

## Ordinary Council Meeting

# Agenda

24 September 2024



City of  
**Belmont**

## **Notice of Meeting**

An **Ordinary Council Meeting** will be held in the Council Chamber of the **City of Belmont Civic Centre**, 215 Wright Street, Cloverdale, on **Tuesday 24 September 2024**, commencing at 6.30pm.

**John Christie**

**Chief Executive Officer**

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# CITY OF BELMONT

## Ordinary Council Meeting

### Agenda

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## **Confidential Attachments Index**

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Confidential Attachment 12.1.3 – Item 12.1 refers

Confidential Attachment 12.2.2 – Item 12.2 refers

Confidential Attachment 14.1.1 – Item 14.1 refers

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## **Alternative Formats**

This document is available on the City of Belmont website and can be requested in alternative formats including electronic format by email, in hardcopy both in large and standard print and in other formats as requested. For further information please contact the Community Development team on (08) 9477 7219. For language assistance please contact TIS (Translating and Interpreting Service) on 131 450.

**Councillors are reminded to retain any confidential papers for discussion with the minutes.**

# 1 Official Opening

The Presiding Member will read aloud the Acknowledgement of Country.

## Acknowledgement of Country

Before I begin, I would like to acknowledge the Whadjuk Noongar people as the Traditional Owners of this land and pay my respects to Elders past, present and emerging.

I further acknowledge their cultural heritage, beliefs, connection and relationship with this land which continues today.

The Presiding Member will cause the Affirmation of Civic Duty and Responsibility to be read aloud by a Councillor.

## Affirmation of Civic Duty and Responsibility

I make this affirmation in good faith and declare that I will duly, faithfully, honestly, and with integrity fulfil the duties of my office for all the people in the City of Belmont according to the best of my judgement and ability.

I will observe the City's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

# 2 Apologies and leave of absence

Cr Vijay (leave of absence)	Central Ward
Cr J Davis (leave of absence)	South Ward
Cr J Powell (apology)	South Ward
Mr J Christie (apology)	Chief Executive Officer

### 3 Declarations of interest that might cause a conflict

Councillors/Staff are reminded of the requirements of s5.65 of the *Local Government Act 1995 (WA)*, to disclose any interest during the meeting when the matter is discussed, and also of the requirement to disclose an interest affecting impartiality under the City’s Code of Conduct for Council Members, Committee Members and Candidates and the Code of Conduct for Employees.

#### 3.1 Financial Interests

A declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration.

Other members may allow participation of the declarant if the member further discloses the extent of the interest and the other members decide that the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

Name	Item No and Title	Nature of Interest (and extent, where appropriate)

#### 3.2 Disclosure of interest that may affect impartiality

Councillors and staff are required (Code of Conduct), in addition to declaring any financial interest, to declare any interest that might cause a conflict. The member/employee is also encouraged to disclose the nature of the interest. The member/employee must consider the nature and extent of the interest and whether it will affect their impartiality. If the member/employee declares that their impartiality will not be affected then they may participate in the decision-making process.

Name	Item No and Title	Nature of Interest (and extent, where appropriate)

## **4 Announcements by the Presiding Member (without discussion) and declarations by Members**

### **4.1 Announcements**

### **4.2 Disclaimer**

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### **4.3 Declarations by Members who have not given due consideration to all matters contained in the business papers presently before the meeting**

## **5 Public question time**

### **5.1 Responses to questions taken on notice**

#### **5.1.1 Ms L Hollands, Redcliffe**

The following questions were taken on notice at the 27 August 2024 Ordinary Council Meeting. Ms Hollands was provided with a response on 12 September 2024. The response from the City is recorded accordingly:

1. Since the Minister changed the legislation so that Code of Conduct matters come to Council, can I have a breakdown of how many have come to Council, how much this has cost in terms of independent reports required, how many complaints have been regulation breaches in that time and instead have gone to the Standards Panel?

#### **Response**

**The number of times that Council has dealt with Code of Conduct breaches under Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021 (WA)* is a matter of public record and is noted in the minutes of meetings held since 2021.**

**Matters pertaining to investigations into Code of Conduct (Division 3) breaches, including whether they have been externally investigated are confidential. The costs incurred by the City in engaging independent investigators for Code of Conduct matters since 2021 is \$19,684.50.**

**Breaches under Division 4 of the *Local Government (Model Code of Conduct) Regulations 2021 (WA)* which have been dealt with by the Standards Panel are a matter of public record and are available on the Register of Complaints on the City's website, and also on the Standards Panel website.**

2. When we have acting Chief Executive Officers, which happens quite a lot, how does that affect how much extra they might get paid, and does that come into effect when reviewing the Chief Executive Officer's contract?

## **Response**

**When staff are acting in higher duties, they are paid in accordance with the level of salary for the position.**

**It does not have any bearing on the Chief Executive Officer's contract.**

### **5.1.2 Ms L Hollands on behalf of Belmont Resident and Ratepayer Action Group**

The following questions were taken on notice at the 27 August 2024 Ordinary Council Meeting. Ms Hollands was provided with a response on 12 September 2024. The response from the City is recorded accordingly:

1. In regard to the Golden Gateway item and the Short-Term Accommodation item from last month, what clause of section 5.23 are you using to get these confidential attachments through?

## **Response**

**Section 5.23(2)(b) and (e) of the *Local Government Act 1995 (WA)*.**

**For general guidance, the particular provision of section 5.23 justifying confidentiality of any attachments is always provided in the Agenda at the end of an Agenda item. There is a text box entitled "Attachments", in which all attachments for the Agenda item are listed, including the applicable provision of section 5.23 for any confidential attachment/s.**

5. Am I able to get a breakdown of how many times they are booked out?

## **Response**

**The City will not provide a breakdown as under Section 5.95 of the *Local Government Act 1995 (WA)* it is the CEO's opinion that retrieving this information would divert a substantial and unreasonable portion of the City's resources away from its other functions.**

### **5.1.3 Mr M Cardozo, Redcliffe**

The following questions were taken on notice at the 27 August 2024 Ordinary Council Meeting. Mr Cardozo was provided with a response on 12 September 2024. The response from the City is recorded accordingly:

1. In a previous petition put to a Special Electors' Meeting in March 2024, 570 Belmont electors requested change to road projects proceeding on the basis of budget lines. By passing traffic management projects through budget lines, how is Council prudently allocating resources, what can be done to ensure all ratepayer spending on traffic management calming measures is brought before Council as an agenda item?

## **Response**

**As noted by the CEO at the 27th August 2024 Ordinary Council Meeting (OCM) the proposed capital works programme is presented to Elected Members in advance of being brought to OCM for adoption. Elected Members can review and propose amendments to the officer recommendations at the OCM if they wish.**

2. Can the City provide the business case supporting the project for the installation of a roundabout at Fulham and Fisher Streets, including:
  - i. who signs off on a project like this?
  - ii. was the work done in-house or by contractors?
  - iii. if done by contractors, how many tenders were procured?
  - iv. who initiated the need for the traffic calming device?
  - v. was a warrant score assessment conducted?
  - vi. what was the intersection crash ranking?
  - vii. what traffic engineering analysis was performed?
  - viii. what community engagement occurred prior to the allocation of ratepayer money?
  - ix. did the project go over budget?
  - x. if so, who approved the additional spending?
  - xi. What follow-up process is in place to assess the project's success?

## **Response**

**The new roundabout at the intersection of Fulham St and Fisher St was a State Black Spot Program project.**

**A business case is not required for an application under the State Black Spot Program. The City followed the MRWA "State Black Spot Program Development and Management Guidelines" in the grant application and delivery of the project.**

**These guidelines are available to view at the Main Roads WA website.**

3. What happens if the budgeted cost is exceeded for traffic calming measures, does it return to Council for additional approval, or is the extra expenditure signed off by the Director, additionally, does the Director have the authority to approve any budget variation or are there set parameters?

## **Response**

**Actual project costs are regularly reviewed against budgeted project costs.**

**Significant project cost adjustments are presented to Council at October and March budget reviews.**

### **5.1.4 Mr M Cardozo on behalf of Belmont East Ward Connect**

The following questions were taken on notice at the 27 August 2024 Ordinary Council Meeting. Mr Cardozo was provided with a response on 12 September 2024. The response from the City is recorded accordingly:

1. Can the City provide a detailed background and rationale for opening Central Avenue, including the timing, was this decision made by Council and if so, could the Council date or agenda item details please be provided?

## **Response**

**The connection of Central Avenue to Dunreath Drive/Snook Road was undertaken by the Public Transport Authority and Perth Airport Pty Ltd as part of the early works for the Forrestfield–Airport Link project. It was undertaken to facilitate the construction of the Redcliffe Train Station and to account for the closure of Brearley Avenue, which was necessary to accommodate the station's location.**

2. Can the City please clarify the “many variables” involved in identifying a rat run road?

## **Response**

**The City has no specific criteria for determining a ‘rat run’ road, it is a non-technical term for a tactic used by drivers to avoid heavy traffic and long delays at traffic signals or other obstacles.**

**The “variables” for route selection can include origin and destination of travel, purpose of travel, traffic conditions on alternative roads, modified traffic conditions on account of either construction or maintenance works, time of day, personal route preferences or navigational device suggestions.**

3. Can the City clarify that the traffic experts will model based on an increased traffic flow using Central Avenue and Stanton Road and for transparency can any correspondence from Perth Airport regarding the T3/T4 expansion plans or a summary of these plans be included in the traffic experts report?

## **Response**

**The base model for the Redcliffe Area Traffic Study is built on current land use and the latest traffic data available. Future traffic patterns will be modelled based on predicted changes in land use. The assumptions used to model future conditions will be provided in the report. As noted in previous questions at Ordinary Council Meetings the detailed report will be made available with commercially sensitive information redacted where required.**

### **5.1.5 Mr L Rosolin, Belmont**

The following questions were taken on notice at the 27 August 2024 Ordinary Council Meeting. Mr Rosolin was provided with a response on 12 September 2024. The response from the City is recorded accordingly:

1. Are you releasing the library survey results to the public?

## **Response**

**The survey findings can be found in the Ruth Faulkner Library Snapshot Report 2023 which is available to the public to view via Belmont Connect.**

## **5.2 Questions from members of the public**

# **6 Confirmation of Minutes/receipt of Matrix**

## **6.1 Matrix for the Agenda Briefing Forum held 17 September 2024**

### **Officer Recommendation**

That the Matrix of the Agenda Briefing Forum held on 17 September 2024, as printed and circulated to all Elected Members, be received and noted.

## **6.2 Ordinary Council Meeting held 27 August 2024**

### **Officer Recommendation**

That the Minutes of the Ordinary Council Meeting held on 27 August 2024, as printed and circulated to all Elected Members, be confirmed as a true and accurate record.

## **7 Questions by Members on which due notice has been given (without discussion)**

## **8 Questions by members without notice**

### **8.1 Responses to questions taken on notice**

### **8.2 Questions by members without notice**

## **9 New business of an urgent nature approved by the person presiding or by decision**

## **10 Business adjourned from a previous meeting**

## **11 Reports of committees**

Nil.

## 12 Reports of administration

### 12.1 Community Service Awards 2024

Voting Requirement	:	Simple Majority
Subject Index	:	74/010
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	28 July 2015 Ordinary Council Meeting Item 10.2 22 August 2023 Ordinary Council Meeting Item 12.3
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Development and Communities

#### Council role

**Executive** The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

#### Purpose of report

For Council to approve the recommendation made by the Assessment Panel, regarding the 2024 Community Service Award nominations.

#### Summary and key issues

The City's Community Service Awards are intended to acknowledge the outstanding service given to the community by individual persons and community groups.

A total of 10 nominations were received. Nominations were assessed by a panel comprising the Mayor, the Chief Executive Officer, Director Development and Communities and the Manager Economic and Community Development.

Nominees and their individual scores are captured in the following documents:

- Confidential Attachment 12.1.1 – 2024 Community Service Awards Nominations Summary.
- Confidential Attachment 12.1.2 – 2024 Community Service Awards Selection Panel Summary Scoring Matrix.

The third attachment details past award nominees:

- Confidential Attachment 12.1.3 – Community Service Awards - Record of Past Nominees, Recipients and Freeman.

### Officer Recommendation

That Council endorses the recipients of the 2024 Community Service Awards as detailed in Confidential Attachment 12.1.2 and that the names of the recipients remain confidential until presented at the Civic Dinner scheduled for Saturday, 30 November 2024.

### Location

Not applicable.

### Consultation

#### Internal

The internal Assessment Panel met to review nominations and make a recommendation on award recipients.

#### External

The call for nominations was promoted throughout April and May 2024 via City of Belmont social media as well as email and hardcopies of Guidelines and Nomination Forms distributed to relevant networks and in person at groups such as the City’s Advisory Groups.

### Strategic Community Plan implications

In accordance with the 2020–2040 Strategic Community Plan:

#### Key Performance Area: People

**Outcome:** 3. People of all ages and abilities feel connected and supported.

**Objective:** 3.4 Advance opportunities, community participation and quality of life for people of all abilities.

## Policy implications

There are no policy implications associated with this report.

## Statutory environment

There are no specific statutory requirements in respect to this matter.

## Background

The Community Service Awards was initiated in 1977 to recognise and acknowledge services performed by community members and organisations, with five people receiving the inaugural Award. From 1977 to 2023, there have been 113 awards presented with four recipients receiving the Award twice.

Most of the awards have been presented to individuals with only two organisations receiving the Award, those being Nulsen Haven (1982) and Belmont Community Food Centre (2000).

The following criteria is applied in considering nominations:

1. The contribution made should be of benefit to the citizens of the City of Belmont.
2. Remuneration of an incidental nature will not exclude a nominee from eligibility.
3. Nominations can be made in more than one category for any one nominee. Each nomination must be specific to the category for which the nomination has been submitted.

The following award categories have been defined to include people working in the separate areas of:

- **Aged:** This category applies to an individual/community group who contributes within the aged sector (i.e. pensioner groups, activities and services for seniors).
- **Community Service:** This category applies to an individual/community group who contributes within the community (i.e. emergency service volunteer, support personnel, religious organisations, culturally diverse communities, charity groups, schools).
- **People Who Make a Difference:** This category applies to an individual/community group who has made an exceptional impact, by going

above and beyond their duties, and making a significant difference in their local community by assisting another or others.

- **Sport and Recreation (Including Arts and Culture):** This category applies to an individual/community group who contributes to organisations such as sporting and recreational clubs as well as arts and culture clubs and organisations.
- **Youth:** This category applies to an individual/community group who supports organisations such as girl guides, scouts, youth clubs, youth centres, schools etc.

## Report

The assessment of the 2024 Community Service Awards was conducted using the selection criteria as resolved by the Council at its 28 July 2015 Ordinary Council Meeting (Item 10.2).

The Selection Panel comprised the Mayor, the Chief Executive Officer, Director Development and Communities and the Manager Economic and Community Development.

A list of 2024 nominees and categories is provided in Confidential Attachment 12.1.1 – 2024 Community Service Awards Nominations Summary. The selection panel scoring matrix and recommendation are detailed in Confidential Attachment 12.1.2 – 2024 Community Service Awards Selection Panel Summary Scoring Matrix. A list of previous nominees and recipients is provided under Confidential Attachment 12.1.3 – Community Service Awards - Record of Past Nominees, Recipients and Freemen.

## Financial implications

There are no financial implications evident at this time.

## Environmental implications

There are no environmental implications associated with this report.

## Social implications

The City's Community Service Awards acknowledge the outstanding service given to the community by individual persons and community groups. The awards provide a sense of community and enhance the public image of Belmont. Further, the awards show public support for persons and community groups, further encouraging Civic participation and volunteering.

## Attachment details

Attachment No and title	
1.	CONFIDENTIAL REDACTED - 2024 Community Service Awards Nominations (Confidential matter in accordance with <i>Local Government Act 1995 (WA)</i> section 5.23(2)(b) [ <b>12.1.1</b> - 1 page]
2.	CONFIDENTIAL REDACTED - 2024 Community Service Awards Selection Panel Summary Scoring Matrix (Confidential matter in accordance with <i>Local Government Act 1995 (WA)</i> section 5.23(2)(b) [ <b>12.1.2</b> - 2 pages]
3.	CONFIDENTIAL REDACTED - Community Service Awards - Record of Past Nominees, Recipients and Freeman (Confidential matter in accordance with <i>Local Government Act 1995 (WA)</i> section 5.23(2)(b)[ <b>12.1.3</b> - 6 pages]

## 12.2 Peet Park - Project Business Case

Voting Requirement	:	Simple Majority
Subject Index	:	N/A
Location/Property Index	:	96 Sydenham Street, Kewdale
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	Ordinary Council Meeting 13 December 2022 Item 13.2.1
Applicant	:	N/A
Owner	:	City of Belmont
Responsible Division	:	Infrastructure Services

### Council role

**Executive** The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

### Purpose of report

The purpose of this report is to seek Council endorsement of the recommended option for the Peet Park Community Centre Redevelopment Project (the Project), to enable the City to progress to the next project phase.

### Summary and key issues

- Peet Park Community Centre (PPCC) is located in Peet Park in the suburb of Kewdale.
- The PPCC is hired on a seasonal basis by the Belmont Junior Football Club (BJFC) and Belmont Cricket Club (BCC).
- The PPCC is an ageing asset that no longer meets the needs of the users or addresses the demands of the wider community. Specifically, inadequate kitchen space, lack of gender-neutral change rooms to support female participation, underutilised function space, lack of storage, and no bookable community spaces. In December 2022, Council resolved to upgrade the kitchen facilities to a commercial standard. It was identified that to accommodate this upgrade, an electrical supply upgrade from Western Power was necessary.

- In line with the City’s Asset Management Plan, the PPCC is scheduled for major renewal work in the 2026-27 Financial Year, and the City’s intent of the 2026-27 works was to consider upgrade and expansion of the facility, through a project business case. This investigation and business case was brought forward following the December 2022 resolution by Council.
- In 2023, the City engaged Otium Planning Group (OPG) to concurrently assess the current provision of the clubroom and identify the immediate and long-term requirements of the user groups.
- The purpose of the project is to redevelop the PPCC to cater for the immediate and long-term requirements of the BJFC and BCC, and to address the recommendations made in Confidential Attachment 12.2.2.
- To assist Council with determining a direction for this priority project, the project team has prepared a business case evaluating three delivery options in Attachment 12.2.1.
- Option 1 – Rebuild New Facility is the recommended option.
- Due to the higher upfront capital cost to deliver Option 1 Officers are recommending a CSRFF Future Planning grant application be submitted to seek funding assistance.

## Officer Recommendation

That Council:

1. Endorses Option 1 – Rebuild New Facility of the ‘Peet Park Community Centre Redevelopment Project Business Case’ as the recommended option.
2. Authorises the Chief Executive Officer to submit grant applications to the Department of Local Government, Sport and Cultural Industries for the 2025-26 and 2026-27 Future Planning grants for the Peet Park Community Centre Redevelopment and Peet Park Sports Lighting upgrades.
3. Authorises the Chief Executive Officer to accept funding through the Future Planning grants, should the grant applications be successful.
4. Notes that a budget allocation to progress the design of Option 1 will be included in the 2024-25 October 2024 mid-year Budget Review and funded from the Property Development Reserve.
5. Delegates authority to the Chief Executive Officer, in accordance with *section 5.42 of the Local Government Act (WA) 1995*, to award a Tender for consultancy services to deliver the design and documentation for Option 1 of the ‘Peet Park Community Centre Redevelopment Project Business Case’ in accordance with the recommendations of the evaluation panel and the terms and conditions outlined in the tender documentation.

## Location

Peet Park is located in Kewdale in the City of Belmont. The site is bounded by Sydenham Street, Armadale Road, Wright Street and Kooyong Road. The Peet Park Community Centre is situated on the corner of Armadale Road and Sydenham Street.



Figure 1: Peet Park Aerial 1



Figure 2: Peet Park Aerial 2

## Consultation

Stakeholder consultation was undertaken during the business case stage of this project. This engagement was performed by Otium Planning Group and specifically focused on the needs of the current users, BJFC and BCC. These findings have been used to develop the Functional Specification and subsequently the project business case. Further details of this process can be found in Section 1 of Confidential Attachment 12.2.2.

Further consultation with the key stakeholders and the broader community will be undertaken during the next stage of the project to ensure an appropriate design is developed with all user needs in mind. A stakeholder and communications plan will be developed to guide the engagement process.

## Strategic Community Plan implications

In accordance with the 2020–2040 Strategic Community Plan:

### Key Performance Area: People

**Outcome:** 1. A safe, healthy community.

The project is listed in the Corporate Business Plan 2024–2028 as:

Objective	Action	Informing Strategies	Lead
1.3 Grow participation in sport and recreation activities	1.3.3 Progress the Peet Park Redevelopment project including redevelopment of clubroom facilities and sports lighting.	Recreation Strategy 2022 – 2025	Manager City Projects

As well as alignment to the City’s Corporate Business Plan 2024-2028, the project seeks to align to the priorities and objectives of the following documents:

- Community Infrastructure Plan 2022-2040;
- City of Belmont Public Open Space Strategy 2022-2040;
- Recreation Strategy 2022-2025;
- Access and Inclusion Plan 2022-2026;
- Community Placemaking Strategy 2018-2023;

- Asset Management Strategy 2021-2025;
- City of Belmont Sporting Facilities Needs Analysis – Dec 2022; and
- Building Asset Management Condition Assessment Report 2021.

