

AGENDA

Ordinary Council Meeting

26 July 2016

Notice of Meeting

To: The Mayor and Councillors

The next Ordinary Council meeting of the City of South Perth Council will be held on Tuesday 26 July 2016 in City of South Perth Council Chamber, Cnr Sandgate Street and South Terrace, South Perth commencing at 7.00pm.



GEOFF GLASS
CHIEF EXECUTIVE OFFICER

22 July 2016



Our Guiding Values

Trust

Honesty and integrity

Respect

Acceptance and tolerance

Understanding

Caring and empathy

Teamwork

Leadership and commitment

Disclaimer

The City of South Perth disclaims any liability for any loss arising from any person or body relying on any statement, discussion, recommendation or decision made during this meeting.

Where an application for an approval, a licence or the like is discussed or determined during this meeting, the City warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the City.

Further Information

The following information is available on the City's website.

- **Council Meeting Schedule**

Ordinary Council Meetings are held at 7.00pm in the Council Chamber at the South Perth Civic Centre on the fourth Tuesday of every month between February and November. Members of the public are encouraged to attend open meetings.

- **Minutes and Agendas**

As part of our commitment to transparent decision making, the City makes documents relating to meetings of Council and its Committees available to the public.

- **Meet Your Council**

The City of South Perth covers an area of around 19.9km² divided into four wards. Each ward is represented by two Councillors, presided over by a popularly elected Mayor. Councillor profiles provide contact details for each Elected Member.

www.southperth.wa.gov.au/Our-Council/

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Ordinary Council Meeting Agenda

1. DECLARATION OF OPENING

2. DISCLAIMER

3. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

3.1 STANDING ORDERS LOCAL LAW 2007

This meeting is held in accordance with the City's Standing Orders Local Law 2007 which provides rules and guidelines which apply to the conduct of meetings.

3.2 AUDIO RECORDING OF THE COUNCIL MEETING

The meeting will be audio recorded in accordance with Council Policy P673 "Audio Recording of Council Meetings" and Clause 6.15 of the Standing Orders Local Law 2007 "Recording of Proceedings".

4. ATTENDANCE

4.1 APOLOGIES

4.2 APPROVED LEAVE OF ABSENCE

5. DECLARATIONS OF INTEREST

Conflicts of Interest are dealt with in the Local Government Act, Rules of Conduct Regulations and the Administration Regulations as well as the City's Code of Conduct 2008. Members must declare to the Chairperson any potential conflict of interest they have in a matter on the Council Agenda.

6. PUBLIC QUESTION TIME

6.1 RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

6.2 PUBLIC QUESTION TIME: 26 JULY 2016

The Presiding Member to invite those members of the public who submitted questions to read their questions.

7. CONFIRMATION OF MINUTES AND TABLING OF NOTES OF BRIEFINGS AND OTHER MEETINGS UNDER CLAUSE 19.1

7.1 MINUTES

7.1.1 Ordinary Council Meeting Held: 28 June 2016

7.1.2 Special Council Meeting Held: 11 July 2016

7.1.3 Special Council Meeting Held: 12 July 2016

7.1.4 Special Council Meeting Held: 19 July 2016

Recommendation

That the Minutes of the:

- Ordinary Council meeting held 28 June 2016; and
- the Special Council meetings held on 11, 12 and 19 July 2016 be taken as read and confirmed as a true and correct record.

7.2 BRIEFINGS

The following Briefings which have taken place since the last Ordinary Council meeting, are in line with the 'Best Practice' approach to Council Policy P672 "Agenda Briefings, Concept Forums and Workshops", and document to the public the subject of each Briefing. The practice of listing and commenting on briefing sessions, is recommended by the Department of Local Government and Regional Development's "Council Forums Paper" as a way of advising the public and being on public record.

7.2.1 Council Agenda Briefing - 19 July 2016

Officers of the City presented background information and answered questions on items to be considered at the July 2016 Ordinary Council Meeting at the Agenda Briefing held 19 July 2016.

Attachments

7.2.1 (a): Notes - Council Agenda Briefing - 19 July 2016

Officer Recommendation

That the Notes of the Council Agenda Briefing held on 19 July 2016 be noted.

8. PRESENTATIONS

8.1 PETITIONS

8.2 GIFTS / AWARDS PRESENTED TO COUNCIL

8.3 DEPUTATIONS

8.4 COUNCIL DELEGATES REPORTS

8.4.1 Rivers Regional Council (RRC) Meeting - 16 June 2016

A report summarising the Rivers Regional Council (RRC) Meeting - 16 June 2016 is attached.

Attachments

8.4.1 (a): Delegates' Report - Rivers Regional Council (RRC) Meeting - 16 June 2016

8.4.2 West Australian Local Government Association (WALGA) South-East Metropolitan Zone (SEMZ) Meeting - 29 June 2016

A report summarising the West Australian Local Government Association (WALGA) South-East Metropolitan Zone (SEMZ) Meeting - 29 June 2016 is attached.

Attachments

8.4.2 (a): Delegates' Report - WALGA SEMZ Meeting - 29 June 2016

Officer Recommendation

That the report on the Rivers Regional Council (RRC) meeting held 16 June 2016 and the report on the West Australian Local Government Association (WALGA) South-East Metropolitan Zone (SEMZ) meeting held 29 June 2016 be received.

8.5 CONFERENCE DELEGATES REPORTS

8.5.1 2016 Australian Local Government Association (ALGA) National General Assembly – 19-22 June 2016

A report summarising the 2016 ALGA National General Assembly held 19-22 June 2016 is attached.

Attachments

8.5.1 (a): Delegates' Report - WALGA SEMZ Meeting - 29 June 2016

Officer Recommendation

That the report on the 2016 ALGA National General Assembly held 19-22 June 2016 be received.

9. METHOD OF DEALING WITH AGENDA BUSINESS

10. REPORTS

10.1 STRATEGIC DIRECTION 1: COMMUNITY

10.1.1 Community Sporting and Recreation Facilities Fund (CSRFF) - Small Grants Funding

Location:	City of South Perth
Ward:	Como Ward, Manning Ward, Mill Point Ward and Moresby Ward, All, Not Applicable
Applicant:	Council
File Ref:	D-16-50892
Date:	26 July 2016
Author:	Jennifer Hess, Recreation Development Coordinator
Reporting Officer:	Vicki Lummer, Director Development and Community Services
Strategic Direction:	Community -- Create opportunities for an inclusive, connected, active and safe community
Council Strategy:	1.3 Create opportunities for social, cultural and physical activity in the City.

Summary

The purpose of this report is to consider three applications for the 2016/2017 Community Sporting Recreation Facilities Fund (CSRFF) Small Planning Grants.

Officer Recommendation

That:

(a) the applications for funding for the Community Sporting Recreation Facilities Funding (CSRFF) – Small Grants 2016/17, be submitted to the Department of Sport and Recreation together with the comments from the officer report and the following ranking and rating:

Applicant	Project	Ranking	Rating
Hensman Park Tennis Club	Resurfacing of 3 hard courts	1	A
Manning Memorial Bowling Club	Bank Plinth replacement – 3 greens	2	A
Manning Memorial Bowling Club	Retractable Shade Covers – 3 greens)	3	A

(b) subject to these applications being successful with the Department of Sport and Recreation, a provisional amount of \$21,410 is considered in the 2016/2017 annual budget as the City's contribution as follows:

(i)	Hensman Park Tennis Club	\$5,487 (excl. GST)
(ii)	Manning Bowling Club	\$10,275 (excl. GST)
(iii)	Manning Bowling Club	\$5,648 (excl. GST)

Background

The Department of Sport and Recreation (DSR) annually invites applications for financial assistance to assist community groups and local governments to develop sustainable infrastructure for sport and recreation. The CSRFF program aims to increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities. Priority is given to projects that lead to facility sharing and rationalisation. The state government has allocated \$7M for the 2016/2017 funding round.

Table 1 CSRFF Grant Categories

Grant category	Total Project Cost Range	Standard DSR Contribution	Frequency
Small grants	\$7,500 - \$150,000	\$2,500 - \$66,666	Bi-annual
Annual Grants	\$200,001 - \$500,000	\$66,667 - \$166,666	Annual
Forward Planning Grants	\$500,001 +	\$166,667 - \$1 million	Annual

The maximum grant awarded by DSR will be no greater than one-third of the total cost of the project up to a maximum of \$1 million. The CSRFF grant must be at least matched by the applicant's own cash contribution equivalent to one third of the total project cost, with any remaining funds being sourced by the applicant. In some cases, funds provided by the Department do not equate to one-third of the project costs and the applicants are advised that they are expected to fund any shortfall. The local government is not obliged to contribute funding to the projects. As stated in the CSRFF guidelines, small grants for this round of applications require an implementation period of one year. Therefore grant applications in this round must be claimed by 15 June, 2017. In addition, while the funding round does not technically open until 1 July 2016, the City takes applications from clubs in June in order to consider budget implications for the next financial year.

Comment

Three projects are being proposed by the City for the 2016/2017 CSRFF Small Grants:

(i) Hensman Park Tennis Club (resurfacing of 3 hard courts)

CSRFF Grant sought \$ 5,487 (ex GST)
 Hensman Park Tennis Club's contribution \$ 5,486 (ex GST)
 City's contribution \$ 5,487 (ex GST)
Estimated Total Project Cost \$16,460 (ex GST)

(ii) Manning Bowling Club (bank plinth replacement)

CSRFF Grant sought \$10,275 (ex GST)
 Manning Bowling Club's contribution \$20,275 (ex GST)
 City's contribution \$10,275 (ex GST)
Estimated Total Project Cost \$40,826 (ex GST)

(iii) Manning Bowling Club (retractable shade cover – 3 greens)

CSRFF Grant sought \$5,648 (ex GST)
 Manning Bowling Club's contribution \$11,148 (ex GST)
 City's contribution \$5,648 (ex GST)
Estimated Total Project Cost \$22,444 (ex GST)

Assessment

A panel comprising the City Environment Coordinator, Recreation Development Coordinator and Club Development Officer assessed and ranked the application against the following criteria set by the Department of Sport and Recreation:

A	Well planned and needed by municipality
B	Well planned and needed by applicant
C	Needed by municipality, more planning required
D	Needed by applicant, more planning required
E	Idea has merit, more preliminary work required
F	Not recommended

The results are summarised below.

2016/2017 CSRFF small grants

Applicant	Project	Ranking	Rating	City's Contribution	Total project cost
Hensman Park Tennis Club	Resurfacing of 3 hard courts	1	A	\$5,487 (ex GST)	\$16,460 (ex GST)
Manning Bowling Club	Bank plinth replacement – 3 greens	2	A	\$10,275 (ex GST)	\$40,826 (ex GST)
Manning Bowling Club	Retractable shade cover	3	A	\$5,648 (ex GST)	\$22,444 (ex GST)
TOTAL				\$21,410 (ex GST)	\$79,730 (ex GST)

Hensman Park Tennis Club

Hensman Park Tennis Club is located on South Perth Lot 300 on Deposited Plan 44434 held on Crown Land Title volume 3157 folio 177 and is vested in the City of South Perth for the purpose of recreation, with a power to lease and or sub lease. The lease with the club was renewed in 2013 for a period of five years, with an option for another 5 years. The club last resurfaced five different courts via CSRFF in 2014/15. In addition, the City recently assisted the club with fencing and retaining works completed in 2014.

