or all of these details.

PRIVACY

In registering for this event relevant details may be incorporated into a delegate list for the benefit of all delegates (name, organisation and title) and may be made available to parties directly related to the event including AIEN and sponsors (subject to conditions). If you do not wish to be included in the delegate list please email info@aien.com.au.

PHOTOGRAPHY/RECORDING

By registering for the Australian Waste to Energy Forum you consent and grant permission to AIEN, its agents and others working under its authority, to take and to have full and free use of video/photographs containing your image/likeness. These images and recordings may be used for promotional, news, online/multimedia, research and/or educational purposes by and for AIEN. Copies of the event photographs will be made available to the attendees after the event.

CONTACT

If you have any questions about the event, registration or the AIEN please contact:

Australian Industrial Ecology Network Pty Ltd
PO Box 5523
West Chatswood NSW 1515
T: 1300 446 303
F: 02 8624 4779
E: info@aien.com.au

DELEGATE REGISTRATION FORM

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20 - 22 February 2018 • Mercure Ballarat Hotel and Convention Centre
Australian Industrial Ecology Network Pty Ltd • ABN 44 601 455 743



**AUSTRALIAN
WASTE TO ENERGY
FORUM**

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DELEGATE INFORMATION

Title ☐ Mr ☐ Ms ☐ Dr ☐ Prof ☐ Cr (please circle)

Given Name

Surname

Position

Organisation

Postal Address

City

State

Postcode

Phone

Mobile

Fax

Email

Dietary/Special Requirements (please specify)

What sector of the industry do you work in?

<input type="checkbox"/> Recycling	<input type="checkbox"/> Local Govt
<input type="checkbox"/> Waste Processing	<input type="checkbox"/> State/Federal Govt
<input type="checkbox"/> Consulting	<input type="checkbox"/> Education/Research
<input type="checkbox"/> Technology	<input type="checkbox"/> Energy
<input type="checkbox"/> Other	

REGISTRATION

AIEN members receive a \$265 discount on registration fees - become a member and save \$100!

If you would like to become an Individual Member (\$150 + GST) please tick the box below and sign to indicate you have read and accept the Terms and Conditions of Membership (see <http://bit.ly/1Oe3Jke>). Corporate Memberships are also available, for information please visit www.aien.com.au or phone 0400 449 100.

- ☐ I would like to become an Individual Member of the Australian Industrial Ecology Network. Please add the membership fee of \$150 + GST to my Registration Fee. I have read and accept the Terms and Conditions of Membership

Signed

Date

PLEASE INDICATE YOUR SELECTION(S) BELOW

All amounts include GST. Early registration discounts end 22 Dec 2017. Late registration fees apply from 13 Feb 2018.

FULL REGISTRATION

Includes attendance at all sessions, 1 x Welcome Drinks Ticket, 1 x Networking Function ticket, 1 x Dinner ticket and access to conference papers

☐

	MEMBER	NON MEMBER
Early	\$1,125	\$1,390
Standard	\$1,275	\$1,540
Late	\$1,395	\$1,660

2 1/2-DAY REGISTRATION

Includes attendance at all sessions and access to conference papers

☐

	MEMBER	NON MEMBER
Early	\$840	\$1,105
Standard	\$990	\$1,255
Late	\$1,100	\$1,375

WELCOME DRINKS TICKET Mon 19 Feb 2018

Please indicate the number of tickets @ \$95 each

NETWORKING FUNCTION TICKET Tue 20 Feb 2018

Please indicate the number of tickets @ \$110 each

DINNER TICKET Wed 21 Feb 2018

Please indicate the number of tickets @ \$130 each

REGISTRATION TOTAL \$

For student registration please contact our office using the details below

SEND YOUR FORM TO

Upon completion, please fax, email or post your registration form, along with credit card details or cheque in Australian dollars to:

Australian Industrial Ecology Network Pty Ltd

PO Box 5523

West Chatswood NSW 1515

T: 1300 446 303

F: 02 8624 4779

E: info@aien.com.au



A confirmation and tax invoice will be emailed to you within 2 working days of receipt.

PAYMENT

TERMS AND CONDITIONS

- Registration will not be confirmed until payment is received in full
- All fees are in Australian Dollars \$AUD and are inclusive of 10% Goods and Services Tax (GST)
- For cheque payments please make cheques out to 'Australian Industrial Ecology Network Pty Ltd'
- Cancellation of your registration must be advised in writing to info@aien.com.au. Cancellations received on or before 19 January 2018 will receive a full refund less a \$165 administration fee, cancellations received after this date will not receive a refund, however, we will accept delegate name changes at any time leading up to the event

Payment Method ☐ Credit Card ☐ EFT ☐ Cheque

CREDIT CARD PAYMENT

Card Type ☐ Visa ☐ MasterCard ☐ AMEX

Card Number

Expiry Date CCV

Cardholder Name

Signature

Recommendation:***That Council:***

- 1. Notes the Confidential Legal Advice titled "Elected Members' Communication Protocol" as detailed in Confidential Attachment 13.19A, specifically the conclusions of the advice, namely:***
 - 1.1 the CEO - not the Council or any individual Elected Member - has the responsibility and power in respect of administration matters, including the day-to-day management of the City's operations;***
 - 1.2 the CEO – not any other employee of the City – is answerable to the Council (but not to any individual Elected Member) in respect of administration matters, including administration matters undertaken by other City employees;***
 - 1.3 the CEO – not the Council or any individual Elected Member – is responsible for the management, supervision and direction of all other City employees;***
 - 1.4 as a result, the CEO has the responsibility and power to determine which, if any, other employees of the City may communicate with, or respond to communications from, individual Elected Members;***
 - 1.5 the conclusion (in 1.4 above) is not affected by (but is consistent with) the legislative provisions relating to the liaison between the Lord Mayor and the CEO;***
 - 1.6 it follows that the CEO - not the Council - has the responsibility and power to determine communication protocols between individual Elected Members and City employees (including the CEO) – provided only that those protocols are consistent with the Lord Mayor's role of liaising with the CEO (and vice versa); and***

(Cont'd)

1.7 Council Policy 10.4– ‘Elected Members – Administrative Support’ exceeds its lawful powers and should be revoked at the earliest opportunity. In the meantime, the policy is, and should be taken to be, invalid and unenforceable.

2. Repeals Council Policy 10.4 – ‘Elected Members – Administrative Support’ as detailed in Attachment 13.19B.

3. Amends Council Policy 10.1 – ‘Code of Conduct’ as detailed in attachment 13.19C.

This report has been submitted direct to Council due to limited time being available to consider the matter.

FILE REFERENCE:	P1011904
REPORTING UNIT:	Governance
RESPONSIBLE DIRECTORATE:	Office of the CEO
DATE:	6 February 2018
ATTACHMENT/S:	Confidential Attachment 13.19A - Legal Advice titled Elected Member Communication Protocol Attachment 13.19B - Council Policy 10.4 – ‘Elected Members – Administrative Support’ Attachment 13.19C - Revised Council Policy 10.1 – ‘Code of Conduct’ (Confidential Attachments are distributed under separate cover to Elected Members)

Council Role:

- | | | |
|-------------------------------------|----------------|---|
| <input type="checkbox"/> | Advocacy | <i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |
| <input checked="" type="checkbox"/> | Executive | <i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i> |
| <input type="checkbox"/> | Legislative | <i>Includes adopting local laws, town planning schemes and policies</i> |
| <input type="checkbox"/> | Quasi-Judicial | <i>When the Council determines an application/matter that directly affects a person’s right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i> |
| <input type="checkbox"/> | Information | <i>For the Council/Committee to note.</i> |

Legislation / Strategic Plan / Policy:

Legislation

5.41 of the *Local Government Act 1995*

Integrated Planning and Reporting Framework Implications

Goal 8 - A city that delivers for its community
Objective Leadership is held to a high ethical standard

Policy

Policy No and Name: 10.1 – Code of Conduct

Purpose and Background:

The Chief Executive Officer has sought external advice to support Council in ensuring the appropriate roles and responsibilities of Council, Elected Members and the Chief Executive Officer are in clear alignment with the *Local Government Act 1995*.