## **Policy implications**

There are no policy implications associated with this report.

## **Statutory environment**

As per Section I of the City's Delegation Register 2024-25, the Local Government Act allows for Council to delegate to the Chief Executive Officer, by resolution, the exercise of any of its powers or the discharge of any of its duties under the Act in order to effectively manage the day-to-day operations of the City.

Delegation Register 2024-2025 Section 1.3 Council Authorisations –  
Authorisation for Execution of Documents

*Local Government Act 1995 (WA) s 9.49A (4)*

A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

Following endorsement of the business case the City will begin procurement via a Request for Tender to engage a lead design consultant to undertake the design and documentation of the endorsed option. Due to timing of the procurement process occurring over the December and January Council recess period, it is recommended that Council delegate authority to the CEO to award the tender.

## **Background**

The PPCC was originally constructed in 2000 and then refurbished and extended in 2010. The PPCC is hired on a seasonal basis by the BJFC during winter months and BCC during summer months. The facility is not currently used by other regular users or community groups.

The main buildings consist of a function space, two storerooms, kitchen, entry space, two change rooms, internal universally accessible toilet (UAT), internal male and female toilets, external storage shed, external UAT, and external male

and female toilets. An inspection was undertaken in 2023 and is detailed in Section 4.1 of Confidential Attachment 12.2.2.

Over the past six (6) years, the City has been engaging with BJFC over the use of the kitchen facilities to support club operations as the current PPCC kitchen facilities limit what the club can sell from the canteen. In December 2022, Council resolved the following:

That Council:

1. Directs the Chief Executive Officer to include funds within the 2023-2024 Annual Budget for the upgrade of the Peet Park kitchen facilities to a commercial standard.
2. Approves the allocation of funds for the upgrade of the Peet Park kitchen facilities from the City's Building Maintenance Reserve.
3. Directs the Chief Executive Officer to undertake stakeholder engagement with the users of the facility to ensure the kitchen is fit for purpose.

It was identified that to accommodate this upgrade, an electrical supply upgrade from Western Power was necessary, and in early 2023, the City submitted a Design and Quotation Application (DQA) to Western Power to determine the extent of upgrades required by Western Power to future-proof the site, including provision for kitchen upgrades, potential future redevelopment, and new floodlighting. The City is awaiting a confirmed schedule from Western Power to implement the upgrade works.

In line with the City's Asset Management Plan the PPCC is scheduled for major renewal work in the 2026-27 Financial Year, and the City's intent of the 2026-27 works was to consider upgrade and expansion of the facility, through a project business case. This investigation and business case was brought forward following the December 2022 resolution by Council.

To assist with planning for the future upgrade requirements, Otium Planning Group (OPG) was engaged to concurrently assess the current provision of the clubroom and identify the immediate and long-term requirements of the user groups, having regard to industry trends, population growth and projected future demand.

The assessment made the following recommendations:

- Gain Council endorsement of the proposed facility component schedule.
- Receive costings for any viable options from a Quantity Surveyor.
- Recommend rebuilding the facility if the cost of modernising the existing building is greater than 70% of the rebuild option.
- Implement a funding strategy in consultation with existing clubs and potential partners.

- Secure funds for potential upgrades that include at a minimum:
  - Gender-neutral change rooms.
  - Additional two change rooms.
  - Modified kitchen area to enhance current service to meet community needs – with approved heating and storage equipment.
- If funding allows, consider:
  - Rationalisation of all existing buildings on-site so community and stakeholder needs are better addressed.
  - Increasing the function space.
  - Adding additional storage.
  - And, replacing existing floodlighting with LED infrastructure so the oval can be used during winter.

This assessment was used in conjunction with a Quantity Surveyor’s cost assessment to prepare a series of redevelopment options.

To assist Council with determining a direction for this priority project, the project team has prepared a business case assessing the three delivery options

## Report

The purpose of the Project is to redevelop the PPCC to cater for the immediate and long-term requirements of the BJFC and BCC, and to address the recommendations made in Confidential Attachment 12.2.2.

The PPCC facilities no longer meet the needs of the users or address the demands of the wider community. The core drivers of this project are detailed in Section 3.2 of Attachment 12.2.1 and summarised below

Driver	Comment
<b>Trends in demographic analysis</b>	Peet Park’s 15% user growth over the past 10 years is already placing pressure on the facility as it caters for a population above its original intent. This is expected to grow further as population increases.
<b>Trends in Facility Provision</b>	The current facilities are ageing and no longer meet the current and future needs of the clubs and broader community. The primary issues need to be addressed to meet the current and future needs.

<b>AFL and Cricket Australia Design Guidelines</b>	The current clubhouse doesn't meet the design guidelines for a local clubhouse as per the AFL or Cricket Australia design guidelines handbooks.
<b>Kitchen Facilities</b>	The current kitchen facility is not rated to a commercial standard and is not suitable for the needs of both clubs when trying to provide for its members.
<b>Changerooms</b>	The existing users have expressed the need for gender-neutral change rooms to allow for the growth of women's and girls' teams as part of their clubs moving forward.  The current change rooms need to be updated and expanded, to allow for contemporary sporting requirements and gender-neutral use.
<b>Function space</b>	There is a defined need for an increased function space that services the clubs' members. The current function space is limited in the number of people it can hold and does not allow viewing of the playing surface.  The function space is also limited in accessibility to the broader community. Unlike other community centres around the City, Peet Park does not provide a bookable space for other user groups.
<b>Storage</b>	The existing users have identified issues regarding storage both inside the clubroom facility, as well as external storage for sporting equipment.
<b>Oval Lighting</b>	The oval lighting is considered extremely poor. The oval is not suitable for any kind of official sport function and is only suitable for informal uses such as dog walking. Official matches would be considered potentially dangerous.
<b>Oval Realignment</b>	Currently the oval runs perpendicular to the clubhouse. making viewing from the club house area difficult.  If the club and lighting were to be redeveloped there is an opportunity to realign the oval to maximise lighting efficiency and viewing potential.

The Business Case is a key project management document, prepared by the City's Project Team, which seeks to establish and justify a recommended option to deliver the primary project objectives.

The key focus of the PPCC business case is to identify the preferred option to best meet the needs of the users of PPCC. Three business case options have been explored to determine the best approach to achieving the project objectives and meeting the needs.

Consultation with key stakeholders was undertaken by OPG to determine the current and future needs, functional and spatial requirements, and future growth projections. This information was used to develop a Facility Specification to determine a reasonable level of requirements to meet the users' needs.

The Facility Specification was then assessed by a Quantity Surveyor to prepare a cost plan for the three options, being:

- Option 1 – Rebuild new facility;
- Option 2 – Expand existing facility; and
- Option 3 – Minor refurbishment.

These options are detailed in Section 4 of Attachment 12.2.1 and are summarised below.

### **Option 1 – Rebuild New Facility**

The scope of this option includes a full demolition of the existing site, with a ground up approach to redesign, ensuring the best design outcome that will address all key stakeholder needs.

This option focusses on a fundamental change to the facility to address all of the project objectives, including:

- Providing gender neutral changeroom options.
- Kitchen upgrade to cater for user and community needs.
- Increased function room size.
- Enhancing the view of the playing space from the facility.
- Consolidation and rationalisation of the buildings.
- Added greenery and public amenity.
- An upgrade to lockers and storage, and
- Providing an outdoor seating space.

The complexity of design and delivery for a full new build would be lower than a renovation-based option but comes at a greater upfront capital cost to the project.

Option 1 meets all recommendations of the functional specification. A full summary of Option 1 can be seen in Section 4.1 of Attachment 12.2.1.

### **Option 2 – Expand Existing Facility**

The scope of this option involves modifying and expanding on the existing building to find a solution that addresses the key project drivers. This option focusses on expansion of the existing buildings to address most of the project objectives, including:

- Altering the existing changerooms to provide gender neutral options.
- Kitchen upgrade to cater for user and community needs, but no additional storage.
- Provide an outdoor viewing space.
- Upgrade to lockers and storage, and
- Added greenery.

However, it will be unlikely to address the following scope inclusions:

- Consolidation and rationalisation of the buildings.
- Increased function room size.
- Enhanced view of the playing space from the facility, and
- Increased public amenity.

This option has a higher degree of complexity due to working with the existing building and presents a greater risk for cost increases during the design phase due to the challenges associated with reconfiguring an existing building.

Option 2 meets most of the needs in the functional specification. However, the size of the proposed facility exceeds the functional specification recommendations by approximately 64sqm. Because the existing facility is used as the base footprint for the design, there is a risk the final outcome could result in an inefficient design, over-supply of built form area and lead to increased construction costs.

A full summary of Option 3 can be seen in Section 4.2 of Attachment 12.2.1.

### **Option 3 – Minor Refurbishment**

Option 3 provides a low intervention scenario. This option involves only modifying the existing building to accommodate minor renewal works. This scenario would address the primary current needs within the limitations of the existing structure. The items this option will address are:

- A functional kitchen.
- Gender neutral change rooms.
- Additional storage.

This is the cheapest option, however it does not address the project drivers and project objectives and will only provide a short-term solution to the current issues.

Option 3 would provide a facelift to the existing amenity and create a kitchen space that is more suitable for use, however it will not address issues of space, storage or additional facility requirements.

Option 3 does not meet most of the needs in the functional specification. A full summary of Option 3 can be seen in Section 4.3 of Attachment 12.2.1.

### Option Summary and Recommendation

The following matrix presents a side-by-side comparison between all identified options with indicative timeframes and opinion of probable cost:

Legend				
●		Meets few or none of the criteria		
●		Meets some of the criteria		
●		Meets most or all of the criteria		
Criteria	Option 1	Option 2	Option 3	
<b>Project Drivers</b>	●	●	●	
<b>Project Objectives</b>	●	●	●	
<b>Scope items</b>	●	●	●	
<b>Design</b>	12 Months	16 Months	9 Months	
<b>Procurement</b>	4 Months	4 Months	4 Months	
<b>Construction</b>	14 Months	16 Months	10 Months	
<b>Indicative Timeframe</b>	<b>30 Months</b>	<b>36 Months</b>	<b>23 Months</b>	
<b>Opinion of Probable Cost</b>	<b>\$7,811,000</b>	<b>\$5,102,000</b>	<b>\$1,501,000</b>	
<b>Maintenance &amp; operating per annum</b>	\$100,989	\$71,972	\$26,095	
<b>Renewal first 10 years</b>	\$0	\$214,842	\$1,173,040	
<b>Floodlighting Upgrades</b>	\$700,000	\$700,000	\$700,000	
<b>Ranking</b>	1	2	3	

Option 1 – Rebuild New Facility is the recommended approach for the Peet Park Clubroom Redevelopment Project.

The key reasons for this recommendation include:

### **Meeting User Needs**

It is unlikely that the required building modifications could be undertaken to accommodate all or most of the primary user needs without a full demolition. The extent of development required to service the needs of the users is substantial and unlikely to be functionally adaptable to the current facility.

Advice from OPG is that if the cost of modification is greater than 70% of the cost of new development, a new facility is recommended to address all functional deficiencies, increase opportunities for the wider community and provide a more sustainable long-term solution.

### **Increased Community Access**

Unlike other community centres in the City, PPCC does not provide external bookable space. Option 1 would allow for a design process that incorporates the broader needs of the community to incorporate multi-use bookable space that is accessible to the wider community. This is unlikely to be achievable in Option 2 or 3 due to spatial limitations or design compromises required.

This also provides an opportunity for the City to provide an additional revenue stream for the facility as designated bookable space.

### **Strategic Alignment**

Option 1 has the strongest strategic alignment to the City's current suite of strategies and implementation plans.

### **Structure**

Option 2 would require significant structural changes in seeking to meet the current Facility Specification. This approach has a significant level of risk associated with it and is likely to result in a cost that is closer in value to a new build but will likely result in a compromised design that does not meet the stakeholder or community needs.

A full rebuild would reduce any risk associated with existing conditions of the site, as well as provide a building with a useful life of 50+ years.

### **Services**

Due to the age of the building, it is likely that all services will need replacing and upgrading to ensure they are compliant and fit-for-purpose. Typically, where buildings have been constructed prior to 2006, a full replacement of

services is recommended unless investment has been made in upgrading since that year.

A new build would ensure that all services are modernised and efficiently designed to reduce maintenance and operational cost burdens on both the City and the users during the operational life of the build.

Option 2 and Option 3 would require an assessment of the current services, and if not suitable would require replacement and therefore increase costs.

### **Footprint Consolidation**

The site is currently inefficient with amenity shared across the buildings and a lack of alignment of function room toilets, changing room showers/toilets, and public toilets. The ideal solution would be to co-locate infrastructure within one manageable building that can meet the needs of a variety of sports and community recreation requirements of the site.

Footprint consolidation of all buildings will open-up additional useable space for passive recreation, additional amenity or increased building footprint for other uses such as bookable community space.

### **Project Complexity**

Option 1 presents a simpler project delivery method than Option 2. A ground up approach to design and construction ensures that all the users' needs can be addressed through a collaborative design stage and construction works are unlikely to be impeded or delayed by unknown site conditions.

Option 1 also allows the City to give the clubs assurances on timeframes and re-location into transportable facilities as the delivery method and timeframe will be established at the point of final design.

As Option 1 requires the highest capital contribution. The City will be applying for the 2025/26 and 2026/27 CSRFF Future Planning grants to assist with delivering this project.

### **Floodlighting Upgrades**

Due to the immediate need of delivering the sports lighting upgrades to assist the clubs, the City will be progressing an application for the 2025/26 CSRFF Future Planning grant for the delivery of the sports lighting upgrades prior to the construction of the Community Centre. Funding will be listed for Council consideration in the 2025/26 Annual Budget and is proposed to be delivered irrespective of the outcomes of the Community Centre Redevelopment.

The CSRFF Future Planning grants require all applications to be assessed and prioritised by Local Governments prior to submission. Local Governments are to base assessments on the need for a planned approach, which takes into

account justified needs, existing facilities and the social and financial impact of investing in new facilities.

Each submission is to be assessed against the following criteria:

<b>Rating</b>	<b>Description</b>
<b>A</b>	Well planned and needed by the municipality
<b>B</b>	Well planned and needed by the applicant
<b>C</b>	Needed by the municipality, more planning required
<b>D</b>	Needed by the applicant, more planning required
<b>E</b>	It has merit, more preliminary work needed
<b>F</b>	Not recommended

The City has prepared two (2) grant applications for assessment:

- City of Belmont Peet Park Lighting Upgrades – Rating A
- City of Belmont Peet Park Community Centre Redevelopment – Rating A

### **Financial implications**

Funds to engage the design consultant have been listed in the 2024-25 Annual Budget Review for Council consideration. An indicative amount of \$4.354m has been approved in the 2024-25 Long-Term Financial Plan for the delivery of this project across 2024–2028.

The opinion of probable cost associated with the options proposed are:

- Option 1 – \$7,811,000
- Option 2 – \$5,102,000
- Option 3 – \$1,501,000

These figures are exclusive of the floodlighting upgrades, which will be delivered as a separate scope of work earlier, or on-going maintenance and operational costs.

A breakdown of the proposed project funding is listed in Section 5.8 of Attachment 12.2.1. A full estimated budget breakdown of each option is outlined in Section 4 of Attachment 12.2.1. Council should note, that if the officer recommendation contained with this report is supported, the funds previously allocated for the upgrade to the PPCC kitchen facilities will be returned to the Building Maintenance Reserve.

## Environmental implications

There are no known environmental implications associated with this report.

## Social implications

The project will aim to achieve the following:

- Design and deliver a contemporary facility that considers the future needs of user groups having regard to industry trends, population growth and projected future demand.
- Maintain the function of the existing space, while enhancing the areas of use from both casual and formal users.
- Enhance the public realm surrounding the existing community centre, including the integration of the oval with the building.
- Contribute to outcomes and aligning with the City's Strategic Community Plan to meet community expectations.
- Upgrade aging infrastructure that is no longer fit for purpose to ensure the City continues to provide the best possible service to the community.
- Explore opportunities to expand the facility to cater for growing demand in junior sports membership and changing trends for inclusive facilities.

## Attachment details

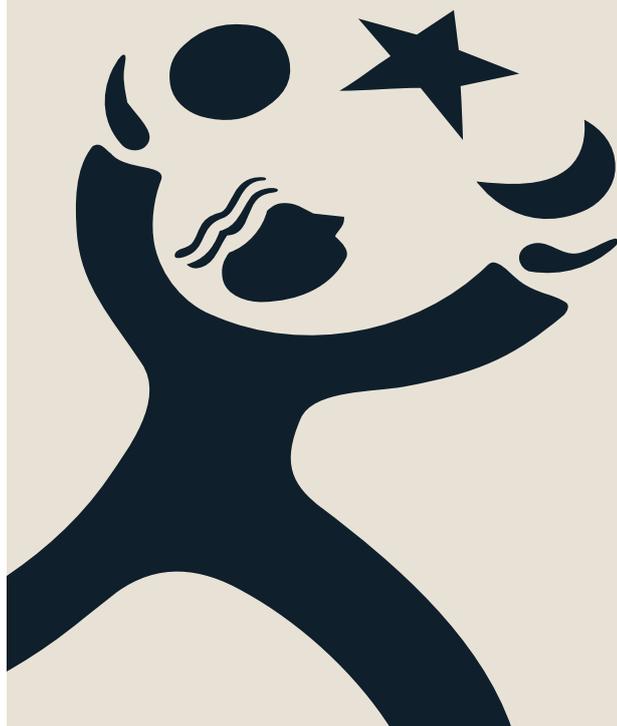
### Attachment No and title

1. Project Business Case [**12.2.1** - 40 pages]
2. CONFIDENTIAL REDACTED - Peet Park Clubroom Assessment (Confidential matter in accordance with *Local Government Act 1995 (WA)* section 5.23(2)(e)(iii)) [**12.2.2** - 117 pages]



# Peet Park Community Centre Redevelopment

## Project Business Case



Publication date: 24/09/24

# 1. Project Overview

## 1.1 Executive Summary

The Peet Park Community Centre is an aging asset that belongs to the City of Belmont and is home to the Belmont Junior Football Club and the Belmont Cricket Club. This document highlights the needs for redevelopment to cater to the current and future needs of the users.

The document explores options to address the renewal of the asset raised by Council in 2022 so that it meets community and club needs and expectations. Particularly insufficient kitchen, lack of catering to women and girls, and the rising demand on the building to cater for a growing population.

**Section 2** - explores the existing asset conditions, which highlights that although the building is structurally sound its design no longer meets the existing and growing needs of the community.

This is highlighted in the demographic and catchment analysis that shows the primary user group of the facility are a key demographic in the immediate area and in the buildings current form, it is unable to cater for their needs now and into the future.

**Section 3** – highlights the project drivers, strategic alignment, and project objectives.

Project drivers indicate a need to address the following:

- Trends in demographic analysis study;
- Trends in facility provision and how it no longer meets current standards;
- The AFL and Cricket Australia design guidelines;
- The kitchen facilities;
- The changerooms;
- Function space;
- Storage;
- Lighting; and
- Oval alignment.

**Section 4** – compares three business options of varying levels of intervention from minor upgrade, expansion of the existing building, and a full rebuild.

The recommendation is to proceed with Option 1 – Rebuild New facility. This is due to this option's ability to meet all the needs of the community, future proof the space for growing demand, ensure further construction is not required in the short- or medium-term future, and that it meets the cost benefit threshold highlighted in the feasibility report (Attachment 1).

**Section 5** – provides a project plan to outline the project approach for Option 1 in further detail. Showing inclusions and exclusions, dependencies, risks, costing, funding opportunities, stakeholder engagement plans, and the timeline.

In summary, it is believed that the current Peet Park Community Centre no longer meets the needs of community. This document recommends endorsing Option 1 to address the project drivers and objectives; as the alternative options would likely require further work in the near future, due to the aged design and the growing demand on the space.

## 1.2 Strategic Community Plan

The City identifies priority projects based on community need, strategic alignment, and financial value. Peet Park was not originally identified in the 2020 Project Prioritisation by Council.

In December 2022, Council resolved a Notice of Motion for the CEO to investigate upgrades to the Peet Park kitchen facilities to a commercial standard and undertake stakeholder engagement on future demand. This was due to public health and safety concerns being raised as a result of the clubs using deep fat fryers without appropriate facilities.

Since this Notice of Motion was endorsed, Council has endorsed the Recreation Strategy 2022-2025, Sporting Facility Analysis Report 2022 and Corporate Business Plan 2024-2028. These strategic documents capture the project as a priority project.

The project is listed in the Corporate Business Plan 2024 – 2028 as:

Objective	Action	Informing Strategies	Lead
<b>1.3 Grow participation in sport and recreation activities</b>	1.3.3 Progress the Peet Park Redevelopment project including redevelopment of clubroom facilities and sports lighting.	Recreation Strategy 2022 – 2025	Manager City Projects

## 2. Project Overview

### 2.1 Introduction

Peet Park Reserve is located in the suburb of Kewdale and consists of open reserve for primarily cricket and football. The reserve includes cricket pitches, cricket practice nets, oval flood lighting and football goals, and the Peet Park Community Centre (PPCC). The PPCC is located at the northern corner and consists of clubrooms, bar, and kitchen facilities.