The club is affiliated with Tennis West and currently has maintained a steady membership of 285 members. This is a slight decrease in membership numbers compared to 2014/15 which was 295 and a further decrease from 316 members in 2013/14. The club also caters to casual and social hirers. The courts are primarily used by club members, casual hirers as well as coaching businesses and Wesley College.

The approximate percentage usage of the facility:

Participation type	% use of the facility	Hours per Week
Hensman Park Members & Public Hire	40%	35
Coaching	40%	35
Wesley College	20%	20

10.1.1 Community Sporting and Recreation Facilities Fund (CSRFF) - Small Grants Funding

According to the club, resurfacing of 3 hard courts is required for the following reasons:

- The existing surface is 10 years old and is showing signs of wear especially near baseline areas that are becoming slippery and could lead to injury;
- It will enhance current activities by providing top quality tennis playing surfaces for club members, players in coaching programs and for social court hire.
- Need to upgrade to the current Australian hardcourt surface – two tone blue – Australian Open.

The City supports the club's application to enhance its existing facilities to ensure tennis participation can continue. The clubs net income as at 31 March 2016 is \$70,905.

It is recommended this project is rated 'A -Well planned and needed by the municipality and in making this assessment the panel noted:

- Hensman Park Tennis Club has consulted with City Officers and DSR;
- Hensman Park Tennis Club submitted a sound application;
- Hensman Park Tennis Club demonstrates it is a sustainable club; and is a good tenant of the City;
- The resurfacing of the courts are needed by the club and the City to be able to support the existing and ongoing demand of the users;
- Officers support the club wanting to resurface courts as it considers it a higher priority compared to installing new courts;
- The City recently contributed \$4,000 (excl. GST) to the successful resurfacing of 5 tennis courts in 2015 also with the assistance of CSRFF funding.

Manning Bowling Club

Manning Bowling Club is located on Lot 300 on Deposited Plan 45674 held on Crown land title volume 3136 folio 436 and is vested in the City of South Perth for the purpose of recreation, with a power to lease and or sub lease. The lease with the club was recently renewed in 2015 for a period of five years, with an option for another five years. The club resurfaced a synthetic bowling green in 2014/15 via CSRFF, to which the City contributed \$41,000 (ex GST).

The club is affiliated with Bowls WA and has 214 members, a slight increase on membership compared to 2014/15 (209). It is primarily used by club members (96%) and local schools. The clubs net income as at 30 April 2016 is \$61,099.

Replacement of Bank Plinths

The club requires plinth replacement on three greens (6 banks). The green bank plinths are the edge of the green which adjoin the ditch (kerb). According to the club the replacement of green bank plinths is required for the following reasons:

- It is a requirement cited in the Bowls WA 2016 Greens Inspection Report;
- They are ageing and despite regular maintenance are in danger of rebounding bowls;
- It is a potential safety hazard for spectators and bowlers;
- Members with walking aids and/or impaired vision are especially vulnerable;
- If not replaced, rinks will need to be closed affecting participation

Retractable Shade Cover – 3 Greens

The club requires a new retractable shade cover on the north ends of three lawn greens. According to the club the provision of retractable shade cover is required for the following reasons:

10.1.1 Community Sporting and Recreation Facilities Fund (CSRFF) - Small Grants Funding

- Effective management of a lawn bowling green requires the shade structures at the northern end to be removed during winter months because it inhibits lawn growth;
- Having retractable covers prevents the constant removal and replacement of temporary shade structures as required, largely by retired volunteers;
- The current system is labour intensive and time consuming (6 volunteers and many hours);
- Retractable covers can be retracted and replaced quickly with minimal labour; and
- Shade is required to meet duty of care in relation to sun protection, particularly in regard to children from local schools who hire the greens.

The Bowls WA Strategic Facilities Plan was developed in 2010. Based on its metropolitan facilities hierarchy, Manning Memorial Bowling Club is considered a small local club with a medium level of sustainability, defined as:

“The grassroots for bowls in WA but is also the most likely to be at risk of financial failure and hence relocation, amalgamation or closure. However, a well-managed, promoted and attended club provides the local community with a wide range of benefits. Small clubs often have not taken advantage of the growth of community bowls competitions or other sources of revenue which are required to ensure club facilities are maintained and replaced when necessary”.

The Plan goes on to say there are no identified gaps or requirements for local level clubs at the present time but this may change with increasing population and densities. The lawn bowls playing population in the central Perth metropolitan area is expected to marginally increase from 13,580 in 2010 to 14,400 in 2021, to 15,300 in 2031.

It is recommended this project is rated ‘A -Well planned and needed by the municipality and in making this assessment the panel noted:

- Manning Memorial Bowling Club submitted a sound application;
- Manning Memorial Bowling Club shows good signs of growth and increased participation;
- Manning Memorial Bowling Club demonstrates it is a sustainable club; and is a good tenant of the City.

Officers support the club to replace the bank plinths, especially to support safety and members with walking aids and visual impairment. Additionally the City supports the retractable shade covers for the club.

Consultation

Initial consultation was undertaken with the City via the Recreation Development Coordinator and Club Development Officer. The City advertised the funding round by direct email to clubs.

Hensman Park Tennis Club has advised City Officers and DSR about its intentions to submit an application. The club has also discussed its application with Tennis West.

Manning Memorial Bowling Club has advised City Officers and DSR about its intention to submit an application. The club has also discussed its application with Bowls WA

Policy and Legislative Implications

This report relates to Policy P110 - Support of Community & Sporting Groups.

Financial Implications

The level of financial assistance offered is based on the overall significance of the proposed project, including the benefits provided to the community. There is no obligation on the local government authority to make any contribution to a community project, but in the past the City has matched the contribution by the Department of Sport and Recreation of up to one-third of the total cost of successful project within its boundaries.

The City supports the applications and therefore the provisional amount has been proposed to be included in the upcoming annual budget.

The total project costs are estimated at \$79,730 (ex GST). The total contribution being requested from the City is \$21,410 (ex GST). Subject to DSR approval, it is proposed that \$21,410 (excl. GST) is provisionally allocated in the 2016/2017 annual budget.

Strategic Implications

This report is aligned to the City's [Strategic Community Plan 2015-2025](#).

Sustainability Implications

This report is aligned to the City's [Sustainability Strategy 2012-2015](#).

Attachments

Nil

10.3 STRATEGIC DIRECTION 3: HOUSING AND LAND USES

10.3.1 Building and Access Guidelines - Lots 606, 607, 611-617 and 4561-4564 (Nos. 80-102A) Ryrie Avenue, Como: Rescission

Location:	Ryrie Avenue, Como
Ward:	Moresby Ward
Applicant:	Council
File Ref:	D-16-50501
Date:	26 July 2016
Author:	Rod Bercov, Strategic Urban Planning Adviser
Reporting Officer:	Vicki Lummer, Director Development and Community Services
Strategic Direction:	Housing and Land Uses -- Accommodate the needs of a diverse and growing population
Council Strategy:	3.3 Review and establish contemporary sustainable buildings, land use and environmental design standards.

Summary

The "Building and Access Guidelines" for the Ryrie Avenue properties identified above were adopted by the Council more than 16 years ago to guide the design and site planning of houses on 20 lots at that time owned by Homeswest, which were being offered for sale to private buyers. These lots are on the north side of Ryrie Avenue between Murray Street and Bland Street. The lots were created through re-subdivision of standard-width lots into narrow lots. There are also two pairs of 'battleaxe' lots. A condition of subdivision approval required the preparation and implementation of the Guidelines due to the 'infill' nature of the subdivision within an established streetscape of mostly conventional houses on lots 20 metres wide.

Only one of the narrow lots (No. 96) is still vacant. The two rear 'battleaxe' lots (Nos. 88 and 92A) are also vacant. The appearance of the streetscape has now been firmly established. The Guidelines have served a useful purpose, but are no longer required. Therefore they need to be rescinded.

Officer Recommendation

That:

- (a) the Building and Access Guidelines - Lots 606, 607, 611-617 and 4561-4564 (Nos. 80-102A) Ryrie Avenue, Como be rescinded; and
- (b) in respect of the Bruce Street Subdivision Building Design Guidelines, the information in the Officer's report dated 1 July 2016 be noted.

Background

At its 24 November 1999 meeting, the Council adopted the Building and Access Guidelines to guide the design and site planning of houses on the 20 Ryrie Avenue lots referred to above. Sixteen of the lots are narrow, ten having a 12.07 metre frontage, while the other six are 10.06 metres wide. The Guidelines had a beneficial effect during the years of dealing with development applications for houses on the vacant lots however they have outlived their usefulness and are no longer required.

10.3.1 Building and Access Guidelines - Lots 606, 607, 611-617 and 4561-4564 (Nos. 80-102A) Ryrie Avenue, Como: Rescission

Comment

The existing built form along most of Ryrie Avenue is Single Houses and a limited number of Grouped Dwellings on lots which are predominantly 20 metres wide. The Council was mindful of the existing streetscape character when dealing with the subdivision application for the subject land - Ryrie Avenue, north side, between Murray and Bland Streets. The subdivision application proposed the creation of a set of mostly narrow lots occupying almost the entire street block. It was anticipated that this different subdivision pattern would significantly alter the streetscape character. Therefore the Council saw the need for the Building and Access Guidelines in the interest of maintaining streetscape compatibility. The primary design elements contributing to streetscape character are street setbacks and the design and siting of car parking structures and driveways. These elements were the primary focus of the Guidelines. Among other provisions, the Guidelines required:

- a 4.5 metre minimum front setback - stricter than the R-Codes, which allowed 'averaging' of the front setback to a minimum of 3.0 metres;
- upper storeys to be set back 1.5 metres further from the front boundary than the ground storey in order to reduce the perceived scale and bulk of the new dwellings;
- a 6.0 metre minimum front setback for covered parking bays; and
- parking structures to be integrated into the design of the dwelling and, in the case of single storey houses, the parking structures not to project more than 1.5 metres forward of the front of the dwelling.

The guidelines have proved effective in guiding the built form of the 'infill' houses on the subject lots, but they are no longer required because development of the lots is practically completed. The Guidelines have not been used for at least ten years.

Consultation

The Guidelines were prepared by Planning Consultants Gray and Lewis in consultation with City Officers. No other consultation was required.

Policy and Legislative Implications

The rescission of the Guidelines has no policy or legislative implications.

Financial Implications

The rescission of the Guidelines has no financial implications.

Strategic Implications

This report is aligned to the City's [Strategic Community Plan 2015-2025](#). Direction 3 - Housing and Land Uses "Accommodate the needs of a diverse and growing population". Council Strategy 3.3 "Review and establish contemporary sustainable building, land use and environmental design standards".

Sustainability Implications

This report is aligned to the City's [Sustainability Strategy 2012-2015](#).