Council has existing policies titled 'Elected Members – Administrative Support' (Attachment 13.19B) and 'Code of Conduct' (Attachment 13.19C). The purpose of these policies is to establish parameters for Elected Members to follow when seeking advice or action on an issue.

The 'Elected Members – Administrative Support' Council policy was established in April 1995 just prior to the establishment of the newly formed Council (following the split of the City of Perth and the newly established local governments of Victoria Park, Cambridge and Vincent).

The adoption of the new *Local Government Act 1995* came into operation on 1 July 1996. This is of importance to note as the former *Local Government Act 1960* (which the policy was established on) had differing arrangements as they pertain to roles and responsibilities.

The then Minister for Local Government during the second reading speech of the Local Government Bill (to eventually become the *Local Government Act 1995*) stated "*The new Act will provide a clear distinction between the representative and policy making role of the elected Councillors and the administrative and advisory role of the Chief Executive Officer and other staff.*"

Details:

One of the principal legal issues relevant to these documents is whether the Council or the CEO has the responsibility and power to determine communication protocols between individual Elected Members and the Administration.

The Legal Advice titled "Elected Member Communication Protocol" is detailed in – Confidential Attachment 13.19A.

The governance/administrative distinction is clearly reflected in the statutory roles and functions of the Council and CEO.

Section 2.7 of the *Local Government Act 1995* sets out the role of a council. It states -

- '(1) The council —*
 - (a) governs the local government's affairs; and*
 - (b) is responsible for the performance of the local government's functions.*
- (2) Without limiting subsection (1), the council is to —*
 - (a) oversee the allocation of the local government's finances and resources; and*
 - (b) determine the local government's policies.'*

The CEO's functions, set out in section 5.41 of the *Local Government Act*, are to-

- '(a) advise the council in relation to the functions of a local government under this Act and other written laws; and*
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and*
- (c) cause council decisions to be implemented; and*
- (d) manage the day to day operations of the local government; and*
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and*
- (f) speak on behalf of the local government if the mayor or president agrees; and*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.'*

The *Local Government Act 1995* does not expressly provide for communications between individual Council members generally and the CEO. However, it does expressly provide for communications between the Mayor or President of the local government and the CEO of that local government.

Under section 2.8(1)(f) of the *Local Government Act 1995*, the Mayor or President –

'liaises with the CEO on the local government's affairs and the performance of its functions.'

Specifically, in relation to the City of Perth under the *City of Perth Act 2016*, one of the Lord Mayor's statutory roles is –

'to liaise with the chief executive officer of the City of Perth on the City of Perth's affairs and the performance of its functions' (section 10(l)(g)).

Corresponding to each of these provisions, under section 5.41(e) of the *Local Government Act 1995*, one of the functions of the CEO is to –

'liaise with the Mayor or Presidents on the local government's affairs and the performance of the local government's functions'.

The Council cannot lawfully determine which employee or employees (or which classes of employees) of the City may be approached by an Elected Member, or to whom an Elected Member may direct enquiries or complaints – whether relating to 'service delivery and requests for work to be undertaken' – or any other matter. A determination of this nature is within the day-to-day management functions, and the employment management functions, that the *Local Government Act 1995* has vested in the CEO of each local government.

Financial Implications:

There are no financial implications associated with this report.

Comments:

There are a wide range of considerations for the CEO to take into account in determining an appropriate communications protocol including –

- the interests of an individual Elected Member in having his or her matter dealt with promptly;
- the competing demands on the City's resources at any particular time;
- the best utilisation of the City's resources, including its personnel, at that time; and
- the performance of the City's functions and the compliance with its obligations under a wide range of legislation, including the requirements on the City under the *Occupational Safety and Health Act 1984* to provide a safe workplace for its employees – under which the City is required to adopt measures that avoid or substantially reduce the risk of employees being subject to bullying behaviours, including those that result from communications that are aggressive, rude or repetitive.

**CONFIDENTIAL ATTACHMENT 13.19A
ITEM 13.19 – ELECTED MEMBERS' COMMUNICATIONS
PROTOCOL**

FOR THE ORDINARY COUNCIL MEETING

13 FEBRUARY 2018

DISTRIBUTED TO ELECTED MEMBERS UNDER SEPARATE COVER



Council Policy Manual

CP10.4 ELECTED MEMBERS – ADMINISTRATIVE SUPPORT

POLICY OBJECTIVE

To establish parameters for Elected Members to follow when seeking advice or action on an issue.

POLICY STATEMENT

Enquiries and complaints regarding service delivery and requests for work to be undertaken are to be directed to the Chief Executive Officer or responsible Director in the first instance. If the Director is unavailable approaches may be made to Section Managers, but no requests should be made to other staff.

Complaints in relation to staff are to be directed to the Chief Executive Officer who may require the complaint to be in writing.

Document Control Box							
Document Responsibilities:							
Custodian:		Custodian Unit:		Executive Services			
Decision Maker:							
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:							
Document Management:							
Risk Rating:		Review Frequency:		Next Due:		TRIM Ref:	P1013568
Version #	Decision Reference:	Synopsis:					
1.	04/04/95	Previous Policy No. CS26, CS9					
2.	25/04/98 (353/98)	.					
3.	01/02/11 (33/11)						



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POLICY OBJECTIVE

The primary objective of this Code of Conduct is to set out the standards of ethical and professional behaviour expected of the City's Elected Members, External Members and Employees.

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POLICY STATEMENT

PART 1 - INTRODUCTION

1.1 Application

This Code of Conduct applies to:

- Elected Members;



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- External Members who are not Elected Members or Employees; and
- Employees.

1.2 Definitions

In this Code:

“**CEO**” means the Chief Executive Officer of the City

“**City**” means the City of Perth

“**Clear intention**” in relation to a “**dealing in land**” occurs when an individual concerned either:

- a) accepts an offer; or
- b) makes an offer; or
- c) enters into any contract for a dealing in land.

“**Closely associated person**” has the meaning given in section 5.62 of the *Local Government Act 1995*

“**Committee**” means a committee established by the Council

“**Council**” means the council of the City

“**Dealing in land**” means, for the purposes of clause 3.1, a dealing of a person that involves:

- a) acquiring or selling real property;
- b) acquiring or selling a lease or other interest in real property; or
- c) a proposal to develop land or a building;

that is within the City, other than a dealing related to the person’s principal place of residence.

“**Designated Employee**” is defined in section 5.74 of the *Local Government Act 1995* (Act) to mean:

- a) the CEO;
- b) an employee, other than the CEO, to whom any power or duty has been delegated under Division 4 of the Act;
- c) an employee who is a member of a Committee comprising Council members and employees;
or
- d) an employee nominated by the City to be a designated employee.

“**Elected Member**” means an elected member of the Council

“**Employee**” means an employee at the City of Perth including agency staff.



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“**External Member**” means a member of a Committee who is not an Elected Member.

“**Secondary Employment**” means any work, employment, or engagement in a business unconnected to an Employee’s role at the City of Perth.

1.3 Rules of Conduct

This Code must be read with the Rules of Conduct which are made under the *Local Government (Rules of Conduct) Regulations 2007* and apply to all elected members in Western Australia. The Rules of Conduct have their own enforcement regime. A breach by an Elected Member of a Rule of Conduct may be reported to the City’s Complaints Officer (the CEO). If so, it will be dealt with under Part 5, Division 9 of the *Local Government Act 1995*.