The PPCC is hired on a seasonal basis the Belmont Junior Football Club (BJFC) during winter months and Belmont Cricket Club (BCC) during summer months. The facility is not utilised by other regular users or community groups.

The PPCC was originally constructed in 2000 and then refurbished and extended in 2010. The main buildings consist of a function space, two storerooms, kitchen, entry space, two change rooms, internal universally accessible toilet (UAT), internal male and female toilets, external storage shed, external UAT, and external male and female toilets. An inspection was undertaken in 2023 and is provided as *Section 4.1 Current Facility and Functionality of Attachment 1 Peet Park Clubroom Assessment*.

Over the past six (6) years, the City has been engaging with BJFC over the use of the kitchen facilities to support club operations as the current PPCC kitchen facilities limit what the club can sell from the canteen. In December 2022, a Notice of Motion was resolved by Council to upgrade the kitchen facilities to a commercial standard.

In line with the City's Asset Management Plan the PPCC is scheduled for major renewal work in the 2026/27 Financial Year, and the City's intent of the 2026/27 works was to consider the following as part of a project business case:

- Upgrade and expansion of kitchen facilities, including upgrade to a commercial standard;
- Opportunities to expand the building to support wider community use and generate income through hire fees;
- Upgrading of changerooms in consideration of the needs of user groups including female participation in sport; and
- Upgrading of sports lighting to support 100LUX standard to meet requirements for competition.

This investigation and business case was brought forward following the December 2022 Notice of Motion by Council.

In 2023, the City submitted a Design and Quotation Application (DQA) to Western power to determine the extent of upgrades required by Western Power to future proof the site, including provision for kitchen upgrades, potential future redevelopment, and new floodlighting.

Following the submission of the DQA, the City engaged Otium Planning Group (OPG) to concurrently assess the current provision of the facility and identify the immediate and long-term requirements of the user groups, having regard to industry trends, population growth and projected future demand.

The assessment made the following recommendations:

- Gain Council endorsement of the proposed facility component schedule;
- Receive costings for any viable options from a Quantity Surveyor;
- Recommend rebuilding the facility if the cost of modernising the existing building is greater than 70% of the rebuild option;
- Implement a funding strategy in consultation with existing clubs and potential partners;
- Secure funds for potential phased upgrades that include at a minimum:

- Gender-neutral change rooms;
- Additional two change rooms; and
- Modified kitchen area to enhance current service to meet community needs – with approved heating and storage equipment.
- If funding allows, consider:
  - Rationalisation of all existing buildings on-site so community and stakeholder needs are better addressed;
  - Increasing the function space;
  - Adding additional storage; and
  - And, replacing existing floodlighting with LED infrastructure so the oval can be used during winter.

This assessment has been used in conjunction with a Quantity Surveyor's cost assessment to prepare this business case.

## 2.2 Site Information

Peet Park is located in Kewdale in the City of Belmont. The site is bounded by Sydenham Street, Armadale Road, Wright Street and Kooyong Road. The Peet Park Community Centre is situated on the corner of Armadale Road and Sydenham Street.

The site is consistent with passive and active recreation uses and includes the following:

- Community Centre;
- Public toilets and umpire change rooms;
- Reserve floodlighting;
- General landscaping;
- External storage;
- Cricket nets;
- Synthetic cricket wickets;
- Playground; and
- Football oval and goal posts.



Figure 1: Peet Park Aerial 1



Figure 2: Peet Park Aerial 2

## 2.3 Current Asset Information

Peet Park contains a range of existing City assets in various conditions. The most impacted assets for the project area include:

Existing Asset	Condition	Maintenance Program	Inclusion in scope of work
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<b>Public Toilets and Umpire Changing</b>	Fair – ageing	Reactive Maintenance.	<b>YES</b> - All buildings should be consolidated into one structure.
<b>External Storage</b>	Good - Well maintained	Reactive Maintenance.	<b>YES</b> - All buildings should be consolidated into one structure.
<b>Playground</b>	Good - Functional	Reactive Maintenance.	<b>CONSIDERED</b> - The playground is in close proximity to the facility, which provides good viewing space for the supervision from the building. Any development of the facility should not impact the functionality of this space.
<b>Synthetic Cricket nets</b>	Good - Functional	Reactive Maintenance.	<b>CONSIDERED</b> – As above.
<b>AFL Goals and Oval</b>	Good - Functional		<b>CONSIDERED</b> – Orientation and size could be considered in design options to optimise space. Not considered to be vital.
<b>Community Centre external</b>	Fair Condition - Outdated	Reactive Maintenance.	<b>YES</b> - While of an old design, the external appearance is fair and well maintained. The current location, with the entrance facing the road, is adequate from a user group perspective. The most critical consideration is the entry statement, which is not obvious to non-users, and signposting around the building is unclear. This should be enhanced in any new or upgraded facility.

			Clubs have identified the need for improved lighting capabilities to facilitate female sports programs and increase opportunities for match play and training among current users. In assessing the requirements for the pavilion, increased security and passive lighting should be included in any design, as should CCTV and access controls.
<b>Community Centre internal</b>	Fair - Inadequate	Reactive Maintenance.	<b>YES</b> - The kitchen area is small and does not provide sufficient space for the clubs to be able to effectively utilise it the way they desire. The facility requires greater space, storage and external serving area. There are issues with adequate storage space for various supplies and equipment, and it is currently spread across multiple areas of the site. This needs to be consolidated into specific areas and flexibility enhanced through dedicated caged areas within the main building. Access should be direct onto the playing surface or if not practicable, easily accessible from one side (away from the road and site boundary).

			<p>The small function room is not functional by design and the issues with storage make it difficult to hold events. This needs to be realigned and potentially combined with the public toilets/function space to minimise service costs and building footprint.</p> <p>View of the playing surface from the function room is also restricted, further limiting the functionality of the space.</p>
<b>Floodlights</b>	Poor - Ageing and Inadequate	Reactive Maintenance.	<b>YES</b> - Replacement required for night training – Particularly to facilitate BJFC’s entry into the WAFC girls football competition as they play their matches under lights on a Friday night.
<b>10 park benches</b>	Good - Functional	Reactive Maintenance.	<b>No</b> – Retain in situ
<b>1 Drinking fountain</b>	Good - Functional	Reactive Maintenance.	<b>No</b> – Retain in situ
<b>4 park signs</b>	Good - Functional	Reactive Maintenance.	<b>Yes</b> – Additional signage and wayfinding could be considered

## 2.4 Planning Context

### 2.4.1 Zoning

The site is reserved as ‘Parks and Recreation’ under Local Planning Scheme No. 15 (LPS 15). It should be used for recreation purposes.

The existing and proposed facility is considered consistent with the intended purpose of the reserve.

### 2.4.2 State Planning

Under the Planning & Development Act 2005, the City will be required to give due regard to relevant State and Local planning policies during the design and construction stages of the project.

### 2.4.3 Local Planning

Any development will require approval and consideration of the City’s Public Opens Space (POS) Strategy.

Works over a certain value will trigger the requirement to complete a Building Permit Application prior to construction commencing.

### 2.4.4 Heritage

Peet Park is listed as a Category 2 Site – Considerable Significance under the City’s Heritage List 2023.

Conservation of Peet Park Reserve is highly desirable, and any alterations or extensions should reinforce the significance of the place.

The following should be considered during the design and construction stages of the project:

- The place has historic value as one of the earliest reserves in the City of Belmont.
- The place is associated with the establishment and development of several sporting groups in Belmont.
- Peet Park has social significance as a sporting venue for several historical local sporting clubs, including Belmont Junior Soccer Club, Belmont Cricket Club and Belmont Basketball club.
- Peet Park has social value as a site of recreation for residents since 1914.

## 2.5 Demographic Analysis

This section provides an overview of the demographic implications of the current population profile and future growth and how it impacts Peet Park.

### 2.5.1 Demographic Considerations

At the 2021 Census, the City had a population of 42,257 with a median age of 36 years old.

The following demographic considerations have been identified:

Consideration	Impact
The largest age groups consisted of 30-34 and 25-29.	The age most likely to participate in competitive team sports or have young families that require access to quality sporting facilities.
Lower range of under-fives when compared to greater metropolitan Perth.	This could potentially indicate a lower demand for sports development for a younger age range over a five-year period.
The City is considered to have a lower socioeconomic rating when compared to Greater Perth.	This could adversely affect the use of sporting services and would generally indicate the need for affordable sport and recreation facilities.
Most common occupation: Professionals, then technicians, trade works, and clerical and administration workers	These diverse sources of income would reinforce the need for affordable sport and recreation facilities.

<p>The most common household family structure for the City of Belmont is lone-person households, followed by couples without children and then couples with children</p>	<p>This indicates a high proportion of students and young professionals, rather than seniors. This demographic is likely to seek access to a range of sporting opportunities.</p>
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## 2.5.2 Catchment Analysis

The following catchment analysis has been undertaken to inform this business case:

Consideration	Impact
<p>The catchment demographic is likely to consist of young families, with the number of young children living in the City expected to grow over the coming years (as families age in place). This highlights a gradually aging population with eventual increasing demand for senior provisions and a slowly diminishing zero to nine age range.</p>	<p>The most important consideration for the use of current sporting space is to ensure they are flexible and practical, so they can ensure a range of user groups as demographic profiles changes through the years.</p>
<p>All suburbs in the City of Belmont are expected to grow between 2021 and 2046, with Kewdale growing by 20% compared the 43% in the greater Belmont.</p>	<p>The slower relative growth within Kewdale does not diminish the need to gain access to sport and recreation infrastructure. More critical is to maximise the potential use of existing reserves and associated infrastructure, given the limited capability to acquire additional space to provide new. The site also borders on the suburb of Rivervale which is expected to grow by 34% by 2046.</p>
<p>In 2020, Peet Park serviced 37,932 people up from 32,972 in 2011. The higher levels of density coupled with gradually increasing demand from a relatively young population base is likely to be replicated in future, given the projected growth.</p>	<p>This 15% growth over ten years places pressure on the facility to accommodate growth beyond the original intentions, and the eventual need for asset expansion.</p>
<p>The neighbourhood catchment shows a higher income than Greater Perth. This is due to the age breakdown of the area with a high level of 20 to 39-year-olds and a low level of seniors or five to 19-year-olds.</p>	<p>This skews the average age profile but highlights the relatively low level of senior residents within the catchment compared to Greater Perth and the likely higher demand for active contact sports (such as AFL and Cricket).</p>

### 3. Project Rationale

#### 3.1 Project Description

The primary scope of works is to redevelop the Peet Park Community Centre to cater for the immediate and long-term requirements of the BJFC and BCC and to address the recommendations made in Attachment 1 - Peet Park Clubroom Assessment.

The upgrade of the oval lighting will be delivered in 2025/26 regardless of the outcomes of the business case for the Peet Park Community Centre.

The project will aim to achieve the following:

- Design and deliver a contemporary facility that considers the future needs of user groups having regard to industry trends, population growth and projected future demand.
- Maintain the function of the existing space, while enhancing the areas of use from both casual and formal users.
- Enhance the public realm surrounding the existing community centre, including the integration of the oval with the building.
- Contribute to outcomes and aligning with the City’s Strategic Community Plan to meet community expectations.
- Upgrade aging infrastructure that is no longer fit for purpose to ensure the City continues to provide the best possible service to the community.
- Explore opportunity to expand the facility to cater for growing demand in junior sports membership and changing trends for inclusive facilities.

The project scope includes:

<b>Must Have (Non-negotiable)</b>	<b>Could Have (Desirable)</b>	<b>Won’t Have (Excluded)</b>
<ul style="list-style-type: none"> <li>• Kitchen upgrade – Including servery external / internal and grease trap.</li> <li>• Redevelopment of changing facilities – provide gender neutral options</li> <li>• Upgrade storage and lockers</li> <li>• Increase size of function room.</li> <li>• Enhance view of playing space from function room.</li> <li>• Community Centre lighting upgrade.</li> <li>• CCTV Upgrades</li> <li>• Add greenery and amenity.</li> </ul>	<ul style="list-style-type: none"> <li>• Improved entry space and signage</li> <li>• Consolidate buildings</li> <li>• Provide outdoor viewing space</li> <li>• Playground upgrade or expansion</li> <li>• Cricket / football playing field realignment.</li> <li>• Expanded landscaping</li> </ul>	<ul style="list-style-type: none"> <li>• Changes to management model.</li> <li>• Car parking within Peet Park Reserve.</li> <li>• Upgrades to broader existing infrastructure – e.g., park benches, bollards, and drink fountains.</li> </ul>

<ul style="list-style-type: none"> <li>• Pedestrian and cycling end of trip facilities.</li> </ul>		
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### 3.2 Project Drivers (Need & Purpose)

The current facilities don't meet the needs of the users or address demands of the wider community. These needs relate to both current and future needs, such as inadequate kitchen space and provisions to service club operations, no gender-neutral change rooms to support female participation, underutilised function space, lack of storage, and no bookable community spaces.

The core drivers of this project are detailed below:

#### Trends in demographic analysis

As highlighted in section 2.5 the local demographic of young working adults and young couples indicates a trend in population growth of people between the ages of 20 and 39. These age demographics indicate young working people and existing / future young families. Typically, this population demographic is the most likely to utilise team sporting facilities.

Peet Parks 15% user growth over the past 10 years is already placing pressure on the facility as it caters for a population above its original intention.

The trend in population demographic being one of high use for sporting facilities combined with an already strained facility is a key driver for exploring the revitalisation, expansion, or rebuild of the facility.

#### Trends in Facility Provision

The current facilities are ageing and no longer meets the current and future needs of the clubs and broader community.

The primary issues that need to be addressed to meet the current and future needs include:

- The infrastructure does not respond to contemporary sports facility designs.
- There are no unisex, gender-neutral, or women's changerooms.
- Low ability to cater for users of all abilities and areas of DDA non-compliance.
- The existing users are looking to grow women's participation, however the current facility is unable to cater for that.
- There is a current trend in flexible facility spaces that cater for changing population trends, the current facility does not address these trends.
- Poor layout, which doesn't apply design guidelines that meet public needs.
- The facility is considered poor compared to alternate facilities in the region.
- The catering and kitchen areas are unable to meet the current demands of the users, this demand is expected to increase as the demographic expands.
- The current umpire changerooms are inadequate in their current state.

#### AFL and Cricket Australia Design Guidelines

The current facility doesn't meet the design guidelines as per the AFL or Cricket Australia design guidelines handbooks. A further breakdown can be found in Section 7 and appendix 7 of the Peet Park Clubroom Assessment (Attachment 1).

#### Kitchen Facilities

Engagement with the current users has indicated the issues with the current kitchen space and equipment. The current kitchen facility is not rated to a commercial standard and is not suitable for the needs of both clubs when trying to provide for its members.

The kitchen space is outdated and small and limits the ability of the clubs to generate the income they desire when running the canteen. This has on-going implications as it impacts the viability of the clubs and impacts their ability to offer affordable sport to the local community.

### **Changerooms**

The existing users have expressed the need for gender-neutral change rooms to allow for the ability to have and grow women's and girls' teams as part of their clubs moving forward.

The current change rooms need to be updated and expanded, to allow for contemporary sporting requirements and gender-neutral use.

### **Function space**

There is a defined need for an increased function space that services the clubs' members. The current function space is limited in the number of people it can hold and does not allow viewing of the playing surface.

The function space is also limited in accessibility to the broader community. Unlike other community centres around the City, Peet Park does not provide a bookable space for other user groups.

### **Storage**

The existing users have identified issues regarding storage both inside the facility, as well as external storage for sporting equipment.

Storage areas are currently disjointed and placed in multiple rooms where there is free space available. There is a need to increase storage provision to suitably cater for the clubs that are based at Peet Park moving forward.

### **Oval Lighting**

A lighting report for Peet Park Reserve was completed by Perth Lighting Consultants in 2022. The Lux Levels Report can be found in Attachment 2.

This report concludes that:

- The overall lighting is considered extremely poor with no parameters achieved for lux levels or uniformity.
- The oval is not suitable for any kind of official sport function and is only suitable for informal uses such as dog walking.
- Official matches would be considered potentially dangerous.

Due to the current condition of the oval lighting and the current and future needs of the clubs, the City will be delivering lighting upgrades in 2025/26 regardless of the outcome of this business case.

### **Oval Realignment**

Currently the oval runs perpendicular to the Community Centre. This makes viewing from the Community Centre and surrounding area difficult, as spectators must view from behind the football goals, end of the cricket pitch or move away from the building entirely.

If the club and lighting were to be redeveloped there is an opportunity to realign the oval to maximise lighting efficiency and viewing potential.

### 3.3 Strategic Alignment

As well as alignment to the City's Corporate Business Plan 2024 - 2028, the project seeks to align to the priorities and objectives of the following documents:

- Community Infrastructure Plan 2022-2040;
- City of Belmont Public Open Space Strategy 2022-2040;
- Recreation Strategy 2022-2025;
- Access and Inclusion Plan 2022-2026;
- Community Placemaking Strategy 2018-2023;
- Asset Management Strategy 2021-2025;
- City of Belmont Sporting Facilities Needs Analysis – Dec 2022; and
- Building Asset Management Condition Assessment Report 2021.

Reviewing the objectives and principles of these strategic documents against the project objectives, the following key areas were considered:

- The key strategies and vision in the Strategic Community Plan will guide the Council's priorities in shaping and delivering the project. The most critical considerations relate to delivering and managing sustainable community infrastructure and services, and ensuring that the natural environment is improved and enhanced;
- Placemaking is considered fundamental to creating vibrant, liveable, and activated places. This project's contribution to this objective is important, particularly since it is in an area with relatively high socio-economic disadvantage and high levels of diverse cultural backgrounds;
- Recreation, open space and sports infrastructure form an integral part of the community infrastructure. A well-planned recreation, open space and/or sports facility is vital to community health and well-being. Evidence-based decision-making is required to ensure future facility developments meet the community needs and ensure that the sport and recreation facilities are non-discriminatory with regard to age, gender, race, culture and sexual orientation. Given the diverse population base, inclusivity in all infrastructure design is essential;
- Peet Park provides recreation and sporting infrastructure to the local residents. The Precinct also has the capacity to deliver the recommendations of the POS Strategy, including improved public amenities. Due to the nature of the site, it is likely that consolidation of the existing built infrastructure and its relationship to the oval space of the is the focus;
- Increased participation, well planned and designed infrastructure, working in partnership and building community capacity are critical outcomes the City is seeking to achieve in the redevelopment of the Community Centre. An efficient and effective redevelopment of Peet Park is critical in achieving these objectives, which will contribute to improving the local community's health and well-being and address the health inequalities of disadvantaged communities by providing facilities and services responsive to the current and future needs of the local population;
- The DAIP and supporting plans key objective is to create open spaces that are accessible to, and inclusive of all abilities. Accessibility and inclusivity will be central to the planning and design of the facility and associated access issues to ensure all local community members are catered for;
- The City is committed to the proactive monitoring of risks associated with assets and the condition of the assets, ensuring renewal is undertaken before the asset fails;

- The current infrastructure levels at Peet Park require investment to upgrade infrastructure to facilitate gender-neutral use and changing umpire/infrastructure to meet recognised guidelines;
- A review of existing cricket infrastructure within the region identifies several critical considerations for cricket’s sustainability and potential growth in the South East Metro. It is evident there is likely to be increased demand for cricket, but a key focus is on ensuring the pavilion and changing infrastructure are adaptable to accommodate all genders and encourage/support the growth experienced across the state in the girls/women’s game; and
- Football similarly has recognised significant deficits in providing infrastructure that meets all user groups' needs. Currently, the high level of inadequate gender-neutral infrastructure is inhibiting growth in the girls'/women’s game. Peet Park, being a relatively ageing facility, is no exception to this, with the infrastructure having been recognised as non-compliant with current AFL guidelines.

### 3.4 Project Objectives

The principal objectives of the project are to:

- Create a space that meets the needs of the City, clubs, and broader Belmont community;
- Future proof an existing sporting precinct and its users;
- Create a space that allows for women and girls to participate in sport;
- Build connection with the playing space and Community Centre;
- Create a functional outdoor space;
- Enhance safety, image, and brand; and
- Provide opportunities for integration of Art.

### 3.5 SWOT Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>• Current facility in good condition.</li> <li>• Connection to existing trees.</li> <li>• Engaged community.</li> <li>• Good existing play area.</li> <li>• Good existing parking</li> </ul>	<ul style="list-style-type: none"> <li>• Aging facility with dated design.</li> <li>• No direct access from clubroom to oval.</li> <li>• Multiple disjointed buildings.</li> <li>• No existing gender-neutral bathrooms.</li> <li>• Unsuitable kitchen.</li> <li>• Unsuitable power supply.</li> <li>• Underutilised function space.</li> <li>• Lack of storage.</li> <li>• Poor lighting.</li> </ul>
Opportunities	Threats and Constraints
<ul style="list-style-type: none"> <li>• Revitalise underdeveloped asset.</li> <li>• Amend existing power issue.</li> <li>• Add greenery and amenity.</li> <li>• Create a functional community space.</li> </ul>	<ul style="list-style-type: none"> <li>• Price / funding level.</li> <li>• Existing trees.</li> <li>• Scoping issues – eg aiming too small or large.</li> <li>• Western Power timelines.</li> </ul>

<ul style="list-style-type: none"> <li>• Enhance safety and image.</li> <li>• Upgrade function hall.</li> <li>• Expand facility to cater for women and girls.</li> <li>• Improve lighting – both at the facility and on the oval.</li> </ul>	
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### 3.6 Technical Considerations

The site has few constraints which would adversely impact the future provision of a redeveloped facility.