10.3.1 Building and Access Guidelines - Lots 606, 607, 611-617 and 4561-4564 (Nos. 80-102A) Ryrie Avenue, Como: Rescission

Bruce Street Subdivision Building Design Guidelines

While reporting on the rescission of Ryrie Avenue Building and Access Guidelines, it is timely to also provide information about a different set of guidelines known as the “Bruce Street Subdivision Building Design Guidelines”. The Bruce Street guidelines became operative on 17 May 1999. They were not adopted at a Council meeting, but were prepared by City Officers to guide the built form of houses on small, narrow lots created by the subdivision of vacant land on the north-west corner of Bruce and Cale Streets. The subdivision yielded 17 lots and also a small cul-de-sac road known as “The Pines”. The houses on those lots are now Nos. 11, 13, 15, 19, 21, 23 Bruce Street; 74-82 Cale Street; and 1, 3, 5 and 2, 4, 6 The Pines.

The Bruce Street Guidelines served a useful purpose. Houses have been built on every lot created by this special subdivision and the Guidelines have therefore become redundant. They have not been used for a considerable number of years.

Attachments

Nil

10.3.2 Report on Submissions - Planning Policy P318 South Perth Station Precinct Application Requirements

Location:	South Perth Station Precinct
Ward:	Mill Point Ward
Applicant:	N/A
File Ref:	D-16-50540
Date:	26 July 2016
Author:	Mark Carolane, Senior Strategic Projects Officer
Reporting Officer:	Vicki Lummer, Director Development and Community Services
Strategic Direction:	Housing and Land Uses -- Accommodate the needs of a diverse and growing population
Council Strategy:	3.3 Review and establish contemporary sustainable buildings, land use and environmental design standards.

Summary

Draft planning policy P318 provides guidance on the information requirements for applications for planning approval within the South Perth Station Precinct.

The draft policy was advertised between Tuesday 10 May and Friday 3 June 2016, in accordance with the City's Town Planning Scheme No. 6 (TPS6) and policy P301 Consultation for Planning Proposals.

The City received one submission from a town planning consultant (see **Attachment (a)**). Minor changes are recommended to address submitter's comments, as detailed in **Attachment (b)**.

Officer Recommendation

That:

- (a) Council adopt planning policy P318 with modifications as detailed in **Attachment (b)**;
- (b) A notice be published in the Southern Gazette newspaper advising of the adoption of the amended policies; and
- (c) The submitter be advised of this resolution.

Background

Draft planning policy P318 South Perth Station Precinct Application Requirements was endorsed for community consultation at the April 2016 Ordinary Council Meeting.

The draft policy P318 provides guidance on the information requirements for applications for planning approval within the South Perth Station Precinct. The policy seeks to promote development designs that are respectful to their surrounds and consider the current and future amenity of the location.

Comment

The draft policy brings together the requirements for planning applications from the Residential Design Codes, the Deemed Provisions of Town Planning Scheme No. 6 (Clause 67) and also incorporates specific requirements that relate to proposed uses (for example proposed hours of operation of any non-residential elements) or the station precinct (for example additional information to satisfy Table B of Schedule 9 of the Scheme).

10.3.2 Report on Submissions - Planning Policy P318 South Perth Station Precinct Application Requirements

The policy encourages detailed assessment of applications, with comments from the Office of the Government Architect, input into a future 3D model and submission of a Transport Impact Statement with cumulative traffic volumes for all proposed developments.

The policy provides direction to applicants to consider how the proposed development will respect the existing and future amenity of the area and describes the context information that is required for the City to assess this.

The level of detail and additional requirements in the policy are considered appropriate to comprehensively assess development applications for large scale, complex buildings in the South Perth Station Precinct.

The attached final version of the proposed policy (**Attachment (b)**) has recommended changes in response to submitters' comments highlighted yellow.

The recommended changes are summarised as:

- Minor changes to correct typos or clarify wording in the draft policy and Planning Application Checklist;
- Removal of item 5.1.10 in the policy and item 56 in the Planning Application Checklist, which require a Construction Management Plan, in response to a submitter's comment, as described below; and
- Addition of two policies to the list of relevant City policies, being policy P316 Developer Contribution for Public Art and P350.01 Environmentally Sustainable Building Design.

Consultation

The draft policy was advertised in accordance with the City's Town Planning Scheme No. 6 (TPS6) and policy P301 Consultation for Planning Proposals. The policy was advertised between Tuesday 10 May and Friday 3 June 2016, as follows:

- Two notices were published in the Southern Gazette newspaper (10 and 17 May);
- The draft policy was made available on the Your Say South Perth online community engagement portal for the duration of the advertising period;
- The draft policy was displayed in the City's libraries and Civic Centre for the duration of the advertising period;
- A news item was published in the South Perth in Focus e-newsletter on 10 May 2016.

The draft policy was available for public comment for a period of 24 days, which is 3 days longer than the minimum required 21 day consultation period.

In addition to the above public advertising, selected town planning consultants and architects with experience working in the South Perth Station Precinct were invited to comment on the draft policy.

The City received one submission from a town planning consultant (see **Attachment (a)**). The submitter's comments and officer's responses and recommendations are summarised as follows:

Submitter's comment	Officer's response
<p>It is recommended that the City take a pragmatic approach when considering the requirement for various matters listed, for example (numbers with reference to the draft Planning Application Checklist):</p> <p><i>43. The location and size of any proposed signs</i></p> <p><i>47. The existing and proposed use of the site, including proposed hours of operation of any non-residential elements</i></p> <p><i>55. Estimated employment numbers for the proposed land uses to be accommodated, and an explanation of how the numbers were derived</i></p> <p>It is noted that the above matters may not be known at the time of development application lodgement and therefore these should not be used as reasons for an application not to be accepted by the City.</p>	<p>The policy objective is to <i>provide guidance on application information requirements and provide an explanation as to the Council's purpose in requiring the information, and how it will be applied</i>. Development applications should include as much of the information listed in the checklist as possible; however the policy does not prevent the City from accepting an application where items on the checklist are not provided.</p> <p>By clearly setting out the City's expectations, the policy will help to improve the consistency of applications and, where an item on the checklist is not provided, it will be clear as to why. Where an item on the checklist is not relevant, the applicant should tick N/A on the Planning Application Checklist.</p> <p>The comment is NOTED.</p>
<p>With respect to the wind impact (no. 50), criteria should be provided as to when a wind impact assessment is relevant and therefore required. As an example, the City of Perth typically only requires a wind impact assessment for development that is greater than 10 storeys in height.</p>	<p>Wind impact has been raised by the JDAP as an issue requiring consideration in some development applications within the South Perth Station Precinct. However detailed criteria for wind impact assessments are outside the scope of proposed policy P318 and will be considered in future policy and Scheme reviews.</p> <p>All applications within Special Control Area I should provide an appropriate level of information on likely wind impacts of the proposed development on the adjacent public realm and neighbouring sites. Where the wind impact is expected to be minimal, this should be articulated and justified in the application. Conversely, where the proposed development is expected to have a significant wind impact, a detailed assessment prepared by an appropriately qualified professional will be required.</p> <p>The comment is NOT UPHELD.</p>

<p>Item 56 requiring a Construction Management Plan (CMP) is not considered to be a relevant matter for consideration as part of a development application, and in this regard should be deleted from the draft policy. A CMP only becomes relevant if an application is granted for development approval, and only then if the project actually proceeds to construction. It is common practice that a CMP is imposed as a condition of development approval and it is recommended that practice continues, rather than require a CMP “upfront” as part of a development application. At the development application stage the details required to be covered by a CMP are not typically known, and it is considered unreasonable to require a proponent to undertake this level of investigation and planning (into the temporary construction arrangements and potential effects of a project), before there is any certainty whether a project will first be granted development approval. Furthermore, the effects of construction on a local area are only temporary in nature, as opposed to being “permanent” impacts associated with the presence of a building or development itself. In this regard given that the construction effects are only felt during the period of construction (i.e. temporarily) this is not considered to be a relevant planning consideration associated with a proposed building or development.</p>	<p>A Construction Management Plan is required after development approval has been granted and it is premature to require one in advance, as set out in the submission at left.</p> <p>It is recommended that clause 5.1.10 in the policy and item 56 on the Planning Application Checklist be deleted.</p> <p>The comment is UPHELD.</p>
<p>Item 57 requiring a Tree Management Plan is only considered to be relevant where a street tree potentially affected by a proposal is of identified significance, for example the London Plane Trees located along Mill Point Road (north of Labouchere Rd). In this regard this requirement should be considered on a case-by-case basis, depending on the nature of the street tree and the proposed development. As per the above comments, the absence of a Tree Management Plan should not be used as a reason for an application not to be accepted by the City.</p>	<p>Where a Tree Management Plan is not relevant, i.e. there are no street trees affected by the proposal, then this item is not applicable and the applicant should tick N/A at item 57 of the Planning Application Checklist.</p> <p>The comment is NOTED.</p>

10.3.2 Report on Submissions - Planning Policy P318 South Perth Station Precinct Application Requirements

Policy and Legislative Implications

Under clause 1.5 of TPS6, planning policies are documents that support the Scheme. The draft policy at **Attachment (b)** has been prepared and advertised for public comment in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* Deemed Provisions, Part 2 Division 2.

Financial Implications

The costs of advertising and adoption have been paid by the City.

Strategic Implications

This report is aligned to the City's [Strategic Community Plan 2015-2025](#). This matter relates to Strategic Direction 3 "Housing and Land Uses" within Council's Strategic Plan 2015-2025, which is expressed in the following terms: *Accommodate the needs of a diverse and growing population.*

Sustainability Implications

This report is aligned to the City's [Sustainability Strategy 2012-2015](#).

Attachments

- 10.3.2 (a): Submission on Draft Policy P318 3 June 2016 (*Confidential*)
- 10.3.2 (b): Draft Policy P318 South Perth Station Precinct Application Requirements - for adoption July 2016

10.3.3 Proposed Change of Use from Office to Consulting Rooms. Lot 51 No. 245 Canning Highway, Como.

Location: 245 Canning Highway, Como
 Ward: Civic Ward
 Applicant: Burgess Design Group
 File Ref: D-16-50494
 Lodgement Date: 20 July 2016
 Date: 26 July 2016
 Author: Victoria Madigan, Statutory Planning Officer
 Reporting Officer: Vicki Lummer, Director Development and Community Services
 Strategic Direction: Housing and Land Uses -- Accommodate the needs of a diverse and growing population
 Council Strategy: 3.1 Develop a new Local Planning Strategy and a new Town Planning Scheme to meet current and future community needs, cognisant of the local amenity.