However, it is important to note that a breach, or suspected breach, of this Code of Conduct by an Elected Member can be the subject of a complaint to the Standards Panel.

1.4 Legislative Obligations

This Code is not a complete statement of the obligations that Elected Members, External Members and Employees must observe. Legislative obligations, such as those included in the *Local Government Act 1995* and its subsidiary legislation, must be complied with.

PART 2 - VALUES AND ETHICAL PRINCIPLES

2.1 Values

These values establish the broad parameters within which Elected Members, External Members and Employees are expected to work in order to deliver the Council’s Strategic Plan. The City’s values are:

1. Trust and Respect

- Be Honest
- Keep your promises
- Respect others
- Be fair
- Support each other
- Appreciate each others’ contributions
- Recognise that we are all different
- Share information and communicate openly

2. Strive for excellence

- Do your best
- Be enthusiastic



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- Be outcome-focussed
- Take ownership (be accountable and responsible)
- Take pride

3. Be Creative

- Look for new ways
- Think laterally
- Seek opportunities
- Be flexible and adaptive
- Be receptive to ideas and feedback

2.2 Ethical principles

This Code of Conduct is also governed by three ethical principles - justice, respect for persons, and responsible care.

Justice A responsibility to:

- be fair and equitable in our treatment of others, not treating people as a means to an end;
- use and share power for the common good of both individuals and society; and
- avoid discrimination, abuse or exploitation of others.

Respect for persons A responsibility to:

- respect the rights of individuals and groups allowing them their opinion and their right to be different;
- enable and empower others to achieve their potential by promoting their physical, mental and social wellbeing; and
- encourage honest working relationships by being truthful and sincere when dealing with others.

Responsible Care A responsibility to:

- contribute to the wellbeing of individuals and society by exercising due diligence and a duty of care to others;
- treat others as they would like to be treated, doing good and not doing harm;
- uphold the rights of those who are unable to do so, advocating for others where required; and
- protect and responsibly manage the resources of the City of Perth.



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2.3 Rules of Conduct Principles

The following principles (set out in the *Local government (Rules of Conduct) Regulations 2007*) should be used to guide Elected Members, External Members and Employees in their conduct:

- (a) act with reasonable care and diligence;
- (b) act with honesty and integrity;
- (c) act lawfully;
- (d) avoid damage to the reputation of the local government;
- (e) be open and accountable to the public;
- (f) base decisions on relevant and factually correct information;
- (g) treat others with respect and fairness; and
- (h) not be impaired by mind affecting substances.

In carrying out their respective functions, Elected Members, External Members and Employees of the City will use their best endeavours to meet the needs of current and future generations through the integration of environmental protection, social advancement and economic prosperity.

Regulation 3 of the *Local Government (Rules of Conduct) Regulations 2007* sets out principles to guide the behaviour of Elected Members which includes the principles listed above. For the purposes of this Code, the guiding principles set out in the Rules of Conduct apply to Elected Members, External Members and Employees of the City.

PART 3 - CONFLICT AND DISCLOSURE OF INTERESTS

3.1 Conflict of interests

Elected Members are bound by the provisions of the *Local Government (Rules of Conduct) Regulations 2007* and the *Local Government Act 1995* in relation to conflicts of interests and must comply with those provisions. Employees are bound by the provisions of the *Local Government Act 1995* and the provisions of this Code in relation to conflicts of interest and must comply with those provisions.

All Elected Members, External Members and Employees must ensure there is no actual or perceived conflict of interest between their personal interests and the impartial fulfilment of their public duties and functions.

In applying this principle, Elected Members, External Members, and Employees must:

- (a) familiarise themselves with the different types of interests that are regulated by legislation and this Code and the disclosure requirements that apply to them;



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- (b) understand in what circumstances gifts, benefits and hospitality may be accepted or rejected in accordance with legislation, this Code and the City's policies and procedures;
- (c) exercise diligence in identifying, and making timely disclosure of, any interests requiring disclosure as they perform their duties;
- (d) not engage in private work with or for any person or body with an interest in a proposed or current contract with the City, without first making written disclosure to the CEO. Elected Members, External Members and Employees undertaking private works shall under no circumstances use City equipment, premises, time, resources or consumables to conduct or undertake activities associated with private works;
- (e) lodge written notice with the CEO describing an intention to undertake a dealing in land which either occurs within the district or which may otherwise be in conflict with the City's functions. The notice must be received within 10 days of the individual concerned forming a clear intention to undertake a dealing in land. It is intended that the Elected Member, External Member, or Employee will be removed by the City from any City process related to that dealing and should act accordingly;
- (f) if they exercise a discretionary function, make written disclosure to the CEO before dealing with any matter where they have an interest that could affect, or could reasonably be perceived to affect, their impartiality. This includes interests arising from kinship, friendship, or membership of an association, and will disqualify themselves from dealing with the matter unless the CEO has authorised their continued involvement and there is no other prohibition under law or the Code which precludes their involvement. Where the CEO has authorised an Employee who has an actual or perceived conflict of interest in the matter to continue acting in some capacity, that Employee must follow all conditions and limitations that the CEO has placed on their involvement; and
- (g) if disclosure is required under any law or this Code, complete a disclosure form in writing and submit it to the CEO, or where the disclosure is by the CEO to the Director Corporate Services.

In addition, an Employee must:

- (h) refrain from partisan political activities associated with City of Perth local government elections which could cast doubt on their neutrality and impartiality in carrying out their public duties and functions. This does not include non-partisan activity such as work associated with the administration of a local government election; and
- (i) lodge a notice with Human Resources prior to undertaking any Secondary Employment. An Employee must not undertake secondary employment without CEO approval, or approval



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from Human Resources in line with the City's procedures. If an Employee is already undertaking secondary employment they must ensure a notice is lodged immediately.

Employees should refer to **PR0026** in relation to lodging notices prior to undertaking Secondary Employment.

3.2 Financial and non-financial interests

Elected Members must comply with the laws governing financial interests, including the disclosure of financial interests, as set out in the *Local Government Act 1995*. Elected Members must also comply with the laws governing the disclosure of impartiality interests, as set out in the *Local Government (Rules of Conduct) Regulations 2007*.

External Members and Employees must comply with the laws governing financial interests, including the disclosure of financial interests, set out in the *Local Government Act 1995*. External Members and Employees must also comply with the rules governing the disclosure of impartiality interests, as set out in this Code, which are consistent with Part 6 of the *Local Government (Administration) Regulations 1996*.

The onus is on Elected Members, External Members and Employees to identify possible financial interests and other interests (such as proximity interests and non-financial interests), to determine whether an interest exists, what disclosure is required by this Code or applicable laws and whether any statutory exemption applies.

Sections 5.59-5.90 of the *Local Government Act 1995* establish the requirements for disclosure by Elected Members, External Members or Employees of financial interests, non-financial interests, indirect financial interests and proximity interests.

Section 5.60A of the Act states that a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government (or by an Employee, Elected Member, Council, or Committee of local government) in a particular way, result in a financial gain, loss, benefit or detriment for the person.

A financial interest may be direct or indirect. An indirect financial interest includes where a financial relationship exists between a relevant person and another person who requires a local government decision in relation to the matter.

A relevant person is also required to disclose (unless the matter is exempt) if a closely associated (as defined by section 5.62 of the Act) person has either a financial or proximity interest.



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3.3 Proximity Interests

A proximity interests is defined by section 5.60B of the *Local Government Act 1995*. Elected Members, External Members and Employees, are bound by the disclosure requirements of the Act.