- NBN: All NBN connections are located around the perimeter, except for the trench from the Armadale Road and Ray Road junction. This impacts the existing building and should be considered during any proposed redevelopment.
- Water Corporation: Pipelines are located around the site, which will require a risk assessment if redevelopment is to be considered. Sewer access is provided to the area where the building is currently located.
- Western Power: Low-voltage cables exist from the current facility, with a pillar located on the reserve road edge and a low-voltage cable running northwest. A low-voltage cable also exists in Sydenham Street and Wright Street, but none will adversely affect the site's development. An electrical supply upgrade has been progressed by Western Power and is anticipated to be completed by the commencement of this project.
- Optus: Currently have indicated that there are underground Optus fibre optic telecommunications assets in the vicinity of the site in Sydenham Street, which is likely to remain unaffected by any development. It is, however, located within proximity of the Community Centre.
- Telstra: Located around the site. No adverse impact is likely based on the plans supplied. All connections are located around the perimeter. The main cable is in Sydenham Street and provides a cabling parallel to the existing facility. Care will need to be taken to ensure the cabling remains unaffected by the development.
- Gas Utility Network: A 25PVC service pipe is connected to the existing facility, connecting to a 200CI sleeve in Sydenham Street. The site otherwise remains unaffected by the gas infrastructure which is in the surrounding road infrastructure.

## 4. Business Options

The key focus of this business case is to identify the preferred option to best meet the needs of the users of PPCC. Three business options have been explored to determine the best approach to achieving the project objectives and meeting the needs.

Consultation with key stakeholders was undertaken by OPG to determine the current and future needs, functional and spatial requirements, and future growth projections. This information was used to develop a Facility Specification (see Section 7.3 of Attachment 1) to determine a reasonable level of spatial and functional requirements to meet the users' needs.

The Facility Specification was then assessed by a quantity surveyor (DCWC) to prepare a cost plan for three redevelopment options, being:

- Option 1 – Rebuild new facility;
- Option 2 – Expand existing facility; and
- Option 3 – Minor refurbishment.

The three business options are explained in detail below with a recommendation provided in Section 4.5 of this business case.

### 4.1 Option 1 – Rebuild New Facility

#### 4.1.1 Option Summary

The scope of this option includes a full demolition of the existing site, with a ground up approach to redesign, ensuring the best design outcome that will answer all key stakeholder needs.

This option focusses on a fundamental change to the facility to incorporate the majority of the project objectives, including:

- Providing gender neutral changeroom options;
- Kitchen upgrade to cater for user and community needs;
- Increased function room size;
- Enhancing the view of the playing space from the facility;
- Consolidation and rationalisation of the buildings;
- Added greenery and public amenity;
- An upgrade to lockers and storage; and
- Providing an outdoor seating space.

These changes will address the key project drivers relating to:

- Current and future demographic issues;
- Not meeting trends in contemporary facility provisions;
- AFL and Cricket community club guidelines;
- Catering to women and girls;
- The non-flexibility of space for any future user groups; and
- The immediate needs of the existing user groups.

The complexity of design and delivery for a complete new build would be lower than a renovation-based option but comes at a greater upfront capital cost to the project.

## Attachment 12.2.1 Project Business Case

The costs associated with the design and delivery of a new facility would be the highest of the three options; however, as recommended by OPG in Section 10 of Attachment 1, the cost of a new build should be assessed against the cost of upgrade. If the cost of upgrading the existing facility is greater than 70% of a new build, it is recommended that the City consider a new build as the preferred option.

The below table compares the Functional Specification recommendations with the outcomes of the option:

Area	Functional Spec (sqm)	New Build (sqm)	Comments
<b>Club Function Room</b>	120	120	Meets the criteria.
<b>Club Office</b>	12	12	Meets the criteria.
<b>Meeting Room 1</b>	20	20	Meets the criteria.
<b>Internal Storage 1 – Function Area</b>	12	12	Meets the criteria.
<b>Internal Storage 2 – Sports Equip</b>	30	30	Meets the criteria.
<b>Kiosk / Kitchenette</b>	25	25	Meets the criteria.
<b>Kitchen Storage</b>	10	10	Meets the criteria.
<b>External Storage – Sports Equip</b>	25	25	Meets the criteria.
<b>Public Male Toilets</b>	15	15	Meets the criteria.
<b>Public Female Toilets</b>	15	15	Meets the criteria.
<b>UAT</b>	8	8	Meets the criteria.
<b>Change Room 1</b>	50	50	Meets the criteria.
<b>Change Room 2</b>	50	50	Meets the criteria.
<b>Change Room 3</b>	50	50	Meets the criteria.
<b>Change Room 4</b>	50	50	Meets the criteria.
<b>First Aid Room</b>	10	10	Meets the criteria.
<b>Umpire Room</b>	10	10	Meets the criteria.
<b>Plant Room</b>	6	6	Meets the criteria.
<b>Comms Room</b>	6	6	Meets the criteria.
<b>Cleaners Room</b>	6	6	Meets the criteria.
<b>Bin Store</b>	10	10	Meets the criteria.

<b>Circulation and Structure</b>	65	108	Exceeds the criteria.
<b>Verandah / Covered Areas</b>	200	200	Meets the criteria.
<b>Total</b>	<b>805</b>	<b>848</b>	Meets the criteria.

Option 1 meets all recommendations of the functional specification.

### 4.1.2 Benefits

This option has the potential to facilitate the following:

- Rationalisation of existing facilities into a new facility designed for specific user needs;
- Orientation of building towards playing fields to maximise accessibility;
- Increased access to general public through additional bookable spaces;
- Flexible alfresco and public seating areas;
- Integration with landscaping and opportunities for enhanced landscaping;
- Reduced risk of cost increases due to unknown variables;
- Efficiencies in design and layout to reduce operational costs;
- Reduced facility maintenance costs;
- All Functional Specifications recommendations are met; and
- Simpler delivery methodology.

### 4.1.3 Disbenefits

When considering Option 1, the following items need further consideration:

- Cost - the primary limitation for Option 1 is the upfront capital cost to deliver a new facility. To proceed with this option, the City will need to seek additional funding to assist with the delivery of a new facility; and
- Construction Timeframe – a new build is a long process and would require the existing users to operate from a transportable temporary clubroom and changerooms for the duration.

### 4.1.4 Timeframes

A full project schedule will be developed as part of the next stage of the project; however, indicative timings based on project milestones, resourcing and funding are listed below:

<b>Milestone</b>	<b>Start</b>	<b>Finish</b>
<b>Business Case</b>	Nov 2023	Sep 2024
<b>Design Phase</b>	Jan 2025	Dec 2025
<b>Procurement</b>	Jan 2026	April 2026
<b>Construction</b>	May 2026	June 2027

### 4.1.5 Cost

The table below provides a broad breakdown of the estimated costs in relation to construction, escalation, allowances, professional fees, and contingencies.

Cost Item	Cost \$
<b>Building</b>	3,366,300
<b>External Works &amp; Landscaping</b>	964,900
<b>Site Services</b>	587,000
<b>Contingency</b>	1,034,000
<b>Escalation (up to Jan 2026)</b>	678,000
<b>Professional Fees</b>	649,000
<b>Other Costs</b>	471,000
<b>Public Art</b>	61,000
<b>Total</b>	<b>7,811,200</b>

#### 4.1.6 Issues

When considering Option 1, the following matters will need to be addressed:

Issue	Issue Description
<b>Funding</b>	Option 1 was the highest ranked option in terms of ability to meet stakeholder needs and address the project drivers and objectives; however, the cost could be considered prohibitive. For Option 1 to be feasible for the City, State and Federal funding will be sought to support the project. If this funding is not achieved, the City will need to reconsider the funding strategy.

#### 4.1.7 Option Related Risks

Category	Description	Rating	Treatment
<b>Financial</b>	After further design development, the cost for construction increases.	H	If project contingency funds are insufficient, consider value engineering to fit budget or seek additional funding.
<b>Reputational</b>	Reputational damage from potential misinformation or unclear expectations.	H	Develop a project communication plan as part of the Set-Up phase to support the design development, documentation, and delivery.
<b>Project</b>	The concept plan does not align to goals of the clubs and community.	H	Stakeholders will be engaged during the design and construction phases to ensure early involvement in the final outcomes.

## 4.2 Option 2 – Expand Existing Facility

### 4.2.1 Option Summary

The scope of this option involves modifying and expanding on the existing building to find a cost-effective solution that addresses the key project drivers.

This option focusses on expansion of the existing buildings to address most of the project objectives, including:

- Altering the existing changerooms to provide gender neutral options;
- Kitchen upgrade to cater for user and community needs, but no additional storage;
- Provide an outdoor viewing space;
- Upgrade to lockers and storage; and
- Added greenery.

However, it will be unlikely to address the following scope inclusions:

- Consolidation and rationalisation of the buildings;
- Increased function room size;
- Enhanced view of the playing space from the facility; and
- Public amenity.

These changes would address the key project drivers relating to:

- Current demographic issues, but not all future issues;
- Some of the AFL and Cricket community club guidelines;
- Catering to women and girls; and
- The immediate needs of the existing user groups.

This option has a higher degree of complexity due to working with the existing building and presents a greater risk for cost increases during the design phase due to the challenges associated with reconfiguring an existing building.

Within the consultation process it was recommended by OPG in Section 10 of Attachment 1 that this type of scope should be considered worthwhile only if the cost of upgrading the new building is cheaper than 70% of a full rebuild.

The below table compares the review recommendations with the outcomes of the option:

Area	Functional Spec (sqm)	Renovation (sqm)	Expansion (sqm)	Comments
<b>Club Function Room</b>	120	79	41	Meets the criteria.
<b>Foyer</b>	0	21	0	Not in criteria
<b>Club Office</b>	12	0	0	Does not meet the criteria
<b>Meeting Room 1</b>	20	20	0	Meets the criteria.
<b>Internal Storage 1 – Function Area</b>	12	12	0	Meets the criteria.

<b>Internal Storage 2 – Sports Equip</b>	30	12	18	Meets the criteria.
<b>Kiosk / Kitchenette</b>	25	18	7	Meets the criteria.
<b>Kitchen Storage</b>	10	0	0	Does not meet the criteria
<b>External Storage – Sports Equip</b>	25	25	0	Meets the criteria.
<b>Public Male Toilets</b>	15	7	8	Meets the criteria.
<b>Public Female Toilets</b>	15	9	6	Meets the criteria.
<b>Public Male Toilets - External</b>	0	9	0	Not in criteria
<b>Public Female Toilets – External</b>	0	6	0	Not in criteria
<b>UAT</b>	8	6	3	Exceeds the criteria.
<b>UAT - External</b>	0	5	0	Not in criteria
<b>Change Room 1</b>	50	51	0	Exceeds the criteria.
<b>Change Room 2</b>	50	49	0	Below the criteria.
<b>Change Room 3</b>	50	0	50	Meets the criteria.
<b>Change Room 4</b>	50	0	50	Meets the criteria.
<b>First Aid Room</b>	10	0	10	Meets the criteria.
<b>Umpire Room</b>	10	6	4	Meets the criteria.
<b>Plant Room</b>	6	5	1	Meets the criteria.
<b>Comms Room</b>	6	0	6	Meets the criteria.
<b>Cleaners Room</b>	6	5	1	Meets the criteria.

<b>Bin Store</b>	10	0	10	Meets the criteria.
<b>Circulation and Structure</b>	65	35	74	Exceeds the criteria.
<b>Verandah / Covered Areas</b>	200	170	30	Meets the criteria.
<b>Total</b>	<b>805</b>	<b>550</b>	<b>319</b>	Meets the criteria.

Option 2 meets most of the needs in the functional specification. However, the size of the facility exceeds the criteria by approximately 64sqm. Due to the requirements for utilising the existing facility as a base footprint, to meet the minimum criteria, there is a risk the final outcome could result in an in-efficient design, over-supply of built form area and lead to increased construction costs.

### 4.2.2 Benefits

This option has the potential to facilitate the following:

- Primary needs of Functional Specifications are met through the existing and expanded facility;
- Flexible alfresco and public seating areas;
- Integration with landscaping and opportunities for enhanced landscaping; and
- Provides a potentially lower cost option than Option 1.

### 4.2.3 Disbenefits

When considering Option 2, the following items need further consideration:

- Any work on the existing building will trigger statutory upgrades or potentially identify unknown latent conditions that could significantly increase construction costs;
- The utilisation of the existing facility to expand and meet the minimum requirements risks a compromised design outcome that could lead to further renewal work being required in the medium term future;
- Although the existing building is structurally sound, it is unknown how much structural alternation would be required to accommodate the required expansion footprint – This comes with risk of time and cost and cannot be determined until further design work commences. If major structural changes are identified during the design phase, it is likely to result in an increase in the construction costs above what is currently estimated for this option; and
- If alterations to the existing structure were restricted then the design may be compromised and may not meet all the primary needs of Functional Specifications for future growth of the clubs.

### 4.2.4 Timeframes

A full project schedule will be developed as part of the next stage of the project; however, indicative timings based on project milestones, resourcing and funding are listed below:

Milestone	Start	Finish
Business Case	Nov 2023	Sep 2024
Design Phase	Jan 2025	Apr 2026
Procurement	May 2026	Aug 2026
Construction	Sep 2026	Dec 2027

#### 4.2.5 Cost

The table below provides a broad breakdown of the estimated costs in relation to construction, escalation, allowances, professional fees, and contingencies.

Cost Item	Cost \$
Building	2,399,075
External Works & Landscaping	486,445
Site Services	380,000
Contingency	687,000
Escalation (up to Jan 2026)	443,000
Professional Fees	424,000
Other Costs	242,000
Public Art	40,000
<b>Total</b>	<b>5,101,520</b>

#### 4.2.6 Issues

When considering Option 2, the following matters will need to be addressed:

Issue	Issue Description
<b>Building Limitations</b>	This option relies on the existing layout of the building and there will need to be clever design solutions and/or compromises when working with existing structure. Some of the primary needs may not be met due to the limitation of the existing building layout.
<b>Unknown Conditions</b>	This option relies on existing structure –It is unknown how much structural alternation would be required to accommodate the required expansion footprint – This comes with increased risk of time and cost blow-out and cannot be accurately determined until further design or construction work commences. If major structural changes are identified during the design phase, it is likely to result in an increase in the construction costs above what is currently estimated for this option.

#### 4.2.7 Option Related Risks

Category	Description	Rating	Treatment
<b>Financial</b>	After further design development, the cost for construction increases.	H	If project contingency funds are insufficient, seek increase through budget

			review process or undertake value engineering
<b>Reputational</b>	Stakeholder dissatisfaction due to a compromised design outcome resulting from utilising the existing building footprint	H	Engage with stakeholders early and often during the design phase to ensure needs are met.
<b>Reputational</b>	Reputational damage from potential misinformation or unclear expectations.	H	Develop a project communication plan as part of the Set-Up phase to support the design development, documentation, and delivery.
<b>Project / financial</b>	Unable to work with the existing structure of the building.	E	Consult with a structural engineer throughout design phase and include a hold point to reconsider Option 1 as the preferred option.

## 4.3 Option 3 – Minor Refurbishment

### 4.3.1 Option Summary

Option 3 provides a low intervention scenario. This option involves only modifying the existing building to accommodate minor renewal works. This scenario would address the primary current needs within the limitations of the existing structure. The items this will address are:

- A functional kitchen;
- Gender neutral change rooms; and
- Additional storage.

This is the cheapest option, however it does not address the project drivers and project objectives and will only provide a short-term solution to the current issues.

Option 3 would provide a facelift to the existing amenity and create a kitchen space that is more suitable for use, however it will not address issues of space, storage or additional facility requirements.

The below table compares the review recommendations with the outcomes of the option:

Area	Functional Spec (sqm)	Existing Area (sqm)	Comments
<b>Club Function Room</b>	120	79	Does not meet the criteria
<b>Foyer</b>	0	21	Not in criteria
<b>Club Office</b>	12	0	Does not meet the criteria
<b>Meeting Room 1</b>	20	20	Meets the criteria.
<b>Internal Storage 1 – Function Area</b>	12	12	Meets the criteria.

<b>Internal Storage 2 – Sports Equip</b>	30	12	Does not meet the criteria
<b>Kiosk / Kitchenette</b>	25	18	Does not meet the criteria
<b>Kitchen Storage</b>	10	0	Does not meet the criteria
<b>External Storage – Sports Equip</b>	25	25	Meets the criteria.
<b>Public Male Toilets</b>	15	7	Does not meet the criteria
<b>Public Female Toilets</b>	15	9	Does not meet the criteria
<b>UAT</b>	8	6	Does not meet the criteria
<b>Public Male Toilets - External</b>	0	6	Not in criteria
<b>Public Female Toilets – External</b>	0	9	Not in criteria
<b>UAT - External</b>	0	5	Not in criteria
<b>Change Room 1</b>	50	51	Exceeds the criteria.
<b>Change Room 2</b>	50	49	Below the criteria.
<b>Change Room 3</b>	50	0	Does not meet the criteria
<b>Change Room 4</b>	50	0	Does not meet the criteria
<b>First Aid Room</b>	10	0	Does not meet the criteria
<b>Umpire Room</b>	10	6	Does not meet the criteria
<b>Plant Room</b>	6	5	Does not meet the criteria
<b>Comms Room</b>	6	0	Does not meet the criteria
<b>Cleaners Room</b>	6	5	Does not meet the criteria
<b>Bin Store</b>	10	0	Does not meet the criteria

<b>Circulation and Structure</b>	65	35	Does not meet the criteria
<b>Verandah / Covered Areas</b>	200	170	Does not meet the criteria
<b>Total</b>	<b>805</b>	<b>550</b>	Does not meet the criteria

Option 3 does not meet most of the needs in the functional specification.

### 4.3.2 Benefits

This option has the potential to facilitate the following:

- This option has the lowest upfront capital cost of the three options;
- It will meet the immediate needs to support current club operations; and
- Limited risk with existing structure due to minimal building intervention.

### 4.3.3 Disbenefits

When considering Option 3, the following items need further consideration:

- Does not meet the majority of the needs of Functional Specifications for future growth of the clubs;
- Does not provide access to general public through additional bookable spaces;
- Does not provide flexible alfresco or public seating areas;
- Does not provide integration with landscaping and opportunities for enhanced landscaping;
- Does not address the renewal requirements of the building in the medium or long term future; and
- Any work on the existing building may trigger statutory upgrades or identify unknown latent conditions that could significantly increase construction costs.

### 4.3.4 Timeframes

A full project schedule will be developed as part of the next stage of the project; however, indicative timings based on project milestones, resourcing and funding are listed below:

<b>Milestone</b>	<b>Start</b>	<b>Finish</b>
<b>Business Case</b>	Nov 2023	Sep 2024
<b>Design Phase</b>	Jan 2025	Sep 2025
<b>Procurement</b>	Oct 2025	Feb 2026
<b>Construction</b>	Mar 2026	Dec 2026

### 4.3.5 Cost

The table below provides a broad breakdown of the estimated costs in relation to construction, escalation, allowances, professional fees, and contingencies.

<b>Cost Item</b>	<b>Cost \$</b>
<b>Building</b>	869,825
<b>External Works &amp; Landscaping</b>	89,970
<b>Site Services</b>	0
<b>Contingency</b>	202,000
<b>Escalation (up to Jan 2026)</b>	130,000
<b>Professional Fees</b>	125,000
<b>Other Costs</b>	72,000
<b>Public Art</b>	12,000
<b>Total</b>	<b>1,500,795</b>

### 4.3.6 Issues

When considering Option 3, the following matters will need to be addressed:

<b>Issue</b>	<b>Issue Description</b>
<b>Building Limitations</b>	This option relies on the existing layout of the building – A minor refurbishment will only address cosmetic fixes within the existing building footprint.
<b>On-going Renewal Costs</b>	There are several medium-term renewal items identified for the future of the PPCC, such as the replacement of the roof, external walls, internal walls, plumbing, and electrical services. This option would not address these on-going maintenance items unless the scope was expanded to include these which would result in increased costs.  Although this is the cheapest option, it is likely that further time and cost will be spent on the facility in the foreseeable future.
<b>Unknown Conditions</b>	The process will require an engineer's assessment of the existing structure and services. Adequate contingency funds will be required to deal with potential issues.
<b>User Expectations</b>	The minimal intervention approach for this option will limit the ability for clubs to grow to meet future demand. This will require the City to consider a longer-term plan to redevelop the facility to cater to this growth in the future.

### 4.3.7 Option Related Risks

<b>Category</b>	<b>Description</b>	<b>Rating</b>	<b>Treatment</b>
-----------------	--------------------	---------------	------------------

<b>Reputational</b>	Reputational damage from City endorsing option that was least preferred by the community.	M	Develop a project communication plan as part of the Set-Up phase to support the design development, documentation and delivery.
<b>Financial</b>	Potential issues within the existing services that may increase costs to the project during the design phase.	M	Detailed audit of existing services at initial design phase and ensure sufficient contingency fund exists to address latent conditions.