Summary

To consider an application for planning approval for a Change of Use from Offices to Consulting Rooms on Lot 51 (No. 245) Canning Highway, Como. Council is being asked to exercise discretion in relation to the following:

Element on which discretion is sought	Source of discretionary power
Car parking provision	TPS6 clause 7.8(1)
Land use	TPS clause 3.3

Officer Recommendation

That pursuant to the provisions of the *City of South Perth Town Planning Scheme No. 6* and the *Metropolitan Region Scheme*, this application for planning approval for a Change of Use from Office to Consulting Rooms on Lot 51 (No.245) Canning Highway, Como **be approved** subject to the following reasons:

(a) Standard Conditions

- 352 car bays- marked and visible
- 390 crossover- standards
- 660 expiry of approval

(b) Specific Conditions

- (i) A maximum of four (4) practitioners and one (1) support staff members are permitted to operate on site at any one time.
- (ii) Any additional signage or modification of the proposed signage (as shown on the approved plans) will require further planning approval, prior to erection.
- (iii) The signage shall not contain fluorescent, reflective or retro reflective colours or materials.
- (iv) The operating times of the Consulting Rooms are as follows:
 (A) 8am to 7pm Monday to Friday
 (B) 8am to 1pm on Saturdays
- (v) A minimum of thirteen (13) on site car parking bays shall be provided for these consulting rooms.
- (vi) All parking associated with this development shall be contained within the site and no vehicles shall be parked on the street at any time.

- (vii) A maximum of two (2) on site car parking bays to be marked as staff bays and the remaining bays to be used for visitors.
- (viii) Vehicle access to the parking area is to be 'left in' only and exit 'left out' only. The crossing is to be configured with a 'splitter island' to ensure the left in and left out movement is complied with.

(c) Standard Advice Notes

- 706 applicant to resolve issues
- 790 minor variations- seek approval
- 795B appeal rights- council decision

(d) Specific Advice Notes:

Nil

FOOTNOTE: A full list of Standard Conditions and Advice Notes is available for inspection at the Council Offices during normal business hours.

Background

The development site details are as follows:

Zoning	Primary Regional Road Reservation (MRS)/ Highway Commercial
Density coding	R80
Lot area	1498 sq. metres

The location of the development site is shown below:



In accordance with Council Delegation DC690, the proposal is referred to a Council meeting because it falls within the following categories described in the Delegation:

I. The exercise of a discretionary power

- (c) Applications involving the exercise of discretion under Clauses 7.8 or 7.9 of the Scheme.

10.3.3 Proposed Change of Use from Office to Consulting Rooms. Lot 51 No. 245 Canning Highway, Como.

Comment

(a) Background

In May 2016, the City received an application for a Change of Use from Offices to Consulting Rooms on Lot 51 (No.245) Canning Highway, Como (the **Site**).

The two single storey buildings located on Site No. 245 and 247 Canning Highway were approved to commence development on 20th July 1984. No. 245 Canning Highway is approximately 278.9sqm and No. 247 Canning Highway is 150.5sqm. The Site contains 19 bays located adjacent to the buildings, 6 of which are allocated to No. 247 Canning Highway.

(b) Existing Development on the Subject Site

The Site contains two single storey buildings, No. 245 and No. 247 Canning Highway. The original approval at the time of construction was for a Change of Use from Residential Two Single Houses to Consulting Rooms in July 1984.

A Planning Approval in 2012 for a Change of Use for No. 245 – 247 Canning Highway from Consulting Rooms to Offices was issued (11.2012.409.1). A more recent Planning Approval in 2013 for a Change of Use for No. 247 Canning Highway from Offices to an Educational Establishment was then issued (11.2013.7.1).

The site currently contains offices at No. 245 Canning Highway and an Educational Establishment at No. 247 Canning Highway.

(c) Description of the Surrounding Locality

The Site has a frontage to South Terrace to the north, located adjacent to a residential property to the south, and to Canning Highway to the east, as seen in **Figure 1** below:



10.3.3 Proposed Change of Use from Office to Consulting Rooms. Lot 51 No. 245 Canning Highway, Como.

(d) **Description of the Proposal**

The proposal involves a Change of Use from approved Offices to Consulting Rooms on Lot 51 (No. 245) Canning Highway, Como (**Site**), as depicted in the submitted plans in **Attachment (a)**.

The following components of the proposed development do not satisfy the *City of South Perth Town Planning Scheme No. 6 (Scheme; TPS6)* and Council Policy requirements:

(i) Parking requirements.

The Applicant's letter, **Attachment (b)**, describes the proposal in more detail.

The proposal complies with the Scheme and relevant Council policies, with the exception of the remaining non-complying aspects, with other significant matters, all as discussed below.

(e) **Land Use**

The proposed land use of Consulting Rooms is classified as a 'DC' (Discretionary with Consultation) land use in Table I (Zoning - Land Use) of TPS6. In considering this discretionary with consultation use, it is observed that the Site adjoins residential land uses having no adverse amenity impact. Accordingly, the use is regarded as complying with the Table I of the Scheme.

(f) **Car Parking**

The required number of car bays for the Change of Use from Office to Consulting Rooms is 18, and the proposed number of car bays is 13, a shortfall of 5 bays (27.8 percent).

The buildings on No. 245 – 247 Canning Highway contain 2 uses and therefore the total parking bay requirement is the sum of the numbers calculated for each use. The alternate use of Educational Establishment requires 1.5 bays per classroom. Based on the application for the Change of Use from Consulting Rooms to Educational Establishment approved in February 2013 (11.2013.7.1) the required car bays for the use of Educational Establishment are 6. The proposed use of Consulting Rooms requires 1 bay per 19m² of Gross Floor Area with a minimum of 6, plus one for every person employed on the premises which permits a total of 18 bays. Together with the proposed use of Consulting Rooms this results in a requirement of 24 bays for the site. 6 bays onsite are being retained for the Educational Establishment and 13 bays are proposed for the Consulting Rooms therefore proposing a shortfall of 5 bays on the site.

The use of Consulting Rooms is a non- residential development therefore the City's Policy "P315 Car Parking Reductions for Non – Residential Uses" can be applied. Based on the location of the development the adjustment factor applicable is 0.85 (proximity to bus stop). The total car bays required is calculated by applying the following table within Policy P315.

TPS6 car parking requirement	R
Apply the total adjustment factor	A
Minus the car parking proposed to be provided on site	P
Minus the most recently approved on site car parking shortfall (after taking into account relevant adjustment factors), unless the proposal is deemed to be a comprehensive new development	S
Resultant number of car parking bays subject to cash-in-lieu payment	= R x A - P - S

10.3.3 Proposed Change of Use from Office to Consulting Rooms. Lot 51 No. 245 Canning Highway, Como.

R = 18
A = 0.85
P = 13
S = nil

Shortfall of parking bays = $18 \times .85 - 13 = 2.3$ (3 Bays)

The initial development site requires 18 car bays as per the City's Town Planning Scheme (No.6). Applying the City Policy P315 "Car Parking Reductions for Non – Residential Uses" brings the shortfall to 3 bays, requiring a total of 15 car bays on site.

The shortfall of 3 bays bringing the requirement for Consulting Rooms from 18 to 15 car bays is only applicable to the proposed Consulting Rooms as the additional use of Educational Establishment was previously assessed to the compliant car parking requirements within Table 6 of the Scheme (11.2013.7.1).

Due to the shortfall in the total number of bays required for the change of use, the proposed development does not comply with the car parking requirement in Table 6 of TPS6.

Council discretion- cl. 6.3.4

Council has discretionary power under clause 6.3.4 of TPS6 to approve the proposed car parking, if Council is satisfied that all requirements of that clause have been met. In this instance, it is recommended that the proposed car parking be approved, as the applicant has satisfied the City in relation to the following requirements of that clause (emphasis added):

- (a) The Council is satisfied that the proposed number of bays is sufficient, having regard to the **peak parking demand** for different uses on the development site.

Council discretion- cl. 7.8.1

Council has discretionary power under clause 7.8.1 of TPS6 to approve the proposed car parking, if Council is satisfied that all requirements of that clause have been met. In this instance, it is recommended that the proposed car parking be approved, as the applicant has satisfied the City in relation to the following requirements of that clause (emphasis added):

- (a) approval of the proposed development would be consistent with the **orderly and proper planning** of the precinct and the preservation of the **amenity of the locality**;
- (b) the non-compliance will not have any **adverse effect** upon the occupiers or users of the development or the inhabitants of the precinct or upon the likely future development of the precinct; and
- (c) the proposed development meets the **objectives for the City and for the precinct** in which the land is situated as specified in the precinct Plan for that precinct.

As a response to the above sub-clause, the Applicant submitted justification in relation to the management of car bays found in **Attachment (c)**. The main themes of the justification relate to the capability of clients using public transport, varying shift work of the physicians potentially providing vacant bays, permitting two allocated bays only to staff members and the high turnover of parking bays due to the average consultation times. The City's response to these themes can be seen below.

10.3.3 Proposed Change of Use from Office to Consulting Rooms. Lot 51 No. 245 Canning Highway, Como.

A review of the average consultation time would stipulate even with a maximum time of 15 minutes per consultation (assuming there are 4 consultants and 1 assisting staff member occupying five bays) this would allow 8 bays to be turned over 4 times an hours allowing 32 patients an hour.

Assuming there was an appointment every 15 minutes and every person drove this would propose 5 bays occupied by the staff, 4 bays occupied by the 4 patients in attendance, 4 bays occupied by the 4 patients waiting and 4 bays required by patients who drive for their next appointment, which brings the demand to 17 bays.

However, this assumption would be at maximum capacity of appointments which would be highly unlikely for a consultation every 15 minutes for every physician. Taking into consideration the potential for staff to only occupy two bays and rotated shift work, thus allowing an additional three vacant bays for the use of patients. It is also important to consider the nature of the locality that not all local residents would drive a private vehicle and may use other means of transport.

Furthermore, the hours of operation for the educational establishment located on 247 Canning Highway are between 8am to 5.30pm Monday to Saturday – permitting additional vacant bays outside of these times.

Based on the proposed hours of operation including that of staff, the type of use and the ability of the parking turnover proposed it is considered acceptable by the City. It is considered that the proposal complies with the discretionary clause, and is therefore supported by the City.

(g) Scheme Objectives: Clause 1.6 of Town Planning Scheme No. 6

In considering the application, the Council is required to have due regard to, and may impose conditions with respect to, matters listed in clause 1.6 of TPS6, which are, in the opinion of the Council, relevant to the proposed development. Of the 12 listed matters, the following are particularly relevant to the current application and require careful consideration.

(j) In all commercial centres, promote an appropriate range of land uses consistent with:

- (i) the designated function of each centre as set out in the Local Commercial Strategy; and**
- (ii) the preservation of the amenity of the locality;**

The proposed development is considered satisfactory in relation to all of these matters, subject to the recommended conditions.

(h) Matters to be considered by Local Government: Clause 67 of the Deemed Provisions for Local Planning Schemes

In considering an application for development approval the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —

10.3.3 Proposed Change of Use from Office to Consulting Rooms. Lot 51 No. 245 Canning Highway, Como.

- (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
- (s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
- (u) the availability and adequacy for the development of the following —
 - (i) public transport services;
 - (ii) public utility services;
 - (iii) storage, management and collection of waste;
 - (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
 - (v) access by older people and people with disability;

The proposed development is considered satisfactory in relation to all of these matters, subject to the recommended conditions.