Section 5.60B of the *Local Government Act 1995* states a person has a proximity interest if the matter concerns:

- (a) a proposed change to a planning scheme affecting land that adjoins the person's land; or
- (b) a proposed change to the zoning or use of land that adjoins the person's land; or
- (c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

Land is considered to adjoin the person's land if it:

- (a) has a common boundary with the person's land; or
- (b) any part of the land is directly across a thoroughfare from the person's land.

The term land includes any land owned by the person or in which the person has any estate or interest.

3.4 Impartiality Interests

Elected Members are bound by the impartiality provisions of the *Local Government (Rules of Conduct) Regulations 2007*. This Code is intended to accurately reflect those provisions and Elected Members must also comply with the impartiality interest provisions contained within the Code.

External Members and Employees must comply with the impartiality interest provisions set out in this Code.

3.4.1 Meaning of impartiality interest

For the purposes of this Code, an impartiality interest means:

"an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association" (see regulation 34(C)(1) of the *Local Government (Administration) Regulations 1996* and regulation 11(1) of the *Local Government (Rules of Conduct) Regulations 2007*).

An 'impartiality interest' does not include a 'financial interest' that is subject to the requirements of the *Local Government Act 1995*.



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3.4.2 Requirement to Disclose

An Elected Member, External Member or Employee who has an impartiality interest in any matter to be discussed at a Council or Committee meeting attended by that person must disclose the nature of the impartiality interest:

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

In addition, an External Member or Employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the External Member or Employee must disclose the nature of any impartiality interest he or she has in the matter:

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the time the advice is given.

An Elected Member, External Member or Employee is excused from the requirement to disclose an impartiality interest if the failure to disclose occurs because the person:

- (a) did not know he or she had an impartiality interest in the matter; or
- (b) did not know the matter in which he or she had an impartiality interest would be discussed at the meeting **and** the person discloses the nature of the impartiality interest as soon as possible after becoming aware of the discussion of that matter.

The disclosure of an impartiality interest does not necessarily affect the ability of the Elected Member or External Member to discuss or vote on the matter.

Where a verbal disclosure is made at a meeting without a prior written disclosure being made, a written disclosure form must be completed in relation to the impartiality interest disclosed. The completed disclosure form must be submitted as soon as practicable following the meeting.

3.4.3 Notice and Recording

Where an impartiality interest is disclosed in a written notice given to the CEO before a meeting, then:

- (c) before the meeting the CEO is to ensure that the notice is given to the person who is to preside at the meeting; and
- (d) at the meeting, the person presiding is to bring the notice and its contents to the attention of the persons present immediately before the matter to which the disclosure relates is discussed.



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Where an impartiality interest is disclosed or brought to the attention of the persons present at a meeting, the nature of the impartiality interest must be recorded in the minutes of the meeting.

Regulation 11 of the *Local Government (Rules of Conduct) Regulations 2007* contains detailed provisions relating to the disclosure by Elected Members of impartiality interests.

An Elected Member who does not comply with an impartiality 'interest provision' would be in breach of this regulation.

Employees and External Members who do not comply with an 'impartiality interest' provision would be in breach of this Code of Conduct.

3.5 Disclosure of Information in Returns

Elected Members and Designated Employees must provide primary and annual returns in accordance with the requirements of Division 6 of Part 5 of the *Local Government Act 1995*.

PART 4 - PERSONAL BENEFIT

4.1 Disclosure of Confidential Information

An Elected Member, External Member or Employee must not disclose to another person, unless it is required for the performance of their duties at the City, written or oral information that is provided to them, or obtained by them, in confidence or, in the case of a document, is marked by the CEO to be confidential.

Regulation 6 of the *Local Government (Rules of Conduct) Regulations 2007* also prohibits an Elected Member from disclosing confidential information, or information acquired at a closed meeting.

4.2 Improper use of information

An Elected Member, External Member or Employees must not make improper use of any information acquired in the performance by the person of any of his or her functions under the *Local Government Act 1995* or any other written law. Elected Members, External Members and Employees shall use discretion with information and avoid improperly causing harm or detriment to any person, organisation or the City.



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Due discretion must be exercised by all those who have access to confidential or sensitive information. This applies not only to the proper disclosure of that information, but also to the appropriate measures to be taken to ensure that the security of the information is not compromised.

Elected Members, External Members and Employees must not use information, whether assigned confidential status or not, to gain improper advantage for themselves or for any other person or body, or in ways which are inconsistent with their obligation to act impartially.

Section 5.93 of the *Local Government Act 1995* prohibits an Elected Member, External Member or Employee from making 'improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law:

- (a) to gain directly or indirectly an advantage for the person or any other persons; or
- (b) to cause detriment to the local government or any other person.

The penalty, on conviction, is a fine of \$10,000 or imprisonment for 2 years.

4.3 Improper Use of Position

An Elected Member, External Member or Employee must not make improper use of his or her office or position:

- (a) to gain directly or indirectly an advantage for him or her, or for any other person; or
- (b) to cause detriment to the City or any other person.

Regulation 7 of the *Local Government (Rules of Conduct) Regulations 2007* prohibits, in similar terms, the improper use by an Elected Member of his or her office.

4.4 Improper or undue influence

An Elected Member, External Member or Employee must not take advantage of his or her position to improperly influence any other person:

- (a) to gain directly or indirectly an advantage for him or her, or any other person; or
- (b) to cause detriment to the City or any other person.

Regulation 10(1) and (2) of the *Local Government (Rules of Conduct) Regulations 2007* prohibit an Elected Member from:



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- (a) directing or attempting to direct a local government employee; or
- (b) attempting to influence, by means of a threat or the promise of a reward, the conduct of a local government employee.

4.5 Gifts

4.5.1 General

In general, an Elected Member, External Member or Employees must not seek or accept (either directly or indirectly) any immediate or future gift (including any financial benefit, reward, donation or hospitality) for themselves, or for any other person or body, as a result of their role with the City. In particular, an Employee must not accept any act of hospitality without prior approval of the CEO ~~or a Director, as appropriate.~~

Despite the general prohibition against seeking or accepting gifts or acts of hospitality, an Elected Member, External Member or Employee may accept some types of gifts which are excluded from this Code's coverage.

For the purposes of this Code, a 'gift' has the extended meaning set out in section 5.82(4) of the *Local Government Act 1995* and includes:

"any disposition of property, or the conferral of any other financial benefit, made by one person in favour of another otherwise than by will (whether with or without an instrument in writing), without consideration in money or money's worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully adequate, but does not include any financial or other contribution to travel."

However, a 'gift' does not include a gift from a relative as defined in section 5.74(1) of the *Local Government Act 1995*.

An Elected Member, External Member or Employee, should carefully consider if the Act, regulations, or this Code requires disclosure of a gift or prohibits accepting it.

Nothing in this Code prevents a gift from being received on behalf of the City, where it is retained by the City.



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4.5.2 Prohibited gifts

An Elected Member, External Member or Employee must not accept a **prohibited gift** from a person who:

- (a) is undertaking or seeking to undertake an **activity involving a local government discretion**; or
- (b) it is reasonable to believe is intending to undertake an **activity involving a local government discretion**.

For the purpose of this clause:

- (a) a '**prohibited gift**' means:
 - (i) a gift worth \$300 or more; or
 - (ii) a gift that is one of 2 or more gifts given to the Elected Member, External Member or Employee by the same person within a period of 6 months that are in total worth \$300 or more; and
- (b) '**activity involving a local government discretion**' is an activity:
 - (i) that cannot be undertaken without an authorisation from the City; or
 - (ii) by way of a commercial dealing with the City; and
- (c) a '**gift**' has the meaning set out in section 5.82(4) of the *Local Government Act 1995* but does not include:
 - (i) a gift from a relative as defined in section 5.74(1); or
 - (ii) a gift that must be disclosed under regulation 30B of the *Local Government (Elections) Regulations 1997*; or
 - (iii) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
 - (iv) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876) or the Local Government Managers Australia WA Division Incorporated (ABN 91 208 607 072).