## 4.4 Option Analysis Summary

The following matrix presents a side-by-side comparison between all identified options:

Legend	
●	Meets few or none of the criteria
●	Meets some of the criteria
●	Meets most or all the criteria

Criteria	Option 1	Option 2	Option 3
<b>Project Drivers</b>	●	●	●
<b>Project Objectives</b>	●	●	●
<b>Scope items</b>	●	●	●
<b>Design</b>	12 Months	16 Months	9 Months
<b>Procurement</b>	4 Months	4 Months	4 Months
<b>Construction</b>	14 Months	16 Months	10 Months
<b>Indicative Timeframe</b>	<b>30 Months</b>	<b>36 Months</b>	<b>23 Months</b>
<b>Construction</b>	\$3,366,300	\$2,399,075	\$869,825
<b>External Works</b>	\$964,900	\$486,445	\$89,970
<b>Site Services</b>	\$587,000	\$380,000	\$0
<b>Other Costs and Escalation</b>	\$2,893,000	\$1,836,000	\$541,130
<b>Opinion of Probable Cost</b>	<b>\$7,811,000</b>	<b>\$5,102,000</b>	<b>\$1,501,000</b>
<b>Maintenance &amp; operating per annum (3%)</b>	\$100,989	\$71,972	\$26,095
<b>Renewal first 10 years*</b>	\$0	\$214,842	\$1,173,040
<b>Lighting Upgrades (Provisional Sum)</b>	\$700,000	\$700,000	\$700,000
<b>Ranking</b>	1	2	3

*\*Figures based on works required identified in Life Cycle Cost Analysis that are not included in the option scope*

## 4.5 Recommended Option Summary

Option 1 – Rebuild New Facility is the recommended approach for the Peet Park Community Centre Redevelopment Project.

The key reasons for this recommendation include:

### Meeting User Needs

It is unlikely that the required building modifications could be undertaken to accommodate all or most of the primary user needs without a full demolition. The extent of development required to service the needs of the sports is substantial and unlikely to be functionally adaptable to the current facility.

Advice from OPG is that if the cost of modification is greater than 70% of the cost of new development, a new facility is recommended to address all functional deficiencies, increase opportunity for the wider community and provide a more sustainable long-term solution.

### Increased Community Access

Unlike other community centres in the City, PPCC does not provide external bookable space. Option 1 would allow for a design process that incorporates the broader needs of the community to incorporate multi-use bookable space that is accessible to the wider community. This is unlikely to be achievable in Option 2 or 3 due to spatial limitations or design compromises required.

This also provides an opportunity for the City to provide an additional revenue stream for the facility as designated bookable space which can be used as an additional income generator.

### Strategic Alignment

Option 1 has the strongest strategic alignment to the City's current suite of strategies and implementation plans. Specifically, regarding the:

- Asset Strategy;
- Recreation Strategy;
- Strategic Community Plan; and
- Asset Condition Report.

The current buildings lack of cohesion and poor layout have a significant impact on the future proofing and design option limitations. As outlined in Section 3.2 these shortcomings will limit any renovation's longevity as it is likely that additional work will be required to meet the project needs of the site.

The stronger design outcomes, future proofing, and the cost ratio of less than 30% places Option 1 as the choice with the strongest strategic alignment.

### Structure

Option 2 would require significant structural changes in seeking to meet current Facility Specification. This approach has a significant level of risk associated with it and is likely to result in a cost that is closer in value to a new build but will likely result in a compromised design that does not meet the stakeholder or community needs.

A full rebuild would reduce any risk associated with existing conditions of the site, as well as provide a building with a useful life of 50+ years.

Option 3 does not require as much structural intervention as Option 2; however, it would not address any future renewal requirements associated with roofing, walls or services and if these were to be included it would significantly increase the costs.

### **Services**

Due to the age of the building, it is likely that all services will need replacing and upgrading to ensure they are compliant and are fit-for-purpose. Typically, where buildings have been constructed prior to 2006, a full replacement of services is recommended unless investment has been made in upgrading since that year.

A new build would ensure that all services are modernised and efficiently designed to reduce maintenance and operational cost burdens on both the City and the users during the operational life of the build.

Option 2 and Option 3 would require an assessment of the current services, and if not suitable would require replacement and therefore would increase costs.

### **Footprint consolidation**

The site is currently inefficient with amenity shared across the buildings and a lack of alignment of function room toilets, changing room showers/toilets, and public toilets. The current number of detached buildings on site is inefficient and potentially adds to perceived issues associated with substandard passive security. The ideal solution would be to co-locate infrastructure within one manageable building that can meet the needs of a variety of sports and community recreation requirements of the site.

While the current building is well maintained and appears structurally sound, the design issues are significant and are unlikely to be addressed without a complete redevelopment.

Footprint consolidation of all buildings will open-up additional useable space for passive recreation, additional amenity or increased building footprint for other uses such as bookable community space.

### **Project Complexity**

Option 1 presents a simpler project delivery method than Option 2. A ground up approach to design and construction ensures that all the user's needs can be addressed through a collaborative design stage and construction works are unlikely to be impeded or delayed by unknown site conditions.

Option 1 also allows the City to give the clubs assurances on timeframes and re-location into transportable facilities as the delivery method and timeframe will be established at the point of final design.

## 5. Project Plan

### 5.1 Scope of Works

The project scope of works details the next steps required to realise Option 1 including the full implementation and delivery of the project. The relevant activities have been defined according to their respective phases outlined below:

#### **Project Development Phase:**

- Prepare a comprehensive Project Management Plan (PMP) setting out project process, tasks and information to manage scope, stakeholders, cost, time, resources, procurement, records, risks and reporting;
- Establish a project management structure and staff resources to govern the project and facilitate engagement and project work;
- Prepare and implement a Stakeholder Communications Strategy/Plan, Risk Management Plan, Issues Register, Project Cost Worksheet, Schedule and Reporting framework;
- Identify required services to be provided by external consultants and prepare relevant documentation (briefs and requests for quotation) to facilitate their engagement;
- Prepare a design package that satisfies all the technical, structural, spatial, and aesthetic requirements for the construction of the infrastructure;
- Prepare cost estimates at the detailed design and pre-tender stages; and
- Prepare a detailed project schedule setting out key project activities and milestones.

#### **Project Implementation Phase:**

- Prepare an updated Project Management Plan setting out the key areas of project management required to implement the project;
- Review/update the project governance framework to guide and manage the project through the Implement Phase;
- Update the Risk Management Plan relevant to implement/construction phase of the project;
- Review/update the external resources (technical consultants) required for the implement/construction phase of the project;
- Review/update the Stakeholder and Communications Management Plan;
- Initiate a Request for Tender and required approvals to implement the capital works; and
- Manage the time, cost, issues, and risk aspects of the project, along with regular project reporting and stakeholder management.

#### **Project Close-Out Phase:**

- Close out the project activities in accordance with the City Project Management Framework, prepare and issue final certificate, follow-up with a formal lesson learned workshop.

### 5.2 Project Area

The project area consists of the following:

- Peet Park Community Centre;
- Public Toilets and Umpire Change Rooms;

- Peet Park Reserve Floodlighting;
- Immediate associated landscaping;
- Peet Park External Storage; and
- Potentially the oval alignment.

The project area excludes:

- Cricket Nets;
- Synthetic Cricket Wickets; and
- Playground.



Figure 3: Project Area

### 5.3 Dependencies

Option 1 is dependent on the following:

- The completion of the Western Power works;
- CSRFF Future Planning Grant application (in progress); and
- Prioritisation of funding in the Long-Term Financial Plan.

### 5.4 Assumptions

Assumptions made when considering Option 1 include:

- No significant objections are received to the final design that would fundamentally alter the recommended option;

- Change in market conditions and price escalations are within the project’s contingency planning as per Section 5.7; and
- Funding is approved in the Long-Term Financial Plan aligned to the construction schedule.

## 5.5 Exclusions

Option 1 excludes the following elements:

- Upgrades to the cricket Nets;
- Changes to the synthetic cricket wickets; and
- Upgrades to the playground.

## 5.6 Risk Assessment (Project Related Risk)

Category	Description	Rating	Treatment
<b>Projects</b>	Delays with Western Power upgrade resulting in delays to delivery of construction works.	L	On-going engagement with Western Power to track upgrade progress.
<b>Projects</b>	Key elements of scope to fulfill required outcomes are not defined, project does not fulfill expected outcomes.	L	Project Working Group includes key service deliver stakeholders. Ensure Scope is well-defined and documented and that it meets Project Brief. Key functional aspects are defined as standards by key governing bodies.
<b>Projects</b>	Scope Creep - additional requirements / expectations are added to the scope by stakeholders.	M	Project Management processes for change management: Project Manager to critically review all proposed adjustments/change requests to determine if essential or desirable. Project manager is point of contact between stakeholder groups and superintendent.
<b>Project</b>	Poor quality design lacks features.	L	Engage suitably experienced contractors to provide input and check Consultant's work. Client / stakeholder review of detailed design and documentation.
<b>Project</b>	Unknown services/assets influence final detailed design and documentation	L	Services are fully scoped and documented prior to design being progressed.

			Establish Change Management process as part of Set-Up Phase.
<b>Project</b>	The implementation of the project does not achieve all of the objectives outlined in the business case	H	Establish an outcomes measurement approach in the Project Management Plan to establish baseline acceptable standards for implementation.
<b>Financial</b>	After further design development, the cost for construction and/or long-term maintenance increases.	H	Identify the City's maximum capacity and threshold tolerances for maintenance. If project contingency funds are insufficient, seek increase through budget review process.
<b>Projects</b>	Geotechnical risks, e.g., the discovery of further geotechnical factors may influence the design and or the construction of the replacement infrastructure.	H	Undertake detailed technical studies required to inform the detailed design as part of the design development process.
<b>Financial</b>	Cost increases.	H	Allow for contingency in the project budget. If project contingency funds are insufficient, seek increase through budget review process or adjust the project scope.

## 5.7 Project Costs

The Opinion of Probable Costs associated with the design and delivery for the project during the Set-Up and Implement phases are estimated below:

<b>Cost Item</b>	<b>Opinion of Probable Cost \$</b>
<b>Building</b>	3,366,300
<b>External Works &amp; Landscaping</b>	964,900
<b>Site Services</b>	587,000
<b>Contingency</b>	1,034,000
<b>Escalation (up to Jan 2026)</b>	678,000
<b>Professional Fees</b>	649,000
<b>Other Costs</b>	471,000
<b>Public Art</b>	61,000
<b>Project Total</b>	<b>7,811,200</b>
<i>Lighting Upgrades</i>	<i>700,000</i>
<b>Total Costs</b>	<b>8,511,200</b>

The costs are anticipated to be required across the following financial years:

<b>Costs</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>Total</b>
<b>Consultancy</b>	\$455,000	\$194,000	-	-	\$649,000
<b>Construction</b>	-	\$1,023,170	\$6,139,030	-	\$7,162,200
<b>Light Upgrades</b>		\$700,000			\$700,000
<b>Total Cost</b>	<b>\$455,000</b>	<b>\$1,917,170</b>	<b>\$6,139,030</b>	<b>-</b>	<b>\$8,511,200</b>

## 5.8 Project Funding

This business case proposes that a programme of funding for the project be provisioned over the following financial years:

<b>(\$000s)</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>Total</b>
<b>Approved Budget</b>	112	-	-	-	112
<b>Approved Grants**</b>	-	-	-	-	-
<b>Approved LTFP*</b>	258	542	2,265	1,177	4,242
<b>Total Funding</b>	370	542	2,265	1,177	4,354
<b>Total Costs</b>	455	1,917	6,139	-	8,511
<b>Funding Deficit</b>	<b>85</b>	<b>1,375</b>	<b>3,874</b>	<b>(1,177)</b>	<b>4,157</b>

\*Funds are approved in the City's Long Term Financial Plan and will be reallocated to align with the construction milestones during the Annual Budget process.

\*\*Grant funding has been applied for through CSRFF Future Planning Grant

## 5.9 Resource Management Plan

A Project Delivery Coordinator has been allocated to manage this project equating to 0.2FTE available.

Internal Project Management resources are capitalised to the project.

## 5.10 Communications & Stakeholder Management

Stakeholder consultation has occurred during the options and business case stage of this project. This engagement was performed by OPG and specifically targeted the needs of the current users. These findings have been used to develop the Functional Specification and needs assessment. Further details of this process can be found in Section 1 of Attachment 1.

Consultation with key stakeholders will be undertaken to ensure an appropriate design is developed with all user needs in mind. A stakeholder and communications plan will be developed to inform the implementation phase of the project.

## 5.11 Work Breakdown Structure

A detailed view of lighting upgrade activity is tabled below:

Activity	Indicative Start	Indicative Duration
Lighting Plan and Costings	Aug 2024	2 Months
CSRFF Future Planning Grant Application	Aug 2024	2 Months
Business Case Endorsed	24 Sep 2024	-
CSRFF Future Planning Grant Due	30 Sep 2024	-
Annual Budget Submissions 25/26	Feb 2025	4 Months
Procurement – Design & Construct Lighting	Mar 2025	4 Months
Ordinary Council Meeting	Jun 2025	-
Contract Award	Jul 2025	1 Month
Lighting Supply and Install	Aug 2025	5 Months
Practical Completion	Dec 2025	1 Month

A detailed view of Community Centre upgrade activity is tabled below:

Stage / Activity	Indicative Start	Indicative Duration
CSRFF Future Planning Grant Application	Aug 2024	2 Months
Business Case Endorsed	24 Sep 2024	-
CSRFF Future Planning Grant Due	30 Sep 2024	-
<b>Design Development</b>		
Procurement – Design Consultant	Oct 2024	3 Months
Concept Development	Jan 2025	4 Months
Annual Budget Submissions 25/26	Feb 2025	4 Months
Design Development	May 2025	5 Months
Detailed Design and Documentation	Oct 2025	3 months
<b>Procurement</b>		
Procurement – Superintendent	Jan 2026	2 Months
Procurement – Contractor	Jan 2026	4 Months
Annual Budget Submissions 26/27	Feb 2026	4 Months
Ordinary Council Meeting	Apr 2026	-

## Attachment 12.2.1 Project Business Case

Contract Award	May 2026	1 Month
<b>Construction</b>		
Commence Construction	May 2026	13 Months
Practical Completion	Jun 2027	1 Month
<b>Close-out</b>		
Defects Liability Period	Jun 2027	12 Months
Final Certificate	Jun 2028	1 Month
Project Close	Jul 2028	3 Months

## 6. Document Approvals

### 6.1 Review

Document review and sign-off

Project Role	Signature
<b>Project Sponsor</b>	Review and approved 21/08/2024

### 6.2 Authorisation

Document review and sign-off

Project Role	Endorsement
<b>OLT (if required)</b>	Issued for Review 16/08/2024
<b>ELT (if required)</b>	Issued for Review 19/08/2024
<b>Council (if required)</b>	Issued for Endorsement 24/09/2024

## 12.3 Accounts for Payment August 2024

Voting Requirement	:	Simple Majority
Subject Index	:	54/007 - Creditors Payment Authorisations
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

### Council role

**Executive** The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

### Purpose of report

To present to Council the list of expenditure paid for the period 1 August 2024 to 31 August 2024 under delegated authority.

### Summary and key issues

A list of payments is presented to the Council each month for confirmation and endorsement in accordance with the *Local Government (Financial Management) Regulations 1996 (WA)*.

#### Officer Recommendation

That the Authorised Payment Listing for August 2024 as provided under Attachment 12.3.1 be received.

### Location

Not applicable.

## Consultation

There has been no specific consultation undertaken in respect to this matter.

## Strategic Community Plan implications

In accordance with the 2020–2040 Strategic Community Plan:

### Key Performance Area: Performance

**Outcome:** 10. Effective leadership, governance and financial management.

**Outcome:** 11. A happy, well informed and engaged community.

## Policy implications

There are no policy implications associated with this report.

## Statutory environment

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

“If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared:

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.”

(3) A list prepared under sub regulation (1) is to be presented to Council at the next ordinary meeting of Council after the list is prepared; and recorded in the minutes of that meeting.

Regulation 13A of the *Local Government (Financial Management) Regulations 1996 (WA)* effective from 1 September 2023 states:

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —

- (a) the payee’s name;
  - (b) the amount of the payment;
  - (c) the date of the payment;
  - (d) sufficient information to identify the payment.
- (2) A list prepared under subregulation (1) must be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

## Background

Council has delegated to the Chief Executive Officer under Delegation 1.1.18 to make payment from the Municipal and Trust Fund account. In accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996 (WA)*, where this power has been delegated, a list of payments each month is to be compiled and presented to Council.

## Report

The following summary of payments are recommended for confirmation and endorsement.

Payment type	Payment reference	\$
<b>Municipal Fund Cheques</b>	788886-788887	480.05
<b>Municipal Fund EFTs</b>	EF091602-EF092088	4,659,022.88
<b>Municipal Fund Payroll</b>	August 2024	2,346,662.12
<b>Trust Fund EFT</b>	EF091663-EF091665	32,335.62
<b>Total Payments for August 2024</b>		<b>7,038,500.67</b>

A copy of the Authorised Payment Listing is included as Attachment 12.3.1.

## Financial implications

All expenditure included in the Authorised Payment Listing is in accordance with Council's Annual budget.

## Environmental implications

There are no environmental implications associated with this report.

## Social implications

There are no social implications associated with this report.

## Attachment details

Attachment No and title
1. August 2024 Payments [ <b>12.3.1</b> - 8 pages]