Consultation

(a) **Neighbour Consultation**

Neighbour Consultation has been undertaken for this proposal to the extent and in the manner required by Council Policy P301 'Consultation for Planning Proposals'. Under the standard 'Area 1' consultation method, individual property owners, occupiers and/or strata bodies at Nos 143,144, 145,146, 149,151 and 153, South Terrace and Nos 240, 243, 246, 249, 250 ,251 Canning Highway were invited to inspect the plans and to submit comments during a minimum 14-day period (however the consultation continued until this report was finalised).

During the advertising period, a total of 29 consultation notices were sent and 0 submission(s) were received

(b) **Internal Administration**

Comments were invited from Engineering Infrastructure, and the Environmental Health section of the City's administration.

The Manager, Engineering Infrastructure section was invited to comment on a range of issues relating to car parking generated from the proposal. This section raises no objections and has proposed generally but has provided some comments within a referral (**Attachments (d and e)**) which is to be attached to this approval, as referred to in the recommended important notes. Engineering Infrastructure also provided suggested Cash – In Lieu payment which is no longer relevant as the car parking provided is deemed sufficient with Clause 7.8 of the Scheme and therefore the Cash – In – Lieu is not applicable.

The Environmental Health section provided that there were no comments required with reference to this change of use. This section raises no objections and has provided recommended important notes.

10.3.3 Proposed Change of Use from Office to Consulting Rooms. Lot 51 No. 245 Canning Highway, Como.

Accordingly, planning conditions and/or important notes are not required to respond to the comments from the above officer(s).

Policy and Legislative Implications

Comments have been provided elsewhere in this report, in relation to the various provisions of the Scheme, the R-Codes and Council policies, where relevant.

Financial Implications

Cash – In – Lieu has not been identified as the City is satisfied the number of proposed bays is sufficient.

Strategic Implications

This matter relates to Strategic Direction 3 “Housing and Land Uses” identified within Council’s Strategic Plan 2015-2025 which is expressed in the following terms: ***Accommodate the needs of a diverse and growing population.***

Sustainability Implications

Being non-residential land uses of a non-sensitive nature, it is considered that the development enhances sustainability by providing local businesses and employment opportunities.

Conclusion

It is considered that the proposal meets all of the relevant Scheme and/or Council Policy objectives and provisions, as it will not have a detrimental impact on adjoining residential neighbours and streetscape. Provided that the conditions and important notes are applied as recommended, it is considered that the application should be conditionally approved.

Attachments

- 10.3.3 (a):** Plans No. 245 Canning Highway
- 10.3.3 (b):** Applicant Letter No. 245 Canning Highway
- 10.3.3 (c):** Applicant Parking Justification
- 10.3.3 (d):** Engineering Infrastructure Referral Comments
- 10.3.3 (e):** Engineering Infrastructure Additional Comments.

10.3.4 Proposed Ernest Johnson Reserve Redevelopment. Lot 2 No. 78 South Terrace & Lot 300 No. 55 Sandgate Street, South Perth.

Location: Ernest Johnson Reserve, South Perth
 Ward: Como Ward
 Applicant: Bollig Design Group; City of South Perth
 File Ref: D-16-50770
 Date: 26 July 2016
 Author: Cameron Howell, Senior Statutory Planning Officer
 Reporting Officer: Vicki Lummer, Director Development and Community Services
 Strategic Direction: Housing and Land Uses -- Accommodate the needs of a diverse and growing population
 Council Strategy: 3.3 Review and establish contemporary sustainable buildings, land use and environmental design standards.

Summary

To consider an application for planning approval for the redevelopment of Ernest Johnson Reserve, South Perth (Lot 2 No. 78 South Terrace and Lot 300 No. 55 Sandgate Street). Council is being asked to exercise discretion in relation to the following:

Element on which discretion is sought	Source of discretionary power
Scheme Objectives	TPS6 clause 1.6
Local Scheme Reserves	TPS6 clause 2.2
Building Design	TPS6 clause 5.5
Car Parking	TPS6 clause 6.3
Bicycle Parking	TPS6 clause 6.4
Fencing	TPS6 clause 6.7
Trees / Landscaping	TPS6 clause 6.14
Matters to be Considered by Local Government	'Deemed Provisions' clause 67

Officer Recommendation

That pursuant to the provisions of the *City of South Perth Town Planning Scheme No. 6* and the *Metropolitan Region Scheme*, this application for planning approval for the proposed Ernest Johnson Reserve Redevelopment on Lot 2 No. 78 South Terrace and Lot 300 No. 55 Sandgate Street, South Perth **be approved** subject to:

(a) Standard Conditions

352	car bays- marked and visible	470	retaining walls- if required
354	car bays- maintained	471	retaining walls- timing
390	crossover- standards	625	sightlines- driveway (TPS6 cl. 6.3(6))
445	stormwater infrastructure		

(b) Specific Conditions / Reasons

- (i) Prior to the construction of the approved development, a public art concept for the subject development, to the value of \$210,000, 2% of the cost of construction shall be submitted to the City. The approved public art concept shall be to the satisfaction of the City. Any public art concept approved by the City shall be thereafter implemented and the artwork constructed prior to occupation of the development, and maintained for the life of the development to the satisfaction of the City.

- (ii) At or Prior to the submission of a building permit, a copy of documentation from the Green Building Council of Australia certifying that the development achieves a Green Star rating of at least 4 Stars or another rating tool that achieves equivalent or greater performance standards than required by Green Star, shall be submitted to the City. All sustainable design features proposed in the development shall be implemented.

(c) Standard Advice Notes

700A building licence required 790 minor variations- seek approval
 - Notice of Determination Notes 1, 2 and 3 (approval validity, SAT appeal rights)

(d) Specific Advice Notes

The applicant is advised that:

- (i) It is the applicant’s responsibility to liaise with the City’s administration to ensure satisfaction of all of the relevant statutory and procedural requirements.

FOOTNOTE: A full list of Standard Conditions and Advice Notes is available for inspection at the Council Offices during normal business hours.

Background

The development site details are as follows:

Zoning	Not Applicable
Density coding	Not Applicable
Reservation	Parks and Recreation (TPS6)
Lot area	8.5 ha
Building height limit	7.0 metres
Development potential	Development consistent with the relevant matters to be considered by local government and the purpose of the Parks and Recreation reservation
Plot ratio limit	Not Applicable

The location of the development site is shown below:



10.3.4 Proposed Ernest Johnson Reserve Redevelopment. Lot 2 No. 78 South Terrace & Lot 300 No. 55 Sandgate Street, South Perth.

In accordance with Council Delegation DC342, the proposal is referred to a Council meeting because it falls within the following categories described in the Delegation:

2. Major developments

- (a) *Non-residential development which, in the opinion of the delegated officer, is likely to have a significant impact on the City;*
- (c) *Development of the kind referred to in items (a) and (b) above, but which, in the opinion of the delegated officer, is contentious or is of significant community interest.*

6. Amenity impact

In considering any application, the delegated officers shall take into consideration the impact of the proposal on the general amenity of the area. If any significant doubt exists, the proposal shall be referred to a Council meeting for determination.

7. Neighbour comments

In considering any application, the assigned delegate shall fully consider any comments made by any affected land owner or occupier before determining the application.

Comment

(a) Background

In November 2015, the development application for the Ernest Johnson Reserve Redevelopment was submitted to the City.

This application follows the Council's adoption of the Ernest Johnson Reserve Master Plan.

While the development cost is greater than \$10 million, the development qualifies as an excluded development application in the *Planning and Development (Development Assessment Panels) Regulations 2011*, being a development application proposed by a local government. Hence, Council is the decision-maker to determine this application rather than a Development Assessment Panel.

(b) Existing Development on the Subject Site

The subject site is located at Lot 2 No. 78 South Terrace and Lot 300 No. 55 Sandgate Street, South Perth (the **Site**). The existing development on the Site currently features playing fields and associated buildings and structures.

(c) Description of the Surrounding Locality

The Site has a frontage to Hensman Street to the north, Sandgate Street to the east and South Terrace to the south. The Site is located adjacent to Single Houses, a public car park and South Perth Hospital to the west and the City of South Perth Civic Centre (Administration Offices, Library and Community Hall), as seen in **Figure I** below:



(d) Description of the Proposal

The proposal involves the demolition of the existing community facility buildings on the Site (other than the Bowling Club) and the construction of a new community facility building in the centre of the site. Additionally, the proposal incorporates a new car park, realignment of playing fields, new paths and football oval fence, as depicted in the submitted plans at **Attachment (a)**. Furthermore, the site photographs show the relationship of the Site with the surrounding built environment at **Attachment (b)**.

The relevant *City of South Perth Town Planning Scheme No. 6 (TPS6)* and Council Policy requirements for Council to consider in determining this application are discussed in the following sections of this report.

(e) Land Use

As the Site is not located on zoned land, TPS6 Table 1 is not applicable to this application. TPS6 clause 2.2 requires the Council to have regard to ultimate purpose intended for the Parks and Recreation Reserve.

In this instance, the proposed development is considered to be consistent with the purpose of the TPS6 reservation.

(f) Building Design

TPS6 clause 5.5 requires the Council to have regard to any local planning policy relating to the design of any non-residential development. Comments from the City's Design Advisory Consultants and responses from the applicant have been obtained.

10.3.4 Proposed Ernest Johnson Reserve Redevelopment. Lot 2 No. 78 South Terrace & Lot 300 No. 55 Sandgate Street, South Perth.

The City considers that the matters raised by the Design Advisory Consultants have been addressed by the applicant in their response to these DAC comments. The local planning framework does not pose any specific design requirements on the proposed building, other than the general matters for local government to have regard to. In this instance, the proposed development is considered to be consistent with the Scheme and policy requirements.

(g) Building Height

The new community facility building is compliant with the maximum 7.0 metres building height limit prescribed in TPS6 clause 6.1A.

(h) Car Parking

As the proposed land uses are not listed in TPS6 Table 6, the required number of car parking bays is based upon likely demand, in accordance with TPS6 clause 6.3.

The development proposes 75 new car bays on the Site, plus retains approximately 50 on-site car bays (based upon Australian Standard User Class 2 dimensions) within the existing Bowling Club car park. Separately, off-site parking bays are provided at the Burch Street car park, the Civic Centre car park and verge parking.

The number of car bays available for use on the Site, or adjacent to the Site, are considered to be sufficient to cater for likely demand.

The car bays located within the new car park comply with the minimum dimensions specified for User Class 2 in the Australian Standard. Sport facilities are listed in the Australian Standard 2890.1 as being User Class 2. The car bays around the perimeter of the new roundabout are not a standard design listed within the Australian Standard; however the City's Engineering Infrastructure department has advised that these bays are acceptable.

(i) Bicycle Parking

As the proposed land uses are not listed in TPS6 Table 6, the required number of bicycle parking bays is based upon likely demand, in accordance with TPS6 clause 6.4.

The development does not identify bicycle parking bays on the supplied plans.

Should Council require a minimum number of bicycle parking bays to be provided as part of the development, this can be incorporated as a condition, should the development be approved.

(j) Safety Barrier

The development proposes a safety barrier greater than 1.8 metres high near the southern boundary of the site, to reduce the potential of balls being kicked or hit onto South Terrace. Being greater than 1.8 metres in height, this safety barrier requires Council's written consent, in accordance with TPS6 clause 6.7. To approve the safety barrier, Council is required to be satisfied that the safety barrier does not adversely affect the amenity of any property in the locality and will not clash with the exterior design of buildings in the locality.