Any gift valued at \$300 or more should be declined politely. If it is considered inappropriate to reject a gift worth \$300 or more (such as in the case of a gift from a foreign dignitary), the gift should be received on behalf of the City and provided to the CEO at the first possible opportunity. At the CEO's discretion, these gifts will be placed in an appropriate position within the City and/or registered in the City's memorabilia collection.



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The value of a gift can be estimated if you believe its value is low. However, if it is believed its value approaches \$300, the precise value of the gift should be checked before accepting to ensure compliance with this Code.

It is also important to ensure that the full value of the gift is taken into account.

Regulation 12 of the *Local Government (Rules of Conduct) Regulations 2007* prohibits an Elected Member from accepting a prohibited gift.

4.5.3 Notifiable gifts

An Elected Member, External Member or Employee may accept a **'notifiable gift'**. However, if he or she accepts a **notifiable gift** from a person who:

- (c) is undertaking or seeking to undertake an **activity involving a local government discretion**; or
- (d) it is reasonable to believe is intended to undertake **an activity involving a local government discretion**,

he or she must notify the CEO within 10 days of accepting the gift.

For the purposes of this clause:

- (a) a **'notifiable gift'** means
 - (i) a gift worth between \$50 and \$300; or
 - (ii) a gift that is one of two or more gifts given to an Elected Member, External Member or Employee by the same person within a period of six months that are in total worth between \$50 and \$300
- (b) **'activity involving a local government discretion'** has the same meaning as referred to in 4.5(2)(b) above.
- (c) a **'gift'** has the meaning set out in section 5.82(4) of the *Local Government Act 1995* but does not include:
 - (i) a gift from a relative as defined in section 5.74(1); or
 - (ii) a gift that must be disclosed under regulation 30B of the *Local Government (Elections) Regulations 1997*; or
 - (iii) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or



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- (iv) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876) or the Local Government Managers Australia WA Division Incorporated (ABN 91 208 607 072).

The notification to the CEO of the acceptance of a 'notifiable gift' must be in writing and must include:

- (a) the name of the person who gave the gift;
- (b) the date on which the gift was accepted;
- (c) a description, and the estimated value, of the gift; and
- (d) the nature of the relationship between the person who is an Elected Member, External Member or Employee and the person who gave the gift.

Regulation 12 of the *Local Government (Rules of Conduct) Regulations 2007* contains similar requirements relating to the acceptance and notification of a 'notifiable gift' by an Elected Member.

4.5.4 Disclosure of Gifts

An Elected Members or Designated Employees must disclose, within 10 days of receipt, gifts valued at over \$200 (either as an individual gift or the total of two or more gifts received within a year period) except where they are exempt by section 5.82(2) of the *Local Government Act 1995*

The disclosure must be made in writing to the CEO and include:

- (a) a description of the gift;
- (b) the name and address of the person who made the gift;
- (c) the date on which the gift was received;
- (d) the estimated value of the gift at the time it was made; and
- (e) the nature of the relationship between the Elected Member or Employee and the person who made the gift.

4.5.5 Register of Notifiable gifts and Disclosed Gifts

The CEO must maintain a register of notifiable gifts and record any details of notifications given to comply with the disclosure requirements.



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4.6 Travel Contribution

4.6.1 General

Elected Members and Employees must disclose, within 10 days of receipt, any financial or other contribution made towards any travel undertaken unless that contribution is exempt from disclosure under section 5.83(2) of the *Local Government Act 1995*

‘travel’ includes ‘accommodation incidental to a journey’ (as defined in section 5.83(4) of the *Local Government Act 1995*).

‘travel contribution’, in relation to a person, means a financial or other contribution that has been made to any travel undertaken by the person.

A contribution to travel will be something that facilitates such a journey(s) and may include the following:

- Airline ticket price;
- Visa fees;
- Travel insurances;
- Accommodation; and
- Taxi costs.

Travel contribution does not need to be disclosed in the following cases:

- the contribution was made from Commonwealth, State or local government funds;
- the contribution was made by a ‘relative’ of the person (as defined in section 5.74(1) of the *Local Government Act 1995*);
- the contribution was made in the ordinary course of an occupation of the person which is not related to his or her duties as an Elected Member or Employee;
- the contribution was made by a political party of which the person was a member and the travel was undertaken for the purpose of political activity of the party, or to enable the person to represent the party. A political party is defined as a body or organization, whether incorporated or unincorporated, having as one of its objects or activities the promotion of the election to the Parliament of the Commonwealth or of the State of a candidate or candidates endorsed by it or by a body or organisation of which it forms part;



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- the value of the contribution does not exceed the prescribed amount (\$200) or where there are multiple contributions from the same donor in a year, the aggregate value does not exceed \$200. The amount of a contribution (other than a financial contribution) is to be treated as being an amount equal to the value of the contribution at the time the contribution was made.

The disclosure must be made in writing to the CEO and include:

- a description of the contribution;
- the name and address of the person who made the contribution;
- the date on which the contribution was received;
- the estimated value of the contribution at the time it was made;
- the nature of the relationship between the relevant person and the person who made the contribution;
- a description of the travel; and
- the date of travel.

4.6.2 Third Party Travel Contributions

Any travel contribution from a third party related to the City of Perth or an individual's role (as an Employee, External Member or Committee Member) must be approved by Council prior to acceptance. The recipient must ensure the online third party travel register is updated with the details of their travel.

4.7 Disclosure of Election Campaign Contributions

All electoral candidates must comply with the *Local Government Act 1995* and the *Local Government (Elections) Regulations 1997* in disclosing electoral donations or 'gifts'. A candidate must disclose to the CEO information about any electoral or related gift with a value of \$200 or more that is promised or received within 6 months before the relevant election day.

Requirements relating to the disclosure of electoral gifts are set out in the *Local Government (Elections) Regulations 1997*, particularly Part 5A.



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PART 5 - CONDUCT OF ELECTED MEMBERS, EXTERNAL MEMBERS AND EMPLOYEES

5.1 Objectives

High standards of professional conduct are required of Elected Members, External Members and Employees, to ensure that a positive image of the City is conveyed when the City interacts with its stakeholders and the general public. The conduct displayed should encourage fair, equitable and lawful management and operation of the City.

5.2 Personal Behaviour

An Elected Member, External Member or Employee must:

- (a) act, and be seen to act, properly and in accordance with the requirements of the law and City of Perth policies and procedures including the terms of this Code;
- (b) perform their duties impartially and in the best interests of the City uninfluenced by fear or favour;
- (c) act in good faith in the interests of the City and the community;
- (d) make no allegations which are improper or derogatory and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any person unwarranted offence or embarrassment;
- (e) treat others with respects, courtesy, honesty and fairness, having regard for their interests, rights, safety and welfare;
- (f) be open and accountable to the public;
- (g) not harass or intimidate others in the conduct of the City's functions, duties or business;
- (h) make decisions that are based on relevant and factually correct information;
- (i) always act in accordance with their obligation of fidelity to the City and not publicly reflect adversely upon any decision of Council or Employees; and
- (j) be fit for work or any other duties associated with the role of the Elected Member, External Member or Employee.

Regulation 10(3) of the *Local Government (Rules of Conduct) Regulations 2007* prohibit an Elected Member from:

- (a) making a statement that a local government employee is incompetent or dishonest; or
- (b) using offensive or objectionable expressions in reference to a local government employee.