# Attachment 12.3.1 August 2024 Payments



City of Belmont					
Accounts for Payment - August 2024					Compiled : 30/08/24 16:56
Pmnt Ref	Date	CR Code	Supplier	Pmnt Amnt	Description
<b>Contractors</b>					
EF091605	02/08/24	00501	Infor Global Solutions (ANZ) Pty Ltd	3,498.00	Computer Software Maintenance - Pathway Migration
EF091607	02/08/24	00707	LoGo Appointments	7,182.46	Labour/Personnel Hire
EF091609	02/08/24	00859	Cannington Mazda( Prev Parkland Mazda)	38,780.30	Plant Purchase - FL78 Planning
EF091613	02/08/24	01393	Comestibles	3,500.00	Catering/Catering Supplies
EF091616	02/08/24	01831	Mow Master Turf Equipment	262.90	Plant Parts & Repairs
EF091621	02/08/24	02216	Western Australia Police	17.00	Volunteer National Police Check - June 2024
EF091623	02/08/24	03684	Univerus Software Pty Ltd	34,484.74	Computer Software Maintenance - License Fee 2024/2025
EF091626	02/08/24	04026	HK Calibration Technologies Pty Ltd	627.00	Plant Parts & Repairs
EF091627	02/08/24	04106	Effects Picture Framing	1,115.00	Photography/Framing Expenses
EF091628	02/08/24	04137	Greive Panelbeaters	398.26	Plant Parts & Repairs
EF091629	02/08/24	04276	Safe 4 Kids Australia Pty Ltd	675.00	Library Presentation - Cyber Safety Lessons
EF091631	02/08/24	04454	FM Contract Solutions Pty Ltd	892.62	Auditing of Client Sites - June 2024
EF091635	02/08/24	05133	Nami Osaki t/as namisaroom	600.00	Library Presentation - Bubble Tea Workshop
EF091637	02/08/24	05283	IRP Pty Ltd	4,972.88	Labour/Personnel Hire
EF091641	02/08/24	05944	Delron Cleaning Pty Ltd - Ventia	38,565.58	Cleaning Services - Various Locations
EF091642	02/08/24	06056	Artisan Alley Pty Ltd T/as Gather Foods	2,674.10	Catering/Catering Supplies - NAIDOC
EF091643	02/08/24	06164	Brianology	265.00	Electrical Contractor
EF091644	02/08/24	06188	Cannington Retraivision	316.80	Electrical Goods
EF091645	02/08/24	06293	Freo Fire Maintenance Services Pty Ltd	1,848.00	Fire Equipment/Service
EF091648	02/08/24	06592	Grosvenor Engineering Group	525.36	Electrical Contractor - Various Locations
EF091649	02/08/24	06608	Robert Walters Pty Ltd	2,176.53	Labour/Personnel Hire
EF091650	02/08/24	06691	Wood Recruitment Pty Ltd	2,114.64	Labour/Personnel Hire
EF091653	02/08/24	06751	HFM Asset Management	1,551.00	Building Maintenance - Licensing Fee
EF091655	02/08/24	06869	Shine on Arts	1,665.00	Music/Entertainment Expenses - NAIDOC
EF091669	09/08/24	00390	Landgate	723.40	Title Searches - GRV's Metro & Fesa
EF091670	09/08/24	00412	Dowsing Group Pty Ltd	17,842.44	Concrete Contractor - Profiling and Concrete Various Locations
EF091672	09/08/24	00608	Programmed Skilled Workforce Ltd	4,216.87	Labour/Personnel Hire
EF091673	09/08/24	00707	LoGo Appointments	3,747.14	Labour/Personnel Hire
EF091674	09/08/24	00815	New Town Toyota	50.05	Plant Parts & Repairs
EF091676	09/08/24	00855	Pacific Biologics Pty Ltd	8,767.00	Pest Control - COB
EF091678	09/08/24	01243	WARP Pty Ltd	1,661.21	Traffic Control - Various Locations
EF091686	09/08/24	02629	Paperbark Technologies Pty Ltd	7,125.00	Professional Fees - Arbor Assessments
EF091687	09/08/24	02844	Chandler Macleod Group Ltd	4,024.29	Labour/Personnel Hire
EF091688	09/08/24	02958	Yoshino Sushi	74.79	Catering/Catering Supplies
EF091693	09/08/24	04067	Taylor Burrell Barnett	27,560.50	Professional Fees - Golden Gateway
EF091694	09/08/24	04580	Brenda Greenfield	500.00	Music/Entertainment Expenses - Pioneer Lunch
EF091698	09/08/24	05283	IRP Pty Ltd	2,754.40	Labour/Personnel Hire
EF091699	09/08/24	05336	West-Sure Group Pty Ltd	546.32	Security Services
EF091702	09/08/24	05493	Dapth	2,007.50	Computer Software Maintenance - Website Support
EF091703	09/08/24	05576	NPB Security Australia	190.68	Security Services
EF091706	09/08/24	06056	Artisan Alley Pty Ltd T/as Gather Foods	1,043.35	Catering/Catering Supplies
EF091707	09/08/24	06094	Boyan Electrical Services	3,440.20	Electrical Contractor
EF091709	09/08/24	06282	Dell Financial Services Pty Ltd	6,259.37	Plant/Equipment Hire - July 2024
EF091710	09/08/24	06304	Prestige Property Maintenance	22,198.00	Tree Planting & Watering - Various Parks
EF091711	09/08/24	06452	INSPECWEST PTY LTD	15,950.00	Building Inspection - ILU
EF091712	09/08/24	06506	Midland Camera House	19.95	Photography/Framing Expenses
EF091713	09/08/24	06528	Diplomatik Pty Ltd	4,652.82	Professional Fees - Recruitment Services
EF091714	09/08/24	06602	Perth Symphony Orchestra	10,428.00	Music Entertainment - Winter Warmers
EF091715	09/08/24	06608	Robert Walters Pty Ltd	2,226.26	Labour/Personnel Hire
EF091716	09/08/24	06619	Baaz Security Services Pty Ltd	3,212.00	Security Services - Event
EF091717	09/08/24	06623	Glen Flood Group Pty Ltd T/as GFG Consulting	4,952.07	FQGO Customer Service Officer
EF091718	09/08/24	06674	LG Solutions Pty Ltd	21,945.00	Professional Fees - Financial Reporting Templates & Cloud Licence Fee
EF091719	09/08/24	06691	Wood Recruitment Pty Ltd	2,349.60	Labour/Personnel Hire
EF091724	09/08/24	06773	Evolve Talent	6,526.11	Labour/Personnel Hire
EF091725	09/08/24	06816	Jacob Kotzee	2,100.00	Library Presentation - Creative Clinic Workshop
EF091726	09/08/24	06827	Murray Hall	130.00	Library Presentation - Author Talk
EF091727	09/08/24	06892	Joseph-Kirirangi Jinan Dodd	1,350.00	Community Art Classes - YMCA Workshop
EF091734	16/08/24	00118	Australia Post	15,001.87	Postage
EF091737	16/08/24	00230	Jackson McDonald	693.00	Legal Expenses
EF091740	16/08/24	00608	Programmed Skilled Workforce Ltd	5,518.27	Labour/Personnel Hire
EF091741	16/08/24	00707	LoGo Appointments	4,824.77	Labour/Personnel Hire
EF091744	16/08/24	01002	RAC Businesswise Vehicle Breakdowns	88.00	Plant Parts & Repairs
EF091749	16/08/24	01393	Comestibles	10,006.32	Catering/Catering Supplies
EF091750	16/08/24	01507	The Pressure King	1,567.50	Graffiti Removal - Various Location
EF091752	16/08/24	01773	Industrial Biomedical Electronic Services	533.50	Electrical Contractor
EF091753	16/08/24	01908	Urban Development Institute of Australia WA	552.00	Conference Expenses
EF091757	16/08/24	02844	Chandler Macleod Group Ltd	6,589.38	Labour/Personnel Hire
EF091759	16/08/24	03498	Talis Consultants Pty Ltd	5,370.75	Professional Fees - Belmont Belvidere Street - Consultancy
EF091760	16/08/24	04002	Ray White Urban Springs	4,397.53	Professional Fees - Property Maintenance
EF091762	16/08/24	04120	Randslad Pty Ltd	9,618.40	Labour/Personnel Hire
EF091764	16/08/24	05181	Aloft Hotel Perth	6,273.00	Catering/Catering Supplies
EF091765	16/08/24	05283	IRP Pty Ltd	8,004.21	Labour/Personnel Hire
EF091767	16/08/24	05567	Elmo Software Limited	23,386.84	Computer Software Maintenance - Annual Licence Fee
EF091768	16/08/24	05731	Keys The Moving Solution	1,116.59	Removalists - Cabinet Removal
EF091770	16/08/24	05819	Ritz Drycleaners	116.00	Cleaning Services
EF091771	16/08/24	05838	Petstock Pty Ltd	108.94	Pound Expenses
EF091772	16/08/24	06160	SEEK Limited	1,719.52	Advertising
EF091773	16/08/24	06203	Nqala Boodja Aboriginal Land Care	6,721.65	Maintenance of Natural Areas COB
EF091774	16/08/24	06211	Urbii Consulting Pty Ltd	8,800.00	Professional Fees - Planning - Abernethy Road Zone 2
EF091775	16/08/24	06260	Simon Van'yai - Taiko On	770.00	Music/Entertainment Expenses - Avon Descent
EF091779	16/08/24	06512	Polished Off WA	379.50	Painting Contractor
EF091780	16/08/24	06527	Jurovich Surveying	24,123.00	Survey Expenses - Belvidere Street
EF091781	16/08/24	06528	Diplomatik Pty Ltd	4,131.77	Professional Fees - Recruitment Services
EF091782	16/08/24	06592	Grosvenor Engineering Group	5,565.41	Electrical Contractor - Various Locations
EF091783	16/08/24	06608	Robert Walters Pty Ltd	2,261.60	Labour/Personnel Hire

# Attachment 12.3.1 August 2024 Payments

Pmnt Ref	Date	CR Code	Supplier	Pmnt Amt	Description
EF091784	16/08/24	06689	Holborne Lenhoff Massey	220.00	Legal Expenses
EF091785	16/08/24	06773	Evolve Talent	6,357.09	Labour/Personnel Hire
EF091786	16/08/24	06789	TC & Sons Enterprise T/A ME Fire Solutions	170,489.00	Fire Equipment/Service - Oasis Fire Hydrant Upgrade
EF091787	16/08/24	06829	Fenix Structural Engineers Pty Ltd	8,800.00	Professional Fees - Ops Centre Structural Inspection
EF091789	16/08/24	06863	Kleen Slate Services	685.00	Cleaning Services
EF091791	16/08/24	06904	Made 4 You-Prints and Designs	52.00	Printing
EF091809	23/08/24	00230	Jackson McDonald	4,143.15	Legal Expenses
EF091811	23/08/24	00346	Action Couriers	26.54	Courier Service
EF091812	23/08/24	00394	Child & Adolescent Health Service - Dept of Health WA	721.86	Immunisation Expenses - July 2024
EF091813	23/08/24	00442	Dial Before You Dig Australia	440.00	Membership Fee
EF091814	23/08/24	00608	Programmed Skilled Workforce Ltd	4,585.06	Labour/Personnel Hire
EF091815	23/08/24	00707	LoGo Appointments	2,370.06	Labour/Personnel Hire
EF091817	23/08/24	01006	Ron Fullers Air	440.00	Plant Parts & Repairs
EF091818	23/08/24	01122	Department of Biodiversity, Conservation and Attractions	16,500.00	Garvey Park - Interpretation Node Project
EF091820	23/08/24	01353	Aurion Corporation Pty Ltd	7,260.00	Computer Software Maintenance - Time Keeper Assistance
EF091822	23/08/24	02393	Zipform Pty Ltd	35,680.74	Postage - Rates Notice
EF091823	23/08/24	02458	Technology One Ltd	468,758.48	Computer Software Maintenance - Technology One Annual Support
EF091824	23/08/24	02837	GLG Greenlife Group	10,168.66	Verge Mowing - Various Parks
EF091825	23/08/24	02844	Chandler Macleod Group Ltd	3,439.52	Labour/Personnel Hire
EF091829	23/08/24	03498	Talis Consultants Pty Ltd	5,750.25	Professional Fees - Belmont Design Services Consultancy
EF091830	23/08/24	03543	Labyrinth Constructions	12,892.00	Building Construction - Property Maintenance
EF091831	23/08/24	03583	DFES Direct Brigade Alarm Monitoring	5,643.00	Fire Equipment/Service - Alarm Monitoring COB
EF091833	23/08/24	04109	Heroes Framing & Memorabilia	207.87	Photography/Framing Expenses
EF091834	23/08/24	04391	Lifeskills Australia	209.00	Professional Fees - Analysis
EF091837	23/08/24	04555	MG Group WA	2,340.25	Building Construction - Wilson Park Netball Upgrade
EF091839	23/08/24	05016	Cyclus Pty Ltd	840.13	Labour/Personnel Hire
EF091842	23/08/24	05283	IRP Pty Ltd	4,325.70	Labour/Personnel Hire
EF091845	23/08/24	05771	Alisco Pty Ltd	186.32	Cleaning Services
EF091846	23/08/24	05782	Jane Wetherall	2,320.00	Professional Fees - Design Review Panel
EF091848	23/08/24	05892	Frontline Interiors	14,592.60	Artist Place - Glass Display Cabinet
EF091849	23/08/24	05974	Stuart Hayward-Stuart on Stage	1,000.00	Music/Entertainment Expenses - Avon Descent
EF091852	23/08/24	06438	Markellife Pty Ltd T/As Erin Madeley Consulting	8,976.00	Professional Fee - Belmont Community Market
EF091854	23/08/24	06528	Diplomatik Pty Ltd	3,639.23	Professional Fees - Recruitment Services
EF091855	23/08/24	06570	Industrias Services Group Pty Ltd	2,378.20	Building Maintenance - COB
EF091856	23/08/24	06592	Grosvenor Engineering Group	2,135.40	Electrical Contractor - Various Locations
EF091857	23/08/24	06608	Robert Walters Pty Ltd	2,279.27	Labour/Personnel Hire
EF091860	23/08/24	06691	Wood Recruitment Pty Ltd	1,879.68	Labour/Personnel Hire
EF091862	23/08/24	06753	Theme Group	286.00	Cleaning Services
EF091864	23/08/24	06773	Evolve Talent	6,357.09	Labour/Personnel Hire
EF091865	23/08/24	06824	Sophie G Nixon	450.00	Library Presentation - Creative Clinic Workshop
EF091869	23/08/24	06867	MCR Workplace Investigations	4,504.50	Legal Expenses
EF091870	23/08/24	06890	AB Trees	10,945.00	Fire Break Maintenance - Frank Tree Park
EF091872	23/08/24	06917	Art Gallery of WA	145.90	Printing & Stationary
EF091882	29/08/24	00195	Bin Bath Australia Pty Ltd	1,847.45	Cleaning Services
EF091884	29/08/24	00221	John Hughes Group	4,112.99	Plant Parts & Repairs
EF091887	29/08/24	00247	CAI Fences	764.50	Fencing
EF091890	29/08/24	00294	City of Canning	900.00	Rubbish Removals
EF091891	29/08/24	00295	Capital Recycling	2,640.00	Rubbish Removals
EF091893	29/08/24	00350	Veolia Environmental Services	655,509.29	Rubbish Removals
EF091894	29/08/24	00358	Hoseco (WA) Pty Ltd	205.52	Plant Parts & Repairs
EF091895	29/08/24	00390	Landgate	63.20	Title Searches - GRV's Metro & Fesa
EF091896	29/08/24	00391	Chemistry Centre (WA) t/as ChemCentre	2,062.42	Professional Fees - Testing
EF091899	29/08/24	00412	Dowsing Group Pty Ltd	56,969.03	Concrete Contractor - Profiling and Concrete Various Locations
EF091901	29/08/24	00557	City Subaru	3,048.70	Plant Parts & Repairs
EF091902	29/08/24	00575	Reward Hospitality	147.00	Catering/Catering Supplies
EF091903	29/08/24	00585	Hydroquip Pumps	10,973.60	Pump Maintenance - Various Parks
EF091905	29/08/24	00608	Programmed Skilled Workforce Ltd	11,993.50	Labour/Personnel Hire
EF091906	29/08/24	00613	Qualcon Laboratories Pty Ltd	638.00	Core Analysis and Asphalt Testing
EF091907	29/08/24	00668	IRS Pty Ltd - Industrial Rubber Supplies	126.05	Plant Parts & Repairs
EF091908	29/08/24	00699	Marketforce Pty Ltd	22,186.83	Advertising & Printing
EF091909	29/08/24	00706	Local Health Authorities Analytical Committee	10,812.41	Professional Fees - Annual Analysis
EF091910	29/08/24	00707	LoGo Appointments	7,127.85	Labour/Personnel Hire
EF091911	29/08/24	00718	Major Motors Pty Ltd	1,510.97	Plant Parts & Repairs
EF091913	29/08/24	00726	T-Quip	69.50	Plant Parts & Repairs
EF091914	29/08/24	00734	McIntosh and Son WA	495.00	Plant Parts & Repairs
EF091916	29/08/24	00815	New Town Toyota	1,431.21	Plant Parts & Repairs
EF091918	29/08/24	00917	Positive Auto Electrics	609.25	Plant Parts & Repairs
EF091919	29/08/24	00931	Sonic HealthPlus Pty Ltd	594.00	Pre Employment Medicals
EF091920	29/08/24	00972	Repco Auto Parts	160.11	Plant Parts & Repairs
EF091922	29/08/24	00988	Reece Australia Pty Ltd	3,147.44	Plumbing Maintenance/Supplies
EF091923	29/08/24	00989	PAV Perth Audiovisual - Royal Pride Pty Ltd	1,944.25	Plant/Equipment Hire - Pioneer Luncheon
EF091925	29/08/24	01074	Shred-X Pty Ltd	117.04	Rubbish Removals
EF091928	29/08/24	01090	St John Ambulance Australia Inc	1,221.00	First Aid Service - Events
EF091929	29/08/24	01112	Sunny Industrial Brushware	719.40	Plant Parts & Repairs
EF091931	29/08/24	01180	Aptella Pty Ltd	341.00	Calibration Expense
EF091932	29/08/24	01186	ZircoDATA Pty Ltd	2,032.83	Records Storage
EF091933	29/08/24	01188	Transcore Pty Ltd	5,500.00	Professional Fees - Redcliffe Traffic Modelling Analysis
EF091935	29/08/24	01233	Stihl Shop Redcliffe	1,798.20	Tools/Tool Repairs
EF091936	29/08/24	01243	WARP Pty Ltd	70,900.31	Traffic Control - Various Locations
EF091938	29/08/24	01255	Wattleup Tractors	276.41	Plant Parts & Repairs
EF091941	29/08/24	01289	Wayne's Windscreens Pty Ltd	90.00	Plant Parts & Repairs
EF091942	29/08/24	01317	WA Hino Sales & Service	2,328.10	Plant Parts & Repairs
EF091945	29/08/24	01409	BCA Consultants Pty Ltd	5,390.00	Airconditioning/Refrigeration Maintenance - Chiller
EF091946	29/08/24	01507	The Pressure King	28,781.50	Graffiti Removal - Various Location
EF091947	29/08/24	01517	Cottage & Engineering Surveys	1,890.00	Professional Fees - Gerry Archer Feature Survey
EF091948	29/08/24	01533	WC Convenience Management	5,462.61	Building Maintenance
EF091951	29/08/24	01712	Donegan Enterprises Pty Ltd	15,399.19	Various Parks Repairs and Maintenance
EF091952	29/08/24	01713	M P Rogers and Associates	3,075.89	Professional Fees - Garvey Park Foreshore
EF091953	29/08/24	01721	Fulton Hogan Industries	405.46	Road Building Contractor - Asphalt
EF091954	29/08/24	01731	Charter Plumbing and Gas	8,208.23	Plumbing Maintenance/Supplies

# Attachment 12.3.1 August 2024 Payments

Pmnt Ref	Date	CR Code	Supplier	Pmnt Amnt	Description
EF091955	29/08/24	01734	Chemwest	408.10	Plant Parts & Repairs
EF091956	29/08/24	01772	Data3 Limited	11,109.73	Computer Software Maintenance - PRAA Cloud 2024/2025
EF091958	29/08/24	01976	Ecoscape Australia Pty Ltd	15,783.90	Professional Fees - Wilson Park Precinct Documentation
EF091959	29/08/24	02059	Western Resource Recovery Pty Ltd	286.00	Rubbish Removals
EF091964	29/08/24	02172	Miss Maud	155.85	Catering - Adachi Welcome
EF091965	29/08/24	02207	Wilson Security	139,932.51	Security Services
EF091966	29/08/24	02234	Blackwell and Associates Pty Ltd	600.00	Professional Fees - DRP Meeting
EF091967	29/08/24	02303	Ultimo Catering and Events	28,725.10	Catering/Catering Supplies
EF091969	29/08/24	02387	Triton Electrical Contractors Pty Ltd	2,171.40	Electrical Contractor - COB
EF091970	29/08/24	02410	System Maintenance T/A Systems By Ballantyne	7,968.02	Plumbing Maintenance/Supplies
EF091971	29/08/24	02425	Prestige Alarms	4,581.50	Security Services
EF091973	29/08/24	02451	Carlisle Events Hire Pty Ltd	1,515.80	Plant/Equipment Hire - NAIDOC 2024
EF091976	29/08/24	02627	Dunbar Services WA Pty Ltd	764.50	Cleaning Services
EF091977	29/08/24	02640	Visual Inspirations Australia Pty Ltd	27,500.00	CoB Civic Centre & The Hub - Christmas Decoration
EF091979	29/08/24	02837	GLG Greenlife Group	6,234.81	Verge Mowing - Various Parks
EF091980	29/08/24	02844	Chandler Macleod Group Ltd	2,726.99	Labour/Personnel Hire
EF091982	29/08/24	02864	EnvisionWare Pty Ltd	2,040.36	Computer Software Maintenance - Licence Fee
EF091984	29/08/24	02941	Taman Tools - Quality Nominees Pty Ltd	2,362.80	Tools/Tool Repairs
EF091986	29/08/24	03194	Datatel Electrical and Communications	4,972.00	Electrical Contractor - Belvidere Street Audit
EF091987	29/08/24	03392	Investigative Solutions W A Pty Ltd	133.50	Professional Fees - Debt Collection
EF091988	29/08/24	03464	Bridgestone Australia Ltd	3,437.77	Plant Parts & Repairs
EF091989	29/08/24	03498	Talis Consultants Pty Ltd	35,223.47	Professional Fees - Belmont Belvidere Street - Consultancy
EF091990	29/08/24	03504	Classic Tree Services	54,452.15	Tree Pruning Within CoB
EF091991	29/08/24	03567	Gardner Autos Pty Ltd t/as Gardner Isuzu	1,705.00	Plant Parts & Repairs
EF091992	29/08/24	03599	Donald Cant Watts Corke (WA) Pty Ltd	4,950.00	Survey - Peet Park Clubroom
EF091993	29/08/24	03707	Access Unlimited International Pty Ltd	7,216.00	Height Safety Testing - COB
EF091994	29/08/24	03824	Konica Minolta	8,202.65	Photocopy Expenses
EF091997	29/08/24	04320	ABM Landscaping	11,422.57	Bricks/Bricklaying - COB
EF091998	29/08/24	04400	The Freedom Fairies	4,317.50	Music/Entertainment Expenses - Avon Descent
EF091999	29/08/24	04454	FM Contract Solutions Pty Ltd	892.62	Auditing of Client Sites - July 2024
EF092000	29/08/24	04467	Rent a Fence Pty Ltd	53.46	Fencing
EF092001	29/08/24	04474	Aquamonix	741.40	Gardening Maintenance
EF092003	29/08/24	04544	SirsiDynix Pty Ltd	59.26	Conference - COSA
EF092004	29/08/24	04689	Hempfield Small Motor Service	69.00	Plant Parts & Repairs
EF092005	29/08/24	04690	Paraquod Industries	8,148.62	Inter Library Loan Service 2024/25
EF092006	29/08/24	04727	Phenomenon Event Services Pty Ltd	15,325.86	Catering/Catering Supplies - After Dark Event Deposit
EF092007	29/08/24	04779	One 20 Productions	10,011.54	Plant/Equipment Hire - Winter Warmers
EF092008	29/08/24	04783	Tetra Tech Coffey Pty Ltd (Prev Coffey Services Australia)	10,521.50	Professional Fees - ACM Inspection & Reporting
EF092009	29/08/24	04917	Environmental Industries Pty Ltd	18,945.85	Landscape Maintenance - Ascot Waters
EF092010	29/08/24	04963	Centigrade	2,839.83	Airconditioning/Refrigeration Maintenance
EF092011	29/08/24	04974	Turf Care WA Pty Ltd	8,684.18	Turf Maintenance - Various Parks
EF092012	29/08/24	05016	Cyclus Pty Ltd	448.80	Subscription
EF092015	29/08/24	05127	Champion Music	544.50	Music/Entertainment Expenses - Pioneer Lunch
EF092016	29/08/24	05143	David Gray & Co Pty Ltd	2,546.94	Pest Control
EF092017	29/08/24	05209	Portland Broome Pty Ltd	2,172.50	Professional Fees -Review
EF092018	29/08/24	05283	IRP Pty Ltd	3,112.89	Labour/Personnel Hire
EF092019	29/08/24	05339	Elliotts Filtration Pty Ltd	1,133.00	Reticulation Parts & Repairs
EF092020	29/08/24	05345	Rain Bird Australia Pty Ltd	21,870.20	Reticulation Parts & Repairs - Sims Weather Station - Various parks
EF092022	29/08/24	05427	Horizon West Landscape & Irrigation Pty Ltd	5,812.40	Gardening Maintenance - Various Locations
EF092024	29/08/24	05493	Dapth	2,007.50	Computer Software Maintenance - Website Support
EF092025	29/08/24	05523	Go Doors Pty Ltd	10,332.22	Building Maintenance - Various Locations
EF092026	29/08/24	05558	BlueFit Pty Ltd	78,082.24	Oasis Management Subsidy July 2024
EF092027	29/08/24	05572	Pack & Send Welshpool	340.00	Postage
EF092028	29/08/24	05589	Merit Consulting Group	733.43	Rubbish Removals
EF092029	29/08/24	05642	Steve's Sand Sifting for Playground Services	5,154.37	Sand Sifting - Various Parks
EF092030	29/08/24	05692	Newground Water Services Pty Ltd	11,728.01	Redcliffe Park - ABB Flow Meter
EF092031	29/08/24	05712	West Aussie Amusements P/L T/as Laser Corps WA	670.00	Music/Entertainment Expenses - Event
EF092032	29/08/24	05799	Chivers Asphalt Pty Ltd	11,319.00	Road Building Contractor - Asphalt
EF092033	29/08/24	05809	Specialized Cleaning Group t/as Clean Sweep	16,207.40	Belmont Carparks - Sweeping Services
EF092034	29/08/24	05840	Commercial Aquatics Australia Pty Ltd	14,630.00	Oasis Expenses - Monthly Maintenance
EF092035	29/08/24	05944	Delron Cleaning Pty Ltd - Ventia	96,726.98	Cleaning Services - Various Locations
EF092038	29/08/24	06067	TK Elevator Australia Pty Ltd	1,322.00	Building Maintenance
EF092040	29/08/24	06094	Boyan Electrical Services	21,525.93	Electrical Contractor
EF092041	29/08/24	06104	Flick Anticimex Pty Ltd	2,570.83	Pest Control
EF092042	29/08/24	06130	Amalgam Recruitment	10,710.95	Labour/Personnel Hire
EF092043	29/08/24	06203	Ngala Boodja Aboriginal Land Care	2,112.00	Maintenance of Natural Areas COB
EF092044	29/08/24	06293	Freo Fire Maintenance Services Pty Ltd	7,539.40	Fire Equipment/Service
EF092045	29/08/24	06304	Prestige Property Maintenance	5,830.00	Building Maintenance - COB
EF092046	29/08/24	06326	Total Tools Kewdale	190.80	Tools/Tool Repairs
EF092047	29/08/24	06337	MowScape Pty Ltd	5,344.16	Gardening Contractor - Turf Maintenance
EF092048	29/08/24	06345	SoCo Studios - Travis Hayto Photography	4,482.50	Photography/Framing Expenses
EF092049	29/08/24	06377	Choiceone Pty Ltd	11,861.75	Labour/Personnel Hire
EF092050	29/08/24	06389	Netstar Australia Pty Ltd	405.90	GPS Unit
EF092052	29/08/24	06458	ES2 Pty Ltd	6,487.65	Computer Software Maintenance
EF092053	29/08/24	06528	Diplomatik Pty Ltd	4,641.73	Professional Fees - Recruitment Services
EF092054	29/08/24	06580	Omnicom Media Group	7,188.87	Advertising
EF092056	29/08/24	06591	Blue Tang (WA) T/A The Reef Unit Trust	7,026.80	Professional Fees - Design Faulkner Park
EF092057	29/08/24	06592	Grosvenor Engineering Group	15,153.41	Civic Cnt HVAC - Chiller Replacement
EF092058	29/08/24	06608	Robert Walters Pty Ltd	1,696.20	Labour/Personnel Hire
EF092061	29/08/24	06654	Billi Australia Pty Ltd	412.28	Office Equipment Maintenance
EF092062	29/08/24	06662	Tool Kit Depot	2,090.88	Tools/Tool Repairs
EF092064	29/08/24	06691	Wood Recruitment Pty Ltd	2,320.23	Labour/Personnel Hire
EF092065	29/08/24	06718	Empire Roofing Services	1,300.00	Building Maintenance - Redcliffe Community Hall
EF092066	29/08/24	06740	3E Consulting Engineers Pty Ltd	8,140.00	Professional Fees - Road Safety Program - Stanton Road
EF092067	29/08/24	06751	HFM Asset Management	1,584.00	Building Maintenance - Licensing Fee
EF092068	29/08/24	06773	Evolve Talent	3,296.01	Labour/Personnel Hire
EF092069	29/08/24	06795	AMPAC Debt Recovery( WA) Pty Ltd	14,412.78	Professional Fees - Debt Collection
EF092070	29/08/24	06798	Aspire Performance Training	23,347.50	Training
EF092072	29/08/24	06831	Lounge Innovation WA	29,744.55	Furniture - Faulkner Park Retirement Village
EF092074	29/08/24	06847	Trayd Australia Pty Ltd	902.26	Building Maintenance - COB