10.3.4 Proposed Ernest Johnson Reserve Redevelopment. Lot 2 No. 78 South Terrace & Lot 300 No. 55 Sandgate Street, South Perth.

The safety barrier proposed is observed to be typical of the type of safety barriers installed where the playing field is located close to roads or property boundaries. In this instance, the safety barrier is considered to be compliant with the Scheme provisions.

(k) Floor and Ground Levels

The proposed finished floor level of the new community facility (16.9m AHD) meets the minimum requirements specified in TPS6 clause 6.9 and is considered to generally be consistent with the equal cutting below and filling above requirement in TPS6 clause 6.10. The ground levels of the open spaces are also considered to be compliant with the Scheme provisions.

(l) Trees / Landscaping

The construction of the new community building and its associated car park would necessitate the removal of existing trees planted in this location. While the trees are not specifically registered as a protected tree, TPS6 clause 6.14 generally required Council to consider the landscaping provided on site. No minimum area of landscaping is prescribed for this Site, though being parkland, the provision of landscaping is considered to be acceptable.

The development has been reviewed by the City's City Environment department, which has supplied supportive comments on the proposal.

(m) Plot Ratio / Setbacks

TPS6 does not list plot ratio or setback requirements for Parks and Recreation reservations.

(n) Public Art

The development qualifies under Council Policy P316 (local planning policy) for a minimum 1% public art contribution. As this is a City project, Council Policy P101 requires a 2% public art contribution.

(o) Sustainability

The development qualifies under Council Policy P350.01 for a minimum 4 star Green Star rating requirement.

(p) Scheme Objectives: Clause 1.6 of Town Planning Scheme No. 6

In considering the application, the local government is required to have due regard to, and may impose conditions with respect to, matters listed in clause 1.6 of TPS6, which are, in the opinion of the Council, relevant to the proposed development. Of the 12 listed matters, the following are particularly relevant to the current application and require careful consideration:

- (a) Maintain the City's predominantly residential character and amenity;*
- (d) Establish a community identity and 'sense of community' both at a City and precinct level and to encourage more community consultation in the decision-making process;*
- (e) Ensure community aspirations and concerns are addressed through Scheme controls;*
- (f) Safeguard and enhance the amenity of residential areas and ensure that new development is in harmony with the character and scale of existing residential development;*
- (g) Protect residential areas from the encroachment of inappropriate uses;*

The proposed development is considered satisfactory in relation to all of these matters.

(q) Matters to be considered by Local Government: Clause 67 of the Deemed Provisions for Local Planning Schemes

In considering an application for development approval the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application:

- (a) *the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (b) *the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;*
- (g) *any local planning policy for the Scheme area;*
- (j) *in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;*
- (m) *the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) *the amenity of the locality including the following —*
 - (i) *environmental impacts of the development;*
 - (ii) *the character of the locality;*
 - (iii) *social impacts of the development;*
- (o) *the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;*
- (p) *whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;*
- (s) *the adequacy of —*
 - (i) *the proposed means of access to and egress from the site; and*
 - (ii) *arrangements for the loading, unloading, manoeuvring and parking of vehicles;*
- (t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;*
- (u) *the availability and adequacy for the development of the following —*
 - (i) *public transport services;*
 - (ii) *public utility services;*
 - (iii) *storage, management and collection of waste;*
 - (iv) *access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);*
 - (v) *access by older people and people with disability;*
- (v) *the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;*
- (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) *any submissions received on the application;*
- (zb) *any other planning consideration the local government considers appropriate.*

The proposed development is considered satisfactory in relation to all of these matters, subject to the recommended conditions.

Consultation

(a) Design Advisory Consultants' Comments

The design of the proposal was considered by the City's Design Advisory Consultants (DAC) at their meeting held in December 2015. Their comments and responses from the Applicant are contained in **Attachment (c)**.

(b) Consultation (Prior to Development Application)

This project has been the subject of extensive community consultation, stakeholder engagement and Council briefings during the initial master-planning stage, then during design development. A number of changes have previously been made to the internal layout of the buildings, as well as the configuration of the reserves in response to feedback received.

Consultation required as part of the planning assessment is discussed in more detail below.

(c) Consultation (Development Application)

Neighbour Consultation has been undertaken for this proposal to the extent and in the manner required by Council Policy P301 'Consultation for Planning Proposals'. Under the extended 'Area 2' consultation method, individual property owners, occupiers and/or strata bodies were invited to inspect the plans and to submit comments during the seven week period (8 December 2015 – 29 January 2016). The extent of mailed notices is shown as **Figure 2** below:



In addition, signs were placed on the Site; a notice was included in the Peninsula Snapshot on 8 December 2015, published in the *Southern Gazette*; as well as a notice on the City's website; inviting comment from any other interested person.

10.3.4 Proposed Ernest Johnson Reserve Redevelopment. Lot 2 No. 78 South Terrace & Lot 300 No. 55 Sandgate Street, South Perth.

During the advertising period, a total of 1098 consultation notices were sent and 17 submissions were received. The comments are contained in **Attachment (d)**.

(d) Internal Administration

Comments were invited from City Environment, Community Culture and Recreation, Engineering Infrastructure and Environmental Health sections of the City's administration. No objections to the proposal were raised. Their comments are contained in **Attachment (e)**.

Accordingly, planning conditions and/or important notes are recommended to respond to the comments from the above officers.

(e) External Agencies

No referrals to external agencies were required for this application.

Policy and Legislative Implications

Comments have been provided elsewhere in this report, in relation to the various provisions of the Scheme, the R-Codes and Council policies, where relevant.

Financial Implications

This determination has no financial implications. However, as the development is a City project, the construction of the development is at the City's cost.

Strategic Implications

This matter relates to Strategic Direction 3 "Housing and Land Uses" identified within Council's Strategic Plan 2015-2025 which is expressed in the following terms: ***Accommodate the needs of a diverse and growing population.***

Sustainability Implications

The proposed development is seen to achieve an outcome that has regard to the sustainable design principles.

Conclusion

It is considered that the proposal meets all of the relevant Scheme and/or Council Policy objectives and provisions, as it will not have a detrimental impact on adjoining residential neighbours and streetscape. Provided that the conditions are applied as recommended, it is considered that the application should be conditionally approved.

Attachments

- 10.3.4 (a):** Plans - Proposed Ernest Johnson Reserve Redevelopment | 11.2015.577.1
- 10.3.4 (b):** Photographs - Ernest Johnson Reserve
- 10.3.4 (c):** Design Advisory Consultants' Comments - Proposed Ernest Johnson Reserve Redevelopment
- 10.3.4 (d):** Public Submissions - Proposed Ernest Johnson Reserve Redevelopment
- 10.3.4 (e):** Internal Administration Comments - Proposed Ernest Johnson Reserve Redevelopment

10.6 STRATEGIC DIRECTION 6: GOVERNANCE, ADVOCACY AND CORPORATE MANAGEMENT

10.6.1 Statement of Funds, Investments and Debtors at 30 June 2016

Location:	City of South Perth
Ward:	Not Applicable
Applicant:	Council
File Ref:	D-16-50415
Date:	26 July 2016
Author:	Michael Kent, Director Financial and Information Services
Reporting Officer:	Michael Kent, Director Financial and Information Services
Strategic Direction:	Governance, Advocacy and Corporate Management -- Ensure that the City has the organisational capacity, advocacy and governance framework and systems to deliver the priorities identified in the Strategic Community Plan
Council Strategy:	6.2 Develop and maintain a robust Integrated Planning and Reporting Framework (in accordance with legislative requirements).

Summary

This report presents to Council a statement summarising the effectiveness of treasury management for the month including:

- The level of controlled Municipal, Trust and Reserve funds at month end.
- An analysis of the City's investments in suitable money market instruments to demonstrate the diversification strategy across financial institutions.
- Statistical information regarding the level of outstanding Rates & Debtors.

Officer Recommendation

That Council receives the 30 June 2016 Statement of Funds, Investment & Debtors comprising:

- Summary of All Council Funds as per **Attachment (a)**
- Summary of Cash Investments as per **Attachment b)**
- Statement of Major Debtor Categories as per **Attachment (c)**

Background

Effective cash management is an integral part of proper business management. Current money market and economic volatility make this an even more significant management responsibility. The responsibility for management and investment of the City's cash resources has been delegated to the City's Director Financial & Information Services and Manager Financial Services - who also have responsibility for the management of the City's Debtor function and oversight of collection of outstanding debts.

In order to discharge accountability for the exercise of these delegations, a monthly report is presented detailing the levels of cash holdings on behalf of the Municipal and Trust Funds as well as funds held in 'cash backed' Reserves.

As significant holdings of money market instruments are involved, an analysis of cash holdings showing the relative levels of investment with each financial institution is also provided.

Statistics on the spread of investments to diversify risk provide an effective tool by which Council can monitor the prudence and effectiveness with which these delegations are being exercised.

Data comparing actual investment performance with benchmarks in Council's approved investment policy (which reflects best practice principles for managing public monies) provides evidence of compliance with approved investment principles.

Finally, a comparative analysis of the levels of outstanding rates and general debtors relative to the same stage of the previous year is provided to monitor the effectiveness of cash collections and to highlight any emerging trends that may impact on future cash flows.

Comment

(a) Cash Holdings

Total funds at month end are \$67.79M which compares unfavourably to \$73.42M at the equivalent stage of last year. This is largely the result of planned drawdowns from Reserves as contributions towards the Manning Hub project. Last month, total funds were \$68.53M.

Municipal funds represent \$15.11M of this total, with a further \$51.76M being Reserve Funds. The balance of \$0.92M relates to monies held in Trust. The Municipal Fund balance is some \$0.50M higher than last year which relates to the timing of cash outflows on the capital works program.

Reserve funds are \$7.3M lower overall than the level they were at the same time last year as a result of funds drawn down for major discretionary capital projects such as Manning Hub (as noted above).

The 2015/2016 Budget foreshadowed the consolidation of the City's cash reserves down into 15 Reserves rather than the previous 24. In July 2015, this consolidation was effected with the transfer of funds from the Future Municipal Works Reserve and Future Building Works Reserve into the Major Community Facilities Reserve; from the Parks and Streetscapes Reserve into the Reticulation & Pump Reserve; and from the Paths and Transport Reserve into the Sustainable Infrastructure Reserve.

The current Reserve fund balances show that the Major Community Facilities Reserve is \$7.4M (net) lower than at the same time last year as funds are applied to major capital initiatives that are now underway, but the draw-down is partly offset by the consolidation of other smaller reserves into this reserve..

The funds currently quarantined in the Major Community Facilities Reserve do not represent 'surplus cash' and are being progressively utilised as part of carefully constructed funding models for future major discretionary capital projects. These funding models are detailed in the City's Long Term Financial Plan.

The Sustainable Infrastructure Reserve is almost \$1.6M higher than at the same time last year due to the consolidation of reserves as noted above. The Plant Replacement Reserve is \$0.4M higher. The Parking Facilities and Insurance Risk Reserves are both \$0.2M higher.