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5.3 Honesty and Integrity

An Elected Member, External Member or Employee must:

- (a) observe the highest standards of honesty and integrity;
- (b) bring to the notice of the Lord Mayor any dishonesty or possible dishonesty on the part of the CEO;
- (c) bring to the notice of the CEO any dishonesty or possible dishonesty on the part of any Elected Member, External Member or Employee (other than the CEO); and
- (d) be frank and honest in their official dealings with each other.

A notice under paragraph 5.3(b) or 5.3(c) must be given strict confidentiality and the City will give appropriate support to all parties during any investigation.

5.4 Performance of Duties

While on duty, an Employees must give their whole time and attention to the City's business and ensure that their work is carried out efficiently and effectively, so that their standard of work reflects favourably both on them and on the City.

In addition, an Employee must:

- (a) act within the limits of their delegations; and
- (b) ensure recommendations to Council or Committees of Council are made with due diligence and care taken in the collation and inclusion of relevant information.

An Elected Member or External Member must at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Elected Members and External Members will be as informed as possible about the functions of the City and will treat all members of the community honestly and fairly. They shall ensure they are well informed on matters before Council by reading all agendas and reports provided.

5.5 Quasi-Judicial Role and Principles

5.5.1 Role



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'Quasi-judicial' functions are those which involve the making of a decision by the Council or an Employee in the exercise of a discretionary power. The City performs quasi-judicial functions when deciding to approve or not approve applications for planning approval, and for other approvals, licences, consents and permits.

5.5.2 Principles

- (a) The community expects Elected Members, External Members and Employees to act in a quasi-judicial manner when exercising discretionary power. To act in a quasi-judicial manner, an Elected Member, External Member or Employee must apply the principles of natural justice and, without bias or conflict of interest, make decisions in a judicial manner based on:
 - (i) the law and Council policies as they exist; and
 - (ii) the facts and the merits of the case.
- (b) Applicants submitting approval documents may attempt to persuade individual Elected Members or Employees in favour of their proposals. An Elected Member, External Member or Employees must remain objective and deal with applicants or affected persons impartially.
- (c) Decisions must be made on sound legislative rationale and not based on small public interest groups that do not represent the wider community.
- (d) All Elected Members are to have equal access to relevant information and the opportunity to participate effectively throughout the decision making process.

5.5.3 Non-compliance

Non-compliance with quasi-judicial principles could result in Council decisions being invalidated. An Elected Member acting when biased and without disclosing an interest affecting impartiality, may breach regulation 11 of the *Local Government (Rules of Conduct) Regulations 2007*.

5.5.4 Procedures for Elected Members

- (a) When acting in a quasi-judicial role, an Elected Member must not actively gather information independent of the official process by canvassing, liaising or initiating site visits with an applicant or affected person.
- (b) If contacted by an applicant or an affected person, an Elected Members will:



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- (i) listen and endeavour to understand the reason for the applicant or affected person making contact;
 - (ii) advise the applicant or affected person of the role and principles of an Elected Member in the role of quasi-judicial decision maker [refer to clauses 5.5.1 and 5.5.2 above];
 - (iii) encourage the applicant or affected person to make their views known through the relevant formal City and statutory processes, such as through a Council Meeting Statement, Question Time, Deputations, public submission periods, in writing or direct to the City's administration; and
 - (iv) ensure that they do not commit their vote, or give an impression that they have committed their vote, on the matter. Elected Members may offer support or otherwise, but are obliged to consider all relevant facts and have regard to the debate at the meeting, prior to making their decision.
- (c) An Elected Member will contact the CEO if they believe a site visit would be beneficial or if they have been requested by an applicant or an affected person to visit a site. Where appropriate and if circumstances permit, a site visit shall be arranged to facilitate the opportunity for all Elected Members to attend as well as at least one Employee. Elected Members visiting sites shall ensure they comply with clause 5.5.2.
- (d) Where an applicant or affected person provides information to an Elected Member which is substantive to the decision making process, the Elected Member must communicate that information to all other Elected Members and the CEO prior to the meeting where a decision is proposed on the matter.
- (e) If an Elected Member believes that additional information is required to make an informed decision, such information must be sought in a written request to the CEO or obtained by resolution of Council.

Where requested, the CEO will consider requests for additional information in light of its relevancy to the decision and determine whether or not the information should be provided.

5.6 Binding Caucus Votes

Elected Members and External Members must not participate in binding caucus votes in relation to matters to be considered at a Council or Committee meeting.

A binding caucus vote is a process whereby a group of members are compelled by a threat of disciplinary or other adverse action, or by the promise of a reward or benefit, to comply with a predetermined position on a matter before the Council or Committee irrespective of the personal



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views of individual members of the group on the merits of the matter before the Council or Committee.

This clause does not prohibit members from discussing a matter before the Council or Committee prior to considering the matter in question at a Council or Committee meeting or from voluntarily holding a shared view with other members on the merits of a matter.

5.7 Compliance with local laws and policies

An Elected Member, External Member or Employees must comply with the adopted local laws and policies of the City, whether or not they agree with or approve of them.

5.8 Management Practices

An Elected Member, External Member or Employee must comply with the City's management practices and administrative procedures, whether or not they agree with or approve of them.

5.9 Communication and Public Relations

All aspects of communication by Employees (including verbal, written, electronic or personal), involving the City's activities must be accurate, polite and professional, and in accordance with the City's policies and procedures.

As a representative of the community, an Elected Member needs to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so an Elected Member must abide by the Media Policy. An Employee is not permitted to make any comment to the media about any Council or City matter unless prior approval has been granted by the CEO.

5.10 Views during Public Consultation Period

An Elected Member, External Member or Employees:

- (a) must refrain from making public comment expressing a personal opinion which is biased, or may be perceived as biased or prejudging a matter whilst the matter is being advertised for public comment and/or is yet to be considered and determined by the Council;
- (b) may encourage members of the public to make a formal submission to the City.

The Lord Mayor and/or the CEO will take appropriate action (including issuing a statement to the media) correcting any misinformation or erroneous information which is in the public arena.



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5.11 Relationships between Elected Members and Employees

An effective Elected Member will work as part of the City's team with the CEO and other Elected Members, Members and Employees. That teamwork will occur only if Elected Members, Members and Employees have mutual respect for, and co-operate with, each other to achieve the City's corporate goals and implement the City's strategies. To achieve that position all parties need to understand each other's roles as specified in the Act and any relevant agreements.

To achieve this effectiveness in teamwork, all Elected Members must:

- (a) accept that their role is one of leadership, and not a management or administrative role;
- (b) refrain from criticising an Employee in a way that casts aspersions on their professional competence or credibility, except where that criticism is directed to the CEO in a confidential manner;
- (c) ensure that no restriction or undue influence is placed on the ability of an Employee to give professional advice to the Council;
- (d) undertake their day-to-day communications with the City directly through the CEO ~~or relevant Director~~, unless the CEO has established a protocol for communications on particular matters to occur directly with specified Employees;
- (e) not direct or instruct an Employee other than that related to the administrative support roles when undertaking duties in support of the role as Elected Member; and
- (f) not undertake a task that contributes to the administration of the local government, unless the task is undertaken in relation to a meeting or the express authority of the Council or the CEO has been obtained prior to undertaking the task.

At the same time, Employees recognise that an Elected Members' views and opinions often reflect valid community viewpoints that should be considered in conjunction with professional opinion. Employees must therefore make every effort to assist Elected Members in the performance of their role, and to achieve the satisfactory resolution of issues that may arise in the performance of their role.

All Elected Members, External Members and Employees must acknowledge that the City of Perth is a safe workplace where everyone has a duty of care to ensure that bullying and other hazards to wellbeing do not occur. This duty of care should inform the behaviour and relations between all Elected Members, Members and Employees.