# Attachment 12.3.1 August 2024 Payments

Pmnt Ref	Date	CR Code	Supplier	Pmnt Amnt	Description
EF092075	29/08/24	06855	Battery Specialties (Aust)	6,600.00	Computer Software Maintenance - UPS Maintenance
EF092076	29/08/24	06861	Mode Design Corp	8,327.88	Professional Fees - Civic Centre Rendering
EF092077	29/08/24	06866	Jetwave WA	444.27	Cleaning Services
EF092078	29/08/24	06875	Jimbu4J	62.70	Catering/Catering Supplies
EF092079	29/08/24	06884	McLeods Lawyers	9,543.27	Legal Expenses
EF092080	29/08/24	06894	Useful Things by Ally Crosse	30.00	Tea Bag Wallet
EF092081	29/08/24	06903	Braven Group Services	1,320.00	Investigation Services
EF092082	29/08/24	06910	Dream Courts Pty Ltd	17,440.50	Basketball Court Refurbishment
<b>Contractors Total</b>				<b>3,289,865.07</b>	
<b>Councillor Payments</b>					
EF091612	02/08/24	01369	Philip Marks	3,038.34	Councillor Sitting Fee
EF091619	02/08/24	02145	Robert Rossi	12,192.92	Councillor Sitting Fee
EF091625	02/08/24	03916	Bernard Ryan	3,038.34	Councillor Sitting Fee
EF091633	02/08/24	05084	Jenny Davis	3,038.34	Councillor Sitting Fee
EF091634	02/08/24	05085	George Sekulla	3,038.34	Councillor Sitting Fee
EF091639	02/08/24	05828	Deborah Sessions	4,983.76	Councillor Sitting Fee
EF091651	02/08/24	06704	Christopher John Kulczycki	3,038.34	Councillor Sitting Fee
EF091652	02/08/24	06738	Tamak Vijay(Vijay Vijay)	3,038.34	Councillor Sitting Fee
EF091681	09/08/24	01369	Philip Marks	109.83	Councillor ICT Fee
EF091684	09/08/24	02145	Robert Rossi	476.00	Councillor ICT Fee
EF091692	09/08/24	03916	Bernard Ryan	109.83	Councillor ICT Fee
EF091696	09/08/24	05084	Jenny Davis	109.83	Councillor ICT Fee
EF091697	09/08/24	05085	George Sekulla	109.83	Councillor ICT Fee
EF091704	09/08/24	05828	Deborah Sessions	187.64	Councillor ICT Fee
EF091720	09/08/24	06704	Christopher John Kulczycki	109.83	Councillor ICT Fee
EF091722	09/08/24	06738	Tamak Vijay(Vijay Vijay)	109.83	Councillor ICT Fee
EF091742	16/08/24	00919	Cr Janet Powell	3,654.56	Councillor Sitting Fee
EF091841	23/08/24	05084	Jenny Davis	11.56	Reimbursement - UDIA WA - Travel 2024
EF091847	23/08/24	05828	Deborah Sessions	354.05	Councillor - Child Care Fee
EF091962	29/08/24	02145	Robert Rossi	43.65	Parking - Adachi Delegation
<b>Councillor Payments Total</b>				<b>40,793.16</b>	
<b>Credit Card 2310</b>					
EF091799	23/08/24	03526	Coles Supermarkets Aust Pty Ltd	214.00	Gift Card
EF091799	23/08/24	03526	Local Government	50.00	Registration - LG Professional Webinar
EF091799	23/08/24	03526	Walga Events	1,295.80	Registration - Walga Convention 2024
EF091799	23/08/24	03526	Woolworths Group	9.00	Chocolates for GP Service - Gift by Mayor
EF091799	23/08/24	03526	Winner Circle	5.99	Wrapping Paper - Gift to GP by Mayor
EF091799	23/08/24	03526	Google Gsuite	11.09	Subscription
EF091799	23/08/24	03526	Eventbrite Local Government	990.00	Registration - LGCOG Conference
EF091799	23/08/24	03526	Qantas	23.16	Qantas Flight - LGCOG Conference NSW
EF091799	23/08/24	03526	Qantas	1,011.88	Qantas Flight - LGCOG Conference NSW
EF091799	23/08/24	03526	Qantas	1,011.88	Qantas Flight - Reimbursed by CEO
<b>Credit Card 2310 Total</b>				<b>4,622.80</b>	
<b>Credit Card 4739</b>					
EF091802	23/08/24	06409	Intertek Inform	344.64	Copyright
EF091802	23/08/24	06409	Moray & Agnew	660.00	Tickets - Local Govt. Governance Conference
EF091802	23/08/24	06409	Qantas Airways	765.41	Flights - Pathway Conference
EF091802	23/08/24	06409	Crown Plaza	57.06	Food - ALGA Conference
EF091802	23/08/24	06409	Chat GPT	30.56	Membership Fee
EF091802	23/08/24	06409	Chat GPT	30.56	Membership Fee
EF091802	23/08/24	06409	News Pty Ltd	28.00	Subscription
EF091802	23/08/24	06409	Crown Plaza	90.84	Food - ALGA Conference
EF091802	23/08/24	06409	Google Gsuite	11.09	Subscription
EF091802	23/08/24	06409	Western Power	498.91	Street Lighting Application Fee
EF091802	23/08/24	06409	Crown Plaza	733.68	Accommodation - ALGA Conference
<b>Credit Card 4739 Total</b>				<b>3,250.75</b>	
<b>Credit Card 7563</b>					
EF091803	23/08/24	06834	CPP Cityplace	12.12	Parking - PIA Women in Planning Network
EF091803	23/08/24	06834	Dept of Transport	23.75	Licence Renewal - Council Vehicles
EF091803	23/08/24	06834	Dept of Transport	423.70	Licence Renewal - Council Vehicles
EF091803	23/08/24	06834	Dept of Transport	423.70	Licence Renewal - Council Vehicles
EF091803	23/08/24	06834	Dept of Transport	455.00	Licence Renewal - Council Vehicles
EF091803	23/08/24	06834	Artwork Archive	530.02	Subscription
EF091803	23/08/24	06834	Town of Cambridge	3.20	Parking - LGPA Committee Meeting
<b>Credit Card 7563 Total</b>				<b>1,871.49</b>	
<b>Credit Card 7996</b>					
EF091800	23/08/24	05121	Ampol	72.59	Fuel - LGCOG Forum NSW
EF091800	23/08/24	05121	Kiama Leagues Cub	22.00	Food - LGCOG Forum NSW
EF091800	23/08/24	05121	Redspot	740.64	Car Hire - LGCOG Forum NSW
EF091800	23/08/24	05121	Kiama Leagues Cub	24.00	Food - LGCOG Forum NSW
EF091800	23/08/24	05121	Delaware North	37.00	Food - LGCOG Forum NSW
EF091800	23/08/24	05121	King O'Malley's	20.00	Food - NGA Conference Canberra
EF091800	23/08/24	05121	King O'Malley's	20.00	Food - NGA Conference Canberra
EF091800	23/08/24	05121	Central Social Club	17.00	Food - NGA Conference Canberra
EF091800	23/08/24	05121	Delaware North	23.30	Food - NGA Conference Canberra
EF091800	23/08/24	05121	Accor The Sebel Kiama	1,008.00	Accommodation - LGCOG Forum NSW
<b>Credit Card 7996 Total</b>				<b>1,984.53</b>	
<b>Credit Card 8380</b>					
EF091801	23/08/24	06342	Eventbrite	24.00	Advertising
EF091801	23/08/24	06342	Campaign Monitors	1,373.90	Subscription
EF091801	23/08/24	06342	Microsoft	1,663.58	Subscription
EF091801	23/08/24	06342	Adobe Systems	39.59	Subscription
EF091801	23/08/24	06342	Eventbrite	29.00	Advertising
EF091801	23/08/24	06342	Twilio SendGrid	30.74	Subscription
EF091801	23/08/24	06342	ORG SUB FEE	29.00	Subscription
EF091801	23/08/24	06342	Dominos	182.00	Catering - OMT Meeting
EF091801	23/08/24	06342	Google ADS	399.72	Advertising
EF091801	23/08/24	06342	Facebook	726.54	Advertising
<b>Credit Card 8380 Total</b>				<b>4,498.07</b>	
<b>Credit Card 8670</b>					

# Attachment 12.3.1 August 2024 Payments

Pmnt Ref	Date	CR Code	Supplier	Pmnt Amt	Description
EF091804	23/08/24	06849	Browns Radiator	1,756.26	Asset Repair
	<b>Credit Card 8670 Total</b>			<b>1,756.26</b>	
<b>Fuels and Utilities</b>					
EF091602	02/08/24	00042	Alinta Energy	120.85	Light, Power, Gas
EF091611	02/08/24	01252	Water Corporation	21,716.04	Water, Annual & Excess
EF091646	02/08/24	06322	Code Research Pty Ltd t/as PWD	990.00	Phone/Internet expenses
EF091647	02/08/24	06424	Telstra Limited	6,571.51	Phone/Internet expenses
EF091666	09/08/24	00042	Alinta Energy	125.45	Light, Power, Gas
EF091679	09/08/24	01252	Water Corporation	706.26	Water, Annual & Excess
EF091680	09/08/24	01274	Synergy	11,611.21	Light, Power, Gas
EF091685	09/08/24	02471	Western Power	62,506.00	Light, Power, Gas
EF091690	09/08/24	03592	Steven Harling	180.32	Fuel, Oil, Additives
EF091721	09/08/24	06713	Powerlyt Group	4,218.39	Light, Power, Gas
EF091733	16/08/24	00042	Alinta Energy	626.10	Light, Power, Gas
EF091747	16/08/24	01252	Water Corporation	9,044.93	Water, Annual & Excess
EF091748	16/08/24	01274	Synergy	114,565.16	Light, Power, Gas
EF091756	16/08/24	02631	Ampol - Caltex	18,978.64	Fuel, Oil, Additives
EF091778	16/08/24	06424	Telstra Limited	3,938.90	Phone/Internet expenses
EF091806	23/08/24	00042	Alinta Energy	8,569.90	Light, Power, Gas
EF091819	23/08/24	01252	Water Corporation	2,944.34	Water, Annual & Excess
EF091832	23/08/24	03592	Steven Harling	219.46	Fuel, Oil, Additives
EF091851	23/08/24	06424	Telstra Limited	12,664.42	Phone/Internet expenses
EF091861	23/08/24	06707	Motorpass - 1617 - Coles Express Kewdale	67.81	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 5911 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 0085 - Coles Express Perth	78.10	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 0591 - BP Express	521.35	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 6934 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 9327 - BP Welshpool	257.15	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 6978 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 2466 - BP Bibra Lake	204.55	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 5578 - Puma Burswood	493.40	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 5523 - Coles Express Cloverdale	367.53	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 4232 - Coles Express Cloverdale	33.16	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 1411 - 7 Eleven Carlisle	337.23	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 1611 - Coles Express Cloverdale	646.59	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 1178 - BP Express Carlisle	119.32	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 5974 - Coles Express Cloverdale	96.96	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 7657 - Coles Express Cloverdale	198.69	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 9084 - Ampol Rivervale	76.26	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 2681 - Coles Express Cloverdale	287.34	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 7944 - Coles Express Cloverdale	105.03	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 2065 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 3289 - United Southern River	309.27	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 5661 - BP Carlisle	248.04	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 5103 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 5818 - BP Greenwood	265.65	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 9157 - Caltex Mount Lawley	157.42	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 1893 - Ampol Midvale	385.46	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 3239 - Caltex Gwelup	190.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 7149 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 3748 - BP Carlisle	558.09	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 1754 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 5447 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 2710 - BP Attadale	224.75	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 9603 - Atlas Fuel Ascot	229.20	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 1917 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 6284 - Caltex Mount Lawley	400.36	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 9357 - Ampol Forrestdale	470.74	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 1615 - Coles Express Bull creek	355.89	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 3839 - Ampol Belmont	193.08	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 3847 - BP Mindarie	407.95	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 2474 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 2516 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 4361 - Liberty Gosnells	216.39	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 3567 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 6390 - Ampol Bentley	251.30	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 4083 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 5625 - Coles Express Cloverdale	189.40	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 4201 - Ampol Ascot	468.43	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 7886 - Ampol Kingsley	395.34	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 5490 - Ampol Bunbury	298.54	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 5997 - BP Cannington	271.61	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 0034 - Ampol Murdoch	204.57	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 0091 - Ampol Applecross	291.19	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 4565 - Ampol Willetton	321.29	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 3741 - Ampol Belmont	448.12	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 0327 - B Express Carlisle	49.76	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 0177 - Coles Express Cloverdale	189.49	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 1658 - Coles Express Kewdale	91.37	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 6153 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 7033 - Ampol Belmont	546.64	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 7872 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 5317 - Atlas Fuel Ascot	145.37	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 6117 - Coles Express Cloverdale	445.58	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 4903 - Better Choice Stratton	164.03	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 2562 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 3517 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 4060 - BP Connect North Perth	263.34	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 0387 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 1187 - Puma Burswood	120.16	Fuel, Oil, Additives