In relation to the Quarantined Reserves, there is a \$0.6M higher holding of cash backed reserves to support CPV refundable monies compared to last year due to the timing of outgoing versus ingoing resident transactions.

The Waste Management Reserve is \$0.4M higher than last year and the Golf Course Reserve is unchanged after allowing for last year's operating results.

Details are presented as **Attachment (a)**.

(b) Investments

Total investment in money market instruments at month end was \$64.56M compared to \$69.57M at the same time last year. There was \$2.1M more in cash in Municipal investments due to funds relating for works to be carried forward. Cash backed Reserve Fund investments are \$7.3M lower as discussed above.

Funds brought into the year (and subsequent cash collections) are invested in secure financial instruments to generate interest until those monies are required to fund operations and projects during the year.

Astute selection of appropriate investments means that the City does not have any exposure to known high risk investment instruments. Nonetheless, the investment portfolio is dynamically monitored and re-balanced as trends emerge.

The portfolio currently comprises at-call cash and term deposits only. Although bank accepted bills are permitted, they are not currently used given the volatility of the corporate environment. Analysis of the composition of the investment portfolio shows that all of the funds are invested in securities having a S&P rating of A1 (short term) or better. There are currently no investments in BBB+ rated securities.

The City's investment policy requires that at least 80% of investments are held in securities having an S&P rating of A1. This ensures that credit quality is maintained. Investments are made in accordance with Policy P603 and the Department of Local Government Operational Guidelines for investments.

All investments currently have a term to maturity of less than one year - which is considered prudent both to facilitate effective cash management and to respond in the event of future positive changes in rates.

Invested funds are responsibly spread across various approved financial institutions to diversify counterparty risk. Holdings with each financial institution are required to be within the 25% maximum limit prescribed in Policy P603. At month end the portfolio was within the prescribed limits. Counterparty mix is regularly monitored and the portfolio re-balanced as required depending on market conditions. The counter-party mix across the portfolio is shown in **Attachment (b)**.

The City also holds a portion of its funds in financial institutions that do not invest in fossil fuels. Investment in this market segment is contingent upon all of the other investment criteria of Policy P603 being met. Currently the City holds 33% of its investments in such institutions.

At month end the portfolio was within the prescribed limits. Counterparty mix is regularly monitored and the portfolio re-balanced as required depending on market conditions. The counter-party mix across the portfolio is shown in **Attachment (b)**.

Interest revenue (received and accrued) for the year totals some \$2.14M. This compares to \$2.34M at the same time last year despite the historically low interest rates. The prevailing interest rates appear likely to continue at current low levels in the short to medium term.

Investment performance will be closely monitored to ensure that we pro-actively identify secure, but higher yielding investment opportunities, as well as recognising any potential adverse impact on the budget closing position.

Throughout the year, we re-balance the portfolio between short and longer term investments to ensure that the City can responsibly meet its operational cash flow needs. Current Department of Local Government guidelines prevent investment of funds for periods longer than one year.

Treasury funds are actively managed to pursue responsible, low risk investment opportunities that generate additional interest revenue to supplement our rates income whilst ensuring that capital is preserved.

The weighted average rate of return on financial instruments for the year is a modest 2.88% with the anticipated weighted average yield on investments yet to mature now sitting at 2.92%. At call cash deposits used to balance daily operational cash needs have been providing a very modest return of 1.50% since May 2016 following the RBA decision.

Currently Department of Local Government Guidelines (presently withdrawn for revision) provide very limited opportunities for investment diversity as they emphasise preservation of capital. Unfortunately, there is a large pool of local government investment funds and a rather limited demand for deposits - so investment opportunities are both modest and scarce.

(c) Major Debtor Classifications

Effective debtor management to convert debts to cash is an important aspect of good cash-flow management. Details are provided below of each major debtor category classification (rates and general debtors).

(i) Rates

The level of outstanding local government rates relative to the same time last year is shown in **Attachment (c)**. Rates collections to the end of June 2016 represent 99.1% of rates collectible (excluding pension deferrals) compared to 99.4% at the same time last year. Pension rebates receivable, however, are very slightly higher due to timing differences.

The City has again maintained its strong rates collection profile in respect of the 2015/2016 rates notices. The City is again very close to last year's excellent collection results. The collection result confirms that there has been a good acceptance of our rating strategy, communications strategy and our convenient, user friendly payment methods. The instalment payment options and, where appropriate, ongoing collection actions also provide encouragement for ratepayers to meet their rates obligations in a timely manner.

(ii) General Debtors

General debtors stand at \$1.23M at month end (\$2.40M last year). Last month debtors were \$1.20M. GST Receivable is lower at June 30 by \$1.0M whilst most other categories have similar balances to the previous year.

Continuing positive collection results are important to effectively maintaining our cash liquidity. Currently, the majority of the outstanding amounts are government & semi government grants or rebates (other than infringements) and as such, they are considered collectible and represent a timing issue rather than any risk of default.

Consultation

This financial report is prepared to provide evidence of the soundness of the financial management being employed by the City whilst discharging our accountability to our ratepayers.

Policy and Legislative Implications

The cash management initiatives which are the subject of this report are consistent with the requirements of Policy P603 - Investment of Surplus Funds and Delegation DC603. Local Government (Financial Management) Regulation 19, 28 & 49 are also relevant to this report - as is the DOLG Operational Guideline 19.

Financial Implications

The financial implications of this report are as noted in part (a) to (c) of the Comment section of the report. Overall, the conclusion can be drawn that appropriate and responsible measures are in place to protect the City's financial assets and to ensure the collectability of debts.

Strategic Implications

This report is aligned to the City's [Strategic Community Plan 2015-2025](#).

Sustainability Implications

This report is aligned to the City's [Sustainability Strategy 2012-2015](#). This report addresses the 'financial' dimension of sustainability by ensuring that the City exercises prudent but dynamic treasury management to effectively manage and grow our cash resources and convert debt into cash in a timely manner.

Attachments

- 10.6.1 (a): Summary of All Council Funds
- 10.6.1 (b): Summary of Cash Investments
- 10.6.1 (c): Statement of Major Debtor Categories

10.6.2 Monthly Financial Management Accounts - June 2016

Location:	Council
Ward:	Not Applicable
Applicant:	Council
File Ref:	D-16-50414
Date:	26 July 2016
Author / Reporting Officer:	Michael Kent, Director Financial and Information Services
Strategic Direction:	Governance, Advocacy and Corporate Management -- Ensure that the City has the organisational capacity, advocacy and governance framework and systems to deliver the priorities identified in the Strategic Community Plan
Council Strategy:	6.2 Develop and maintain a robust Integrated Planning and Reporting Framework (in accordance with legislative requirements).

Summary

Monthly management account summaries comparing the City's actual performance against budget expectations are compiled according to the major functional classifications. These summaries are then presented to Council with comment provided on the significant financial variances disclosed in those reports.

Officer Recommendation

That That the monthly Statement of Financial Position, Financial Summaries, Schedule of Budget Movements and Schedule of Significant Variances for the month of June 2016 be presented to the first meeting of Council after their completion in order to allow the final year end position to be accurately and completely disclosed.

Background

Local Government (Financial Management) Regulation 34 requires the City to present monthly financial reports to Council in a format reflecting relevant accounting principles. A management account format, reflecting the organisational structure, reporting lines and accountability mechanisms inherent within that structure is considered the most suitable format to monitor progress against the budget.

Comment

Whilst acknowledging the very important need for Council and the community to be provided with a 'final' year-end accounting of the City's operating performance and financial position; the 2015/2016 year-end financial accounts for the City are yet to be completed - in either a statutory or management account format. This is because the City is still awaiting supplier's invoices and other year-end accounting adjustments before finalising its annual accounts ready for statutory audit. It is considered imprudent to provide a set of 30 June Management Accounts at this time when it is known that the financial position disclosed therein would not be final - and would be subject to significant change before the accounts are closed off for the year.

It is proposed that a complete set of Statutory Accounts and a set of Management Accounts as at year end would be presented to Council at the first available meeting of Council after their completion - ideally the October 2016 meeting if possible. Such action is entirely consistent with Local Government Financial Management Regulation 34(2)(b), responsible financial management practice - and the practice of this City in previous years.

Consultation

This financial report is prepared to provide financial information to Council and to evidence the soundness of the administration's financial management. It also provides information about corrective strategies being employed to address any significant variances and it discharges accountability to the City's ratepayers.

Policy and Legislative Implications

This report is in accordance with the requirements of the Section 6.4 of the *Local Government Act* and Local Government Financial Management Regulation 34.

Financial Implications

The attachments to the financial reports compare actual financial performance to budgeted financial performance for the period. This provides for timely identification of variances which in turn promotes dynamic and prudent financial management.

Strategic Implications

This report is aligned to the City's [Strategic Community Plan 2015-2025](#).

Sustainability Implications

This report is aligned to the City's [Sustainability Strategy 2012-2015](#). Financial reports address the 'financial' dimension of sustainability by promoting accountability for resource use through a historical reporting of performance - emphasising proactive identification and response to apparent financial variances. Furthermore, through the City exercising disciplined financial management practices and responsible forward financial planning, we can ensure that the consequences of our financial decisions are sustainable into the future.

Attachments

Nil

10.6.3 Listing of Payments

Location: City of South Perth
Ward: Not Applicable
Applicant: Council
File Ref: D-16-50413
Date: 26 July 2016
Author: Michael Kent, Director Financial and Information Services
Deborah Gray, Manager Financial Services
Reporting Officer: Michael Kent, Director Financial and Information Services
Strategic Direction: Governance, Advocacy and Corporate Management --
Ensure that the City has the organisational capacity,
advocacy and governance framework and systems to deliver
the priorities identified in the Strategic Community Plan
Council Strategy: 6.2 Develop and maintain a robust Integrated Planning and
Reporting Framework (in accordance with legislative
requirements).

Summary

A list of accounts paid under delegated authority (Delegation DC602) between 1 June 2016 and 30 June 2016 is presented to Council for information. During the reporting period, the City made the following payments:

EFT Payments to Creditors	(483)	\$19,465,211.30
Cheque Payment to Creditors	(81)	\$295,822.63
Total Monthly Payments to Creditors	(564)	\$19,761,033.93
Cheque Payments to Non Creditors	(107)	\$92,301.97
Total Payments	(671)	\$19,853,335.90

Officer Recommendation

That the Listing of Payments for the month of June 2016 as detailed in **Attachment (a)**, be received.

Background

Local Government Financial Management Regulation 11 requires a local government to develop procedures to ensure the proper approval and authorisation of accounts for payment. These controls relate to the organisational purchasing and invoice approval procedures documented in the City's Policy P605 - Purchasing and Invoice Approval. They are supported by Delegation DM605 which sets the authorised purchasing approval limits for individual officers. These processes and their application are subjected to detailed scrutiny by the City's auditors each year during the conduct of the annual audit.