Regulations 9 and 10 of the *Local Government (Rules of Conduct) Regulations 2007* prohibit an Elected Member from:



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- (a) undertaking a task that contributes to the administration of the local government, unless authorised by the Council or by the CEO to undertake that task;
- (b) directing or attempting to direct a local government employee;
- (c) attempting to influence, by means of a threat or the promise of a reward, the conduct of a local government employee;
- (d) making a statement that a local government employee is incompetent or dishonest; or
- (e) using offensive or objectionable expressions in reference to a local government employee.

5.12 Appointments to External Organisations

An Elected Member, External Member or Employee representing the City on an external organisation is to ensure that they:

- (a) clearly understand the basis of their appointment;
- (b) provide regular reports on the activities of the organisation in accordance with the confidentiality requirements of that organisation; and
- (c) represent the City's interests on all matters relating to that organisation, while maintaining the confidentiality requirements of the City.

5.13 Defamation

Comments by an Elected Members or Employee at a meeting of the Council or Committee may be covered by qualified privilege against defamation. Qualified privilege does not apply where a comment is made maliciously, or without due regard for whether they represent the truth.

An Elected Member or Employee is able to rely on the defence of qualified privilege only while exercising the proper discharge of his or her duties, and doing so in the public interest.

An Elected Member, External Member or Employee may also be protected by the provisions of section 9.56(2) of the *Local Government Act 1995* in relation to all tort actions (including defamation). The provision applies to anything a person has, in good faith, done in the performance or purported performance of a function under the *Local Government Act 1995* or any other written law.

5.14 Dress Standards

The appearance and dress of Elected Members, External Members and Employees, whilst conducting City business, should be in accordance with the standards appropriate to their duties and the people with whom they are dealing.



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An Elected Member, External Member, or Employee is required to behave in a way that upholds the good reputation of the City, and as such they are required to dress professionally, reflecting pride in the City and respect for those that they deal with, particularly the public.

In some circumstances, Elected Members, External Members and Employees may be required to adopt a particular dress standard, which may include wearing a uniform, safety clothing or formal attire. Where such standards are required, they must be complied with.

Employees should refer to Organisational Policy OP8

5.15 Official Information

An Employee must:

- (a) maintain accurate and trustworthy records; and
- (b) ensure information is recorded accurately and in accordance with the City's recordkeeping policies and legislative requirements.

PART 6 - Bullying and inappropriate behaviour

6.1 Bullying

Bullying is repeated unreasonable, inappropriate or aggressive behaviour that is directed towards an individual or group and creates a risk to health or safety. The City is committed to providing a safe work environment that is free from bullying and encourages the reporting of any evidence of bullying.

Bullying behaviour breaches this Code and is also prohibited by the *Occupational Safety and Health Act 1984* (in relation to conduct within a workplace or during the course of employment) and other legislation. Bullying includes both direct and indirect actions and both are in breach of this Code. An Elected Member, External Member or Employee must not engage in bullying.

It is important to note that bullying does not normally include management of an Employee (such as allocating tasks or providing performance feedback). Exceptions may apply to unreasonable management practices.

Direct bullying refers to obvious public acts. Examples include:

- o Physical or sexual assault;
- o Name calling or other abusive, offensive, frightening, or degrading language;
- o Beginning or spreading rumours; and
- o Teasing someone in an offensive manner or subjecting them to regular practical jokes.



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Indirect bullying refers to subtle, behaviour that undermines, treats less favourably or disempowers others. Examples include:

- o Ignoring or excluding a person;
- o Denying access to information or resources;
- o Preventing a person from expressing their opinion or ridiculing their contribution;
- o Setting tasks that are beyond or below a person's skill level.

Employees can refer to the following City of Perth procedures for further information and guidance in the resolution of bullying:

PR0441 – Prevention and Management of Workplace Bullying Administrative Policy;

PR0442 – Workplace Grievance Management and Resolution Procedure

PR0020 – Employee Assistance Program (EAP) Procedure

6.2 Single Instances

To be considered bullying, repeated behaviour is required. However, while behaviour may not be considered bullying where it violates legislation, City Policies or Procedures, or other provisions in this Code it will still be considered a breach of the Code and will be treated accordingly.

6.3 Discrimination

Discrimination is dealt with by the *Equal Opportunity Act 1984* (and other legislation) and means treating someone less favourably than another, in circumstances that are the same (or are not materially different), on the basis of a ground such as race, sex, impairment, age, religious or political conviction, family status, pregnancy or gender history.

An Elected Member, External Member or Employee must not discriminate against or harass any person due to a discriminatory ground.

PART 7 - DEALING WITH THE CITY'S PROPERTY

7.1 Use of Resources

An Elected Member, External Member or Employee must:

- (a) be honest in their use of the City's resources and must not misuse them or permit their misuse by any other person or body;



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- (b) use City's resources entrusted to them effectively and efficiently in the course of their duties;
- (c) ensure the City's resources are to be utilised only for a proper purpose. The City's resources must not be used in a manner that improperly causes direct or indirect personal gain or detriment to another;
- (d) not make unauthorised use of information and other intellectual property, produced or registered by Employees or external contractors for the City. The title to intellectual property in all official duties must be assigned to the City on its creation;
- (e) take due care when using resources to avoid any potential damage;
- (f) report immediately to management any damage to, or loss of, City property or equipment; and
- (g) ensure that the use and commitment of City resources and expenditure is in accordance with the City's policies and complies with applicable legislation.

Regulation 8 of the *Local Government (Rules of Conduct) Regulations 2007* prohibits an Elected Member from using the resources of a local government for electoral purposes, or for any other purpose, unless authorised under the *Local Government Act 1995* or by the Council or the CEO.

7.2 Reimbursement of Expenses

An Elected Member, External Member or Employee may claim for reimbursement of expenses only in accordance with the relevant policy.

PART 8 - BREACHES AND MISCONDUCT

8.1 Reporting Breaches

A person may internally report a breach, or suspected breach, of this Code:

- (a) by an Elected Member, External Member or an Employee (other than the CEO) – to the CEO; or
- (b) by the CEO – to the Lord Mayor.

Each report of a breach is to be dealt with quickly and fairly in accordance with the principles of procedural fairness.



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As indicated earlier (at clause 1.3), the Rules of Conduct have their own enforcement regime. A breach by an Elected Member of a Rule of Conduct may be reported to the CEO. If so, it will be dealt with under Part 5, Division 9 of the *Local Government Act 1995*.

It is important to note that an alleged breach, or suspected breach, of this Code of Conduct by an Elected Member can be the subject of a complaint to the Standards Panel.

8.2 Internal Referral to Mediation

The CEO, may, in appropriate cases, refer an alleged breach of this Code relating to values or conduct (other than an alleged breach of any law) by an Elected Member to an independent mediator who will attempt to resolve the matter via a mediation process. For example, this may occur where mediation may assist in resolving an alleged case of rudeness.

If a matter is referred for mediation each party is to engage in the process in good faith.

8.3 Internally Reporting Misconduct

When an Elected Member, External Member or Employee believes or suspects that misconduct may occur, is occurring, or has occurred, he or she should report the matter to the CEO.

Alternatively, if the matter falls within the ambit of the *Public Interest Disclosure Act 2003*, the internal or external process for making a public interest disclosure may be followed.

The *Public Interest Disclosure Act 2003* facilitates the reporting of public interest information and provides protection for those who report this information under the Act.

The City:

- (a) does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the City, by its Elected Members, External Members, or Employees;
- (b) is committed to the aims and objectives of the *Public Interest Disclosure Act 2003*;
- (c) strongly supports disclosures being made by an Elected Member, External Member or Employee as to corrupt or other improper conduct;
- (d) will take all reasonable steps to provide protection for an Elected Member, External Member or Employee who makes a public interest disclosure from any detrimental action in reprisal for the making of a the disclosure; and



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- (e) does not tolerate any of its Elected Members, External Members, Employees or contractors engaging in acts of victimisation or reprisal against a person who makes a public interest disclosures.