After an invoice is approved for payment by an authorised officer, payment to the relevant party must be made and the transaction recorded in the City's financial records. All payments, however made (EFT or Cheque) are recorded in the City's financial system irrespective of whether the transaction is a Creditor (regular supplier) or Non Creditor (once only supply) payment.

Payments in the attached listing are supported by vouchers and invoices. All invoices have been duly certified by the authorised officers as to the receipt of goods or provision of services. Prices, computations, GST treatments and costing have been checked and validated. Council Members have access to the Listing and are given opportunity to ask questions in relation to payments prior to the Council meeting.

Comment

A list of payments made during the reporting period is prepared and presented to the next ordinary meeting of Council and recorded in the minutes of that meeting. The payment listing is now submitted as **Attachment 10.6.3** of this agenda.

It is important to acknowledge that the presentation of this list of payments is for information purposes only as part of the responsible discharge of accountability. Payments made under this delegation cannot be individually debated or withdrawn.

Reflecting contemporary practice, the report records payments classified as:

- **Creditor Payments**

(regular suppliers with whom the City transacts business)

These include payments by both Cheque and EFT. Cheque payments show both the unique Cheque Number assigned to each one and the assigned Creditor Number that applies to all payments made to that party throughout the duration of our trading relationship with them. EFT payments show both the EFT Batch Number in which the payment was made and also the assigned Creditor Number that applies to all payments made to that party.

For instance, an EFT payment reference of 738.76357 reflects that EFT Batch 738 included a payment to Creditor number 76357 (Australian Taxation Office).

- **Non Creditor Payments**

(one-off payments to individuals / suppliers who are not listed as regular suppliers in the City's Creditor Masterfile in the database).

Because of the one-off nature of these payments, the listing reflects only the unique Cheque Number and the Payee Name - as there is no permanent creditor address / business details held in the creditor's masterfile. A permanent record does, of course, exist in the City's financial records of both the payment and the payee - even if the recipient of the payment is a non-creditor.

Details of payments made by direct credit to employee bank accounts in accordance with contracts of employment are not provided in this report for privacy reasons nor are payments of bank fees such as merchant service fees which are direct debited from the City's bank account in accordance with the agreed fee schedules under the contract for provision of banking services.

These transactions are of course subject to proper scrutiny by the City's auditors during the conduct of the annual audit.

In accordance with feedback from Council Members, the attachment to this report has been modified to recognise a re-categorisation such that for both creditors and non-creditor payments, EFT and cheque payments are separately identified. This provides the opportunity to recognise the extent of payments being made electronically versus by cheque.

The payments made are also now listed according to the quantum of the payment from largest to smallest - allowing Council Members to focus their attention on the larger cash outflows. This initiative facilitates more effective governance from lesser Council Member effort.

Consultation

This financial report is prepared to provide financial information to Council and the administration and to provide evidence of the soundness of financial management being employed. It also provides information and discharges financial accountability to the City's ratepayers.

10.6.3 Listing of Payments

Policy and Legislative Implications

Consistent with Policy P605 - Purchasing and Invoice Approval and Delegation DM605.

Financial Implications

This report presents details of payment of authorised amounts within existing budget provisions.

Strategic Implications

This report is aligned to the City's [Strategic Community Plan 2015-2025](#).

Sustainability Implications

This report is aligned to the City's [Sustainability Strategy 2012-2015](#) and contributes to the City's financial sustainability by promoting accountability for the use of the City's financial resources.

Attachments

10.6.3 (a): Listing of Payments

11. APPLICATIONS FOR LEAVE OF ABSENCE

12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12.1 REVIEW OF CITY OF SOUTH PERTH EVENTS - COUNCILLOR JESSICA BLACK

Councillor Jessica Black gave notice that at the 26 July 2016 Ordinary Council Meeting she would move the following motion:

Motion

That Council engage an external consultant to review City of South Perth events and report back to Council by November 2016 to:

1. Review all our current City events, in line with event management trends / best practice (within other Local Governments, Not-For-Profits and private enterprise) and where required, recommend changes will take the City's events to the next level;
2. Review the demographics of the City of South Perth residents and engage with local residents (using the IAP2 framework) to explore whether the City of South Perth events could be changed to better suit resident's needs. Examine whether changing the City's events could encourage greater participation from certain South Perth communities, demographics or minority groups;
3. Conduct an environmental scan – to review events delivered by adjacent Local Governments and other South Perth groups/organisations to investigate whether further event partnerships could be established;
4. Explore additional ways to measure the return on investment of events: from a social and economic perspective;
5. Review the current event implementation procedures to strategically analyse how the various organisational teams (including Community Culture and Recreation, Library Services and other areas within the City) currently implement and manage their events – with the purpose of examining whether each individual team could better leverage off each other's strengths, and thereby increase organisational efficiency and effectiveness.

REASONS FOR MOTION

The City of South Perth conducts award winning events, including major annual events such as Australia Day and the Fiesta. These events not only communicate the City of South Perth's values, but they are also a crucial tool for genuine engagement between the City and its residents (and the broader community). They are currently implemented to a high standard that befits the recognition that they receive.

Each of these events are reviewed and evaluated on an ongoing basis, however it is timely to step back and reconsider the City's events as a whole. This review would be conducted with the aim of taking stock of what the City is doing in regard to events, how, why and what we are doing. The strategic intent is to ask the questions – how can we improve our events, beyond their existing standards and are our events still appropriate to meet our community's needs?

Councillor Jessica Black

CEO COMMENT

Well managed community events are an important part of the development of vibrant sustainable local communities, contributing to the community social fabric and the local economy. Such events can contribute to the Council achieving its social and civic leadership objectives and also provide an opportunity for the Council to engage with its local community.

The City has an excellent and long standing reputation for its extensive array of events that it conducts throughout the year. While the Community Culture and Recreation department (CCR) have responsibility for most City events other departments ranging from Ranger Services, City Environment, Library Services and Governance all run events from time to time ranging in scale. Accordingly in a review it is expected that it will need to include all City events, not just the major community and civic events. Current practice ensures that the City undertakes comprehensive surveys of all its major events including Australia Day and Fiesta/summer events and in a review it would be valuable to assess the quality of the current survey tools and their application to continue to improve the various offerings.

Recent surveys of major events have shown that the community places a high value on City events and the return rate to attend the events in the future is 90%+ consistently. Linked with grant funding that the City receives is participation and involvement from a number of target groups and these form key questions on any evaluation tools that are used in order to track how the City is doing in terms of being inclusive. In addition the City runs the bi-annual community perceptions survey via Catalyse in which questions about events feature prominently so that is another method that can be used as a barometer in terms of evaluating events and activities. Note also that the City is about to embark upon use of Culture Counts which can be added to existing methodologies to ensure that the type and nature of events are in tune with the aspirations of the community and the Council.

Notwithstanding the above, the proposal to engage an external consultant to independently review and assess the City's community events is supported. The City's financial and staffing investment in community events is significant, and it is important that we ensure that Council events match the demographic and cultural composition of its community.

A potential aspect to also investigate and develop strategies for is an understanding of the competitive market especially for sponsorship support as that is proving increasingly challenging.

13. QUESTIONS FROM MEMBERS

13.1 RESPONSES TO PREVIOUS QUESTIONS FROM MEMBERS TAKEN ON NOTICE

13.2 QUESTIONS FROM MEMBERS: 26 JULY 2016

14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

15. MEETING CLOSED TO PUBLIC

The Chief Executive Officer advises that there are matters for discussion on the Agenda for which the meeting may be closed to the public, in accordance with section 5.23(2) of the Local Government Act 1995.

Reports regarding this matter has been circulated separately to Councillors.

15.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

15.1.1 Lot 801 Bradshaw Crescent Manning

*This item is considered **confidential** in accordance with the Local Government Act 1995 section 5.23(2) (c) as it contains information relating to "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting"*

Location:	Manning
Ward:	Manning Ward
Applicant:	City of South Perth
File Ref:	D-16-50412
Date:	26 July 2016
Author:	Phil McQue, Manager Governance and Administration
Reporting Officer:	Geoff Glass, Chief Executive Officer
Strategic Direction:	Places -- Develop, plan and facilitate vibrant and sustainable community and commercial places
Council Strategy:	4.1 Develop and facilitate activity centres and community hubs that offer a safe, diverse and vibrant mix of uses.

15.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

16. CLOSURE

APPENDIX



MAYOR'S ACTIVITY REPORT – JUNE 2016

Date	Activity	Additional Attendee(s)
Weds 1	Building the Lucky Country Presentation	
Thursday 2	District Emergency Management Committee meeting	
Friday 3	Meeting with Geoff London, architect	
	Sundowner with Town of Victoria Park elected members and staff	Councillors
Monday 6	Communications meeting	Maria Noakes
Tuesday 7	Meeting with Mark Webb, Acting Director General of Dept of Agriculture	CEO Geoff Glass
	Mayor – CEO meeting	CEO Geoff Glass
	Agenda Briefing and Dinner	CEO Geoff Glass, Councillors
Weds 8	Meeting with Southern Gazette staff, Ricky Lee and Kaylee Martin	Zoe Cornish, Maria Noakes
Thursday 9	Pioneers and Elders Lunch	
Friday 10	Mayor Meet the Community	Con. Ashley Goy
Saturday 11	Lions Club of South Perth Annual change-over dinner	
Monday 13	Meeting with Curtin Law School, City Campus	Julian Sher
	Communications meeting	Maria Noakes
	Presentation: Catalyse Study and Inclusive Communities Advisory Group meeting	CEO Geoff Glass, Councillors
Tuesday 14	Mayor – CEO meeting	CEO Geoff Glass
	Audit and Governance Committee Meeting and Dinner	CEO Geoff Glass, Councillors
Weds 15	HIVE Historical Panorama Visit, Curtin University	
	Communications meeting	Maria Noakes
Thursday 16	Perth In Focus – Transport and Congestion presentation	CEO Geoff Glass, Cr Manolas
	2016 Phillip Pandal Awards	
	SAT Mediation Hearing Gay v South Perth	

Friday 17	Engaging Leadership In Engagement Presentation	
Monday 20	Australian Local Government National General Assembly Convention, Canberra	Cr Fiona Reid and CEO Geoff Glass
Tuesday 21	Australian Local Government National General Assembly Convention, Canberra	Cr Fiona Reid and CEO Geoff Glass
Weds 22	Australian Local Government National General Assembly Convention, Canberra	Cr Fiona Reid and CEO Geoff Glass
	Australian War Memorial and Wreath Laying Ceremony	CEO Geoff Glass
Thursday 23	May Gibbs Nutcote Museum meeting and tour, Sydney	CEO Geoff Glass
	Meeting with Waverley Council, Sydney	CEO Geoff Glass
	Meeting with Alison McCabe, Director, SJB Planning, Sydney	CEO Geoff Glass
Friday 24	Meeting with City of Sydney, Sydney	CEO Geoff Glass
	Coal Loader Centre for Sustainability Visit, Sydney	CEO Geoff Glass
Monday 27	Communications meeting	Maria Noakes
	Speak with Confidence Awards	
Tuesday 28	Mayor – CEO meeting	CEO Geoff Glass
	Council Meeting and Dinner	CEO Geoff Glass, Councillors