Elected Members, External Members and Employees are encouraged to contact one of the City's nominated Public Interest Disclosure Officers to seek guidance on reporting misconduct, their disclosure, and to lodge completed Public Interest Disclosure forms.

A person who makes an appropriate disclosure of public interest information to the City's nominated Public Interest Disclosure Officer under section 5 of the *Public Interest Disclosure Act 2003*:

- (a) incurs no civil or criminal liability for doing so; and
- (b) is not, for doing so, liable:
 - (i) to any disciplinary action under a written law;
 - (ii) to be dismissed;
 - (iii) to have his or her services dispensed with or otherwise terminated; or
 - (iv) for any breach of duty of secrecy or confidentiality or any other restriction on disclosure (whether or not imposed by a written law) applicable to the person (section 13).

8.4 Externally Reporting Misconduct

All persons have the option to report a matter of misconduct directly to the Corruption and Crime Commission (CCC) or the Public Sector Commissioner (PSC) under the *Corruption and Crime, and Misconduct Act 2003*.

- (a) Any person may report to the CCC any matter which that person suspects, on reasonable grounds, concerns or may concern serious misconduct that:
 - (i) has or may have occurred; or
 - (ii) is or may be occurring; or
 - (iii) is or may be about to occur; or
 - (iv) is likely to occur.
- (b) Any person may report to the PSC any matter which that person suspects, on reasonable grounds, concerns or may concern minor misconduct that:
 - (i) has or may have occurred; or
 - (ii) is or may be occurring; or
 - (iii) is or may be about to occur; or



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- (iv) is likely to occur

A report directly to the CCC or the PSC may be made in several ways.

- (a) If you wish to personally report serious misconduct direct to the Corruption and Crime Commission, you can:
 - (i) submit an online report on the CCC website (www.ccc.wa.gov.au); or
 - (ii) email info@ccc.wa.gov.au; or
 - (iii) call 1800 803 186.
- (b) If you wish to personally report minor misconduct direct to the PSC, you can:
 - (i) submit an online report on the PSC website (publicsector.wa.gov.au); or
 - (ii) email minormisconduct@psc.wa.gov.au; or
 - (iii) send a letter to Locked Bag 3002, WEST PERTH WA 6872; or
 - (iv) refer to the PSC website (publicsector.wa.gov.au/conduct-integrity/minor-misconduct/reporting-minor-misconduct-psc) for more options.

To get more information on serious misconduct reporting and processes, please refer to the CCC website (www.ccc.wa.gov.au) or call the CCC on: **(08) 9215 4888 or 1800 803 186**.

To get more information on minor misconduct reporting and processes, please refer to the PSC website (publicsector.wa.gov.au/conduct-integrity/minor-misconduct) or call the PSC on: **(08) 6552 8888**.

8.5 CEO Obligation to Report Misconduct

The CEO has a statutory obligation to report to the Corruption and Crime Commission:

- (a) any allegation of serious misconduct; or
- (b) any situation that otherwise comes to his or her attention involving serious misconduct,

where the CEO considers on reasonable grounds that serious misconduct may have occurred.

The CEO has a statutory obligation to report to the Public Sector Commissioner:

- (c) any allegation of minor misconduct; or
- (d) any situation that otherwise comes to his or her attention involving minor misconduct,



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but not minor misconduct by an Elected Member.

Note: For these purposes, 'misconduct,' 'minor misconduct,' and 'serious misconduct' are defined in section 4, and the definitions section, of the Corruption, Crime and Misconduct Act 2003.

Corruption, Crime and Misconduct Act 2003 – section 4

Misconduct occurs if —

(a) a public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment; or

(b) a public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person; or

(c) a public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by 2 or more years' imprisonment; or

(d) a public officer engages in conduct that —

(i) adversely affects, or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of a public authority or public officer whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or

(ii) constitutes or involves the performance of his or her functions in a manner that is not honest or impartial; or

(iii) constitutes or involves a breach of the trust placed in the public officer by reason of his or her office or employment as a public officer; or

(iv) involves the misuse of information or material that the public officer has acquired in connection with his or her functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person, and constitutes or could constitute —

(vi) a disciplinary offence providing reasonable grounds for the termination of a person's office or employment as a public service officer under the *Public Sector Management Act 1994* (whether or not the public officer to whom the allegation relates is a public service officer or is a person whose office or employment could be terminated on the grounds of such conduct).



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minor misconduct means: misconduct of a kind described in section 4(d) that is not any of the following —

- (a) police misconduct;
- (b) conduct engaged in by a member of a House of Parliament or the Clerk of a House of Parliament;
- (c) conduct engaged in by —
 - (i) a member of a local government or council of a local government; or
 - (ii) a member of a council of a regional local government;

serious misconduct means:

- (a) misconduct of a kind described in section 4(a), (b) or (c) by a public officer; or
- (b) police misconduct;

Document Control Box									
Document Responsibilities:									
Custodian:		Manager Governance			Custodian Unit:		Governance		
Decision Maker:		Council							
Compliance Requirements:									
Legislation:		Local Government Act 1995 Part 5, Division 6, Division 7 and Division 9 Local Government (Administration) Regulations 1996 Local Government (Rules of Conduct) Regulations 2007 Corruption, Crime, and Misconduct Act 2003 Public Interest Disclosure Act 2003							
Industry:		Department of Local Government & Regional Development Guideline No. 12 Elected Member Relationship with Developers WA Local Government Association – Model Code of Conduct Public Sector Commission – Developing a Code of Conduct							
Organisational:		Gift Declaration Process and Forms Disclosure of Interest Forms PR0956, PR0777							
Document Management:									
Risk Rating:		Medium	Review Frequency:		Two years	Next Due:	2019	TRIM Ref:	75522/04
Version #	Decision Reference:			Synopsis:					
1.	Council 15/10/90			Previous Policy No. CS29					
2.	Council 10/06/97								
3.	Council 23/10/01								
4.	Council 11/02/03								
5.	Council 11/05/04								
6.	Council 19/02/08								
7.	Council 27/01/10								
8.	Council 06/06/17								

Confidential Report to the Ordinary Meeting of Council

Agenda **Irwin Street Stage 1: Deed of Variation and Project Progress -**
Item 13.20 **Confidential**

Recommendation:

That Council:

- 1. NOTES the details of the latest status of the Irwin Street Works being completed under agreement by 480 Hay Street (BGC Development) to build the footpath and roadway of Irwin Street North and the footpaths of Murray and Hay Street fronting the Westin Hotel Site; and**
- 2. AUTHORISES the Chief Executive Officer to execute a Deed of Variation reached with 480 Hay Street (BGC Development) as outlined in this report.**

This report has been submitted direct to Council due to limited time being available to consider the matter.

FILE REFERENCE:	P1033804
REPORTING UNIT:	Construction
RESPONSIBLE DIRECTORATE:	Construction and Maintenance
DATE:	8 February 2017
ATTACHMENT/S:	Confidential Attachment 13.20A – Project Budget Report Confidential Attachment 13.20B - Deed of Variation Confidential Attachment 13.20C – Public Area Improvement Agreement (Confidential Attachments are distributed under separate cover to Elected Members)

In accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, this item is confidential and has been distributed to Elected Members under separate cover.

CONFIDENTIAL ATTACHMENTS 13.20A, 13.20B
AND 13.20C
ITEM 13.20 – IRWIN STREET STAGE 1: DEED OF
VARIATION AND PROJECT PROGRESS

FOR THE ORDINARY COUNCIL MEETING

13 FEBRUARY 2018

DISTRIBUTED TO ELECTED MEMBERS UNDER SEPARATE COVER