# Attachment 12.3.1 August 2024 Payments

Pmnt Ref	Date	CR Code	Supplier	Pmnt Amnt	Description
EF091861	23/08/24	06707	Motorpass - 6973 - Ampol Murdoch	177.04	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 3142 - Coles Express Banksia Grove	386.82	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 5189 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 9357 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 4878 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 4886 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091861	23/08/24	06707	Motorpass - 9265 - WEX Card Fee	3.00	Fuel, Oil, Additives
EF091879	29/08/24	00042	Alinta Energy	44.00	Light, Power, Gas
EF091937	29/08/24	01252	Water Corporation	4,375.07	Water, Annual & Excess
EF091940	29/08/24	01274	Synergy	2,746.87	Light, Power, Gas
EF092051	29/08/24	06424	Telstra Limited	6,745.03	Phone/Internet expenses
EF092060	29/08/24	06614	Oracle Customer Management Solutions	10,879.10	Phone/Internet expenses
			<b>Fuels and Utilities Total</b>	<b>319,378.90</b>	
			<b>Materials</b>		
EF091604	02/08/24	00314	Coca-Cola Amatil (Aust) Pty Ltd	1,014.64	Beverages - Winter Warmers
EF091608	02/08/24	00832	Officeworks	65.90	Stationery & Printing
EF091610	02/08/24	01073	Spotlight Pty Ltd	213.23	Craft/Display Materials
EF091614	02/08/24	01547	Big W	117.00	Craft/Display Materials
EF091617	02/08/24	01906	Frazzcon Enterprises	1,784.60	Signs
EF091620	02/08/24	02201	Neverfall Springwater Limited	138.80	Beverages
EF091622	02/08/24	02862	James Bennett Pty Ltd	9,281.38	Books/CDs/DVDs
EF091624	02/08/24	03856	SEM Distribution - newspaper delivery	164.32	Publications/Newspapers
EF091630	02/08/24	04394	JB Hi-Fi Belmont Forum - Library purchases	612.50	Books/CDs/DVDs
EF091632	02/08/24	04491	Woolworths Group - Functions/Catering only	215.06	Groceries
EF091636	02/08/24	05144	Tangibility Pty Ltd	465.85	Stationery & Printing
EF091638	02/08/24	05432	Bloomin Boxes	2,421.00	Flowers - Pioneer Lunch
EF091640	02/08/24	05890	Living Turf	4,928.00	Gardening - Turf Maintenance
EF091675	09/08/24	00832	Officeworks	14.95	Stationery & Printing
EF091691	09/08/24	03660	Safe T Card Australia Pty Ltd	107.80	Safety Clothing/Equipment
EF091695	09/08/24	04759	StrataGreen	28,512.00	Gardening Maintenance
EF091701	09/08/24	05432	Bloomin Boxes	737.00	Flowers
EF091705	09/08/24	05890	Living Turf	32,208.00	Gardening - Turf Maintenance
EF091723	09/08/24	06768	SignBiz WA	385.00	Signs
EF091736	16/08/24	00203	BOC Gases Australia Ltd	142.81	Welding Equipment/Supplies
EF091738	16/08/24	00317	Coles Supermarkets Aust Pty Ltd	909.97	Groceries
EF091745	16/08/24	01085	OHS Alert - Specialist News Pty Ltd	1,050.00	Subscription
EF091754	16/08/24	01983	Whistlers Products Pty Ltd	936.10	Gifts
EF091755	16/08/24	02320	Ambius Indoor Plants	286.00	Gardening - Assorted Plants
EF091761	16/08/24	04053	Totally Workwear TWW	278.85	Safety Clothing/Equipment
EF091763	16/08/24	04491	Woolworths Group - Functions/Catering only	306.30	Groceries
EF091766	16/08/24	05432	Bloomin Boxes	75.00	Flowers
EF091777	16/08/24	06385	Belmont Liquor Store (Cellarbrations at Belmont)	862.00	Beverages - Winter Warmers
EF091788	16/08/24	06844	Print and Sign Co	264.00	Stationery & Printing
EF091805	23/08/24	00009	Cafe Corporate	9,511.80	Coffee Machine Repair
EF091808	23/08/24	00185	Benara Nurseries	15,586.24	Gardening - Assorted Tress
EF091810	23/08/24	00317	Coles Supermarkets Aust Pty Ltd	58.11	Groceries
EF091826	23/08/24	02862	James Bennett Pty Ltd	273.58	Books/CDs/DVDs
EF091835	23/08/24	04394	JB Hi-Fi Belmont Forum - Library purchases	2,894.75	Phones - Rangers
EF091836	23/08/24	04491	Woolworths Group - Functions/Catering only	349.20	Groceries
EF091838	23/08/24	04607	Ink Station	2,309.04	Stationery & Printing
EF091840	23/08/24	05036	Smedia Pty Ltd	500.00	Books/CDs/DVDs
EF091844	23/08/24	05432	Bloomin Boxes	75.00	Flowers
EF091850	23/08/24	06385	Belmont Liquor Store (Cellarbrations at Belmont)	1,638.00	Beverages - Pioneer Lunch
EF091858	23/08/24	06676	WE ARE HERE! Foundation	5,000.00	CCF Grant Funding Round 2
EF091863	23/08/24	06768	SignBiz WA	181.50	Signs
EF091881	29/08/24	00185	Benara Nurseries	64,627.23	Gardening - Assorted Tress
EF091883	29/08/24	00203	BOC Gases Australia Ltd	19.80	Welding Equipment/Supplies
EF091885	29/08/24	00231	Bunnings Group Ltd	1,521.35	Hardware
EF091886	29/08/24	00233	Bunzl Limited	5,035.68	Cleaning Products
EF091888	29/08/24	00278	Chefmaster Australia	2,088.54	Cleaning Products
EF091889	29/08/24	00285	City of Armadale	356.71	Stationery & Printing
EF091892	29/08/24	00317	Coles Supermarkets Aust Pty Ltd	242.61	Groceries
EF091897	29/08/24	00403	Boral Construction Materials Group Ltd	780.74	Asphalt
EF091898	29/08/24	00406	Domus Nursery	27,918.25	Gardening - Assorted Plants
EF091900	29/08/24	00475	Saferight Pty Ltd	1,500.00	Training
EF091912	29/08/24	00723	Marindust Sales	552.20	Sports Equipment - Peet Park
EF091915	29/08/24	00778	Modern Teaching Aids Pty Ltd	943.53	Books/CDs/DVDs
EF091917	29/08/24	00832	Officeworks	217.98	Stationery & Printing
EF091921	29/08/24	00986	Reface Industries Pty Ltd	6,160.00	Licence & Support - Renewal Fee
EF091924	29/08/24	01040	Sheridans Badges & Engraving	103.93	Badges & Pendants
EF091926	29/08/24	01083	SERCUL South East Regional Centre for Urban Landcare	2,220.46	Gardening Maintenance
EF091927	29/08/24	01086	Archival Survival Pty Ltd	1,210.00	Stationery & Printing
EF091930	29/08/24	01173	Global Spill Control	299.97	Cleaning Products
EF091939	29/08/24	01265	Westbooks	55.44	Books/CDs/DVDs
EF091943	29/08/24	01325	Poolegrave Signs and Engraving	649.00	Signs
EF091944	29/08/24	01398	Winc Australia Pty Ltd	3,502.31	Stationery & Printing
EF091949	29/08/24	01570	Blackwoods	642.00	Hardware
EF091957	29/08/24	01955	Image Extra - Starmix Holdings Pty Ltd	708.52	Building Material - Fence
EF091960	29/08/24	02088	Lock Stock & Farrell Locksmith	1,871.00	Hardware
EF091963	29/08/24	02168	Ergolink	1,553.79	Stationery & Printing
EF091968	29/08/24	02320	Ambius Indoor Plants	1,239.34	Gardening - Assorted Plants
EF091972	29/08/24	02431	ASB Branded Merchandise - ASB Marketing Pty Ltd	3,953.41	Promotional Items
EF091974	29/08/24	02498	City of South Perth	5,720.00	Annual Animal Management Fee
EF091975	29/08/24	02516	Advance Press	1,067.00	Stationery & Printing
EF091981	29/08/24	02862	James Bennett Pty Ltd	384.60	Books/CDs/DVDs
EF091983	29/08/24	02912	Sanity Music Stores Pty Ltd	42.99	Books/CDs/DVDs
EF091985	29/08/24	03144	COS Complete Office Supplies Pty Ltd	2,106.85	Stationery & Printing
EF091995	29/08/24	04053	Totally Workwear TWW	2,727.58	Safety Clothing/Equipment
EF091996	29/08/24	04145	T J Depiazzi and Sons	5,495.09	Gardening Maintenance
EF092002	29/08/24	04491	Woolworths Group - Functions/Catering only	136.07	Groceries

# Attachment 12.3.1 August 2024 Payments

Pmnt Ref	Date	CR Code	Supplier	Pmnt Amt	Description
EF092013	29/08/24	05055	Statewide Cleaning Supplies	277.62	Cleaning Products
EF092014	29/08/24	05082	Accidental Health and Safety Perth	3,001.52	Medical/First Aid Supplies
EF092023	29/08/24	05465	QBD Books	386.16	Books/CDs/DVDs
EF092036	29/08/24	05992	Corsign WA	184.80	Signs
EF092037	29/08/24	06005	MDM Entertainment Pty Ltd	297.49	Books/CDs/DVDs
EF092055	29/08/24	06589	OverDrive Australia Pty Ltd	610.04	Books/CDs/DVDs
EF092063	29/08/24	06681	Prefet Pty Ltd T/A Minuteman Press Perth	4,454.82	Stationery & Printing - Various Events
EF092071	29/08/24	06800	The Aivish Family Trust T/as Fruit Break	2,784.40	Groceries
EF092073	29/08/24	06844	Print and Sign Co	493.24	Stationery & Printing
	<b>Materials Total</b>			<b>287,018.74</b>	
<b>Other</b>					
EF091603	02/08/24	00116	OneMusic - Australasian Performing Right Assoc	2,037.52	Subscription
EF091656	02/08/24	99998	Mohammad S Alam	84.00	Application Fee Refund
EF091657	02/08/24	99998	Talia Katana Lackenby	450.00	Sports Donation
EF091658	02/08/24	99998	Michele Spencer	850.00	Sports Donation
EF091659	02/08/24	99998	Ironfish Trust Perth	1,234.60	Rates Refund
EF091660	02/08/24	99998	Emily Honey	1,394.79	Rates Refund
EF091661	02/08/24	99998	Anwar Family Trust	152.00	Rates Refund
EF091668	09/08/24	00140	Australian Library & Information Association	1,055.00	Membership Fee
EF091677	09/08/24	00898	Property Council of Australia WA Division	5,390.00	Membership Fee
EF091683	09/08/24	02142	Carlisle Primary School	330.00	Grants General
EF091731	09/08/24	99998	Perth Patio Magic	147.00	Application Fee Refund
EF091735	16/08/24	00169	Belmont Business Enterprise Centre Inc	23,760.00	Sponsorship - Small Business Awards & COB/BBEC MOU
EF091758	16/08/24	03453	Clare Bridges	1,471.29	Stationary - ELT Retreat
EF091790	16/08/24	06895	Bread of Life International	4,933.20	Community Contribution Fund
EF091795	16/08/24	99998	Paul F Twiss	925.68	Rates Refund
EF091796	16/08/24	99998	Graham Pain	746.43	Vendor Pension Refund
EF091797	16/08/24	99998	AV Truck Services	341.00	Application Fee Refund
EF091798	20/08/24	01236	Department of Fire and Emergency Services	473,470.94	Emergency Services Levy July 2024
788886	23/08/24	00893	Petty Cash - Library	372.40	Petty Cash Recoup
788887	23/08/24	00894	Petty Cash - Operations Centre Stores	107.65	Petty Cash Recoup
EF091827	23/08/24	03071	Department of Transport - Vehicle Owner Searches	86.45	Vehicle Ownership Searches
EF091853	23/08/24	06477	Bruce Mentz	49.95	Staff Reimbursement-Hardware
EF091859	23/08/24	06683	Mike Hayward	708.96	Membership Fee - Engineers Australia
EF091866	23/08/24	06848	Donna Dabala	30.00	Staff Reimbursement - Membership Fee
EF091867	23/08/24	06854	Talkabout Tours	13,254.99	Home Host Management
EF091868	23/08/24	06860	Disabilities Activity Transfer Elder Services (Dates)	250.00	Disability Transfer Service - Avon Descent
EF091871	23/08/24	06897	Japan Australia Word Services Pty Ltd	6,032.13	Interpreter
EF091873	23/08/24	99998	Max Baker	450.00	Sports Donation
EF091874	23/08/24	99998	SM Edwards	450.00	Sports Donation
EF091875	23/08/24	99998	Tolga Aksaray	555.86	Rates Refund
EF091876	23/08/24	99998	DG & L Kennedy	581.63	Vendor Pension Refund
EF091877	23/08/24	99998	Mackenzie Baker	450.00	Sports Donation
EF091880	29/08/24	00177	Belmont Park Tennis Club Inc	3,950.89	CCF Grant Funding Round 2
EF091934	29/08/24	01190	Town of Victoria Park	1,611.61	Emergency Relief Support Directories
EF092021	29/08/24	05380	Garage Sale Trail Foundation Ltd	7,150.00	Membership Fee - Garage Sale Trail
EF092059	29/08/24	06613	Host Tel	145.00	State Emergency Services Expense
EF092086	29/08/24	99998	Neil Gibbons	785.20	Vendor Pension Refund
EF092087	29/08/24	99998	Maureen Hooper	630.09	Vendor Pension Refund
EF092088	29/08/24	99998	Margaret Widmer	688.26	Vendor Pension Refund
	<b>Other Total</b>			<b>557,114.52</b>	
<b>Property, Plant &amp; Equipment</b>					
EF091682	09/08/24	02099	Public Transport Authority of W A	6,296.24	Street Furniture - Bus Stop Shelter
EF091689	09/08/24	03424	The Chair Doctor WA Pty Ltd	1,040.00	Office Furniture - Chair
EF091700	09/08/24	05415	Sprocket Pty Ltd	471.85	Office Equipment
EF091708	09/08/24	06111	Esel Pty Ltd t/as MWave	101.90	Computer Hardware
EF091828	23/08/24	03183	Landmark Products Ltd	5,467.00	Street Furniture - Faulkner Park
EF091961	29/08/24	02090	Woodlands Distributors & Agencies	5,597.35	Street Furniture - Peet Park Drink Station
EF091978	29/08/24	02747	Business Base - (was McLemons)	1,370.00	Office Furniture - Visitor Chair
	<b>Property, Plant &amp; Equipment Total</b>			<b>20,344.34</b>	
<b>Salaries/Wages</b>					
EF091662	06/08/24	99971	SuperChoice	277,299.24	Superannuation Contribution
WG000108	01/08/24	COB	City of Belmont Payroll	709,644.98	Salaries/Wages
WG000808	08/08/24	COB	City of Belmont Payroll	168,031.76	Salaries/Wages
EF091728	09/08/24	99952	Child Support Agency	1,459.30	Salaries/Wages
EF091729	09/08/24	99954	City of Belmont Social Club	800.00	Salaries/Wages
EF091730	09/08/24	99962	LGRCEU - WA Shire Councils Union	143.00	Salaries/Wages
W0000908	09/08/24	COB	City of Belmont Payroll	249.90	Salaries/Wages
WG000908	09/08/24	COB	City of Belmont Payroll	882.41	Salaries/Wages
EF091732	13/08/24	99971	SuperChoice	149,986.50	Superannuation Contribution
WG001408	15/08/24	COB	City of Belmont Payroll	721,655.78	Salaries/Wages
EF091792	16/08/24	99952	Child Support Agency	1,093.40	Salaries/Wages
EF091793	16/08/24	99954	City of Belmont Social Club	395.00	Salaries/Wages
EF091794	16/08/24	99962	LGRCEU - WA Shire Councils Union	132.00	Salaries/Wages
WG002208	22/08/24	COB	City of Belmont Payroll	159,873.61	Salaries/Wages
EF091878	28/08/24	99971	SuperChoice	153,396.84	Superannuation Contribution
EF092083	29/08/24	99952	Child Support Agency	1,086.40	Salaries/Wages
EF092084	29/08/24	99954	City of Belmont Social Club	400.00	Salaries/Wages
EF092085	29/08/24	99962	LGRCEU - WA Shire Councils Union	132.00	Salaries/Wages
	<b>Salaries/Wages Total</b>			<b>2,346,662.12</b>	
<b>Training and Conferences</b>					
EF091606	02/08/24	00602	Local Government Professionals Australia WA	4,660.00	Conference Expenses
EF091615	02/08/24	01609	First 5 Minutes Pty Ltd	1,291.07	Evacuation Diagrams - COB
EF091618	02/08/24	01919	Infor Public Sector User Forum Inc	1,540.00	Conference Expenses
EF091654	02/08/24	06821	Harness Training Pty Ltd	150.90	Training
EF091667	09/08/24	00110	Australian Institute of Management	1,672.00	Training
EF091671	09/08/24	00602	Local Government Professionals Australia WA	2,730.00	Conference Expenses and Membership Fee
EF091739	16/08/24	00429	Economic Development Australia Ltd	1,655.50	Conference Expense - NEDC Conference 2024
EF091743	16/08/24	00953	Planning Institute of Australia Limited	335.00	Training
EF091746	16/08/24	01240	WA Local Government Association	66,380.86	WALGA Subscriptions 2024 - 2025



## 12.4 Monthly Financial Report for August 2024

Voting Requirement	:	Simple Majority
Subject Index	:	32/009 Financial Operating Statements
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	N/A
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

### Council role

**Executive** The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

### Purpose of report

To provide Council with relevant monthly financial information for the 2024-25 financial year.

### Summary and key issues

The following report includes a concise list of material variances for the month ending 31 August 2024.

#### Officer Recommendation

That the Monthly Financial Reports as at 31 August 2024 as included in Attachment 12.4.1 be received.

### Location

Not applicable.

## Consultation

There has been no specific consultation undertaken in respect to this matter.

## Strategic Community Plan implications

In accordance with the 2024–2034 Strategic Community Plan:

### Key Performance Area: Performance

**Outcome:** 10. Effective leadership, governance and financial management.

## Policy implications

There are no policy implications associated with this report.

## Statutory environment

Section 6.4 of the *Local Government Act 1995 (WA)* in conjunction with *Regulations 34 (1) of the Local Government (Financial Management) Regulations 1996* requires monthly financial reports to be presented to Council.

Regulation 34(1) requires a monthly Statement of Financial Activity reporting on revenue and expenditure.

Regulation 34(5) determines the mechanism required to ascertain the definition of material variances which are required to be reported to Council as a part of the monthly report.

## Background

*Local Government (Financial Management) Regulations 1996 (WA)* prescribe that a Local Government is to prepare each month a Statement of Financial Activity.

Regulation 34(2) requires the Statement of Financial Activity to be accompanied by documents containing:

1. Explanation for each material variance identified between year-to-date budgets and actuals
2. Any other supporting information considered relevant by the Local Government.

*Local Government (Financial Management) Regulations 1996 (WA)* - Regulation 34 (5) states "Each financial year, a Local Government is to adopt a percentage

or value, calculated in accordance with the Australian Accounting Standards, to be used in statements of financial activity for reporting material variances.”

This regulation requires Council to annually set a materiality threshold for the purpose of disclosing budget variances within monthly financial reporting.

The materiality threshold has been set by Council at \$100,000 for the 2024-25 financial year.

## Report

The below table provides a summary of significant variances based on the materiality threshold. The detailed financial activity report is included at Attachment 12.4.1.

Report Section	Budget YTD	Actual YTD	Report Comments
<b>OPERATING ACTIVITIES</b>			
<i>Revenue from operating activities</i>			
<b>Operating grants, subsidies and contributions</b>			
Works	13,167	152,931	Year-end adjustments to income recognition
<b>Fees and charges</b>			
Safer Communities	154,000	254,318	Licence and Pool Levy income above expected for the period.
<b>Interest earnings</b>			
Finance	1,043,889	1,367,100	Reserve accruals not yet reversed as awaiting year end finalisation.
<i>Expenditure from operating activities</i>			
<b>Employee costs</b>			
Governance, Strategy & Risk	(456,427)	(317,124)	Salaries are below budget due to vacancies, which are currently being recruited by the City.
Design, Assets & Development	(375,351)	(272,951)	
Parks, Leisure & Environment	(773,835)	(561,770)	

<b>Report Section</b>	<b>Budget YTD</b>	<b>Actual YTD</b>	<b>Report Comments</b>
Planning Services	(430,180)	(306,455)	
Safer Communities	(720,392)	(513,886)	
Library, Culture & Place	(611,956)	(461,476)	
<b>Materials and contracts</b>			
Information Technology	(921,176)	(1,305,736)	Software vendors invoiced earlier in FY than was budgeted
Parks, Leisure & Environment	(1,226,281)	(431,243)	Timing of invoices – not received for works completed
City Facilities & Property	(552,393)	(416,026)	Monthly cleaning contract yet to be processed.
Safer Communities	(317,414)	(470,022)	Belmont Community Watch invoice for July above budgeted amount. Total annual budgeted amount remains correct.
Economic & Community Development	(518,820)	(169,255)	Youth program expenses not yet incurred as budgeted.
<b>Insurance Expenses</b>			
Governance, Strategy & Risk	(452,883)	(553,778)	Annual insurance allocations still to be processed.
Works	(145,671)	Nil	
City Facilities & Property	(171,857)	Nil	

## **Financial implications**

The presentation of these reports to Council ensures compliance with the *Local Government Act 1995 (WA)* and associated Regulations, and also ensures that Council is regularly informed as to the status of its financial position.

## **Environmental implications**

There are no environmental implications associated with this report.

## **Social implications**

There are no social implications associated with this report.

## **Attachment details**

<b>Attachment No and title</b>
1. Council Investment Report - August 24 [ <b>12.4.1</b> - 11 pages]

**CITY OF BELMONT**  
**MONTHLY FINANCIAL REPORT**  
**For the period ended 31 August 2024**

***LOCAL GOVERNMENT ACT 1995***  
***LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996***

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# Attachment 12.4.1 Council Investment Report - August 24

## CITY OF BELMONT STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 AUGUST 2024

Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
Rates	59,790,869	61,463,907	<b>59,779,331</b>	(1,684,576)	(2.74%)	▼	
Grants, subsidies and contributions	2,425,280	95,957	<b>261,860</b>	165,903	172.89%	▲	
Fees and charges	10,432,111	7,519,690	<b>7,703,191</b>	183,501	2.44%	▲	
Interest revenue	6,763,202	1,043,891	<b>1,379,506</b>	335,615	32.15%	▲	
Other revenue	592,353	93,196	<b>245,818</b>	152,622	163.76%	▲	
Profit on asset disposals	87,469	14,578	<b>0</b>	(14,578)	(100.00%)		
Fair value adjustments to financial assets at fair value through profit or loss	4,203	0	<b>0</b>	0	0.00%		
	<b>80,095,487</b>	<b>70,231,219</b>	<b>69,369,706</b>	(861,513)	(1.23%)		
<b>Expenditure from operating activities</b>							
Employee costs	(29,084,855)	(5,644,607)	<b>(4,321,679)</b>	1,322,928	23.44%	▲	
Materials and contracts	(36,674,146)	(5,555,940)	<b>(4,529,871)</b>	1,026,069	18.47%	▲	
Utility charges	(2,392,835)	(298,439)	<b>(272,639)</b>	25,800	8.64%		
Depreciation	(12,935,924)	(2,155,991)	<b>(2,162,853)</b>	(6,862)	(0.32%)		
Finance costs	(520,949)	0	<b>0</b>	0	0.00%		
Insurance	(940,842)	(951,517)	<b>(554,280)</b>	397,237	41.75%	▲	
Other expenditure	(1,543,703)	(343,300)	<b>(199,271)</b>	144,029	41.95%	▲	
	<b>(84,093,254)</b>	<b>(14,949,794)</b>	<b>(12,040,593)</b>	2,909,201	19.46%		
Non-cash amounts excluded from operating activities	Note 2(b)	12,829,160	2,141,413	<b>4,382,712</b>	2,241,299	104.66%	▲
<b>Amount attributable to operating activities</b>	<b>8,831,393</b>	<b>57,422,838</b>	<b>61,711,825</b>	4,288,987	7.47%		
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	3,566,506	454,601	<b>437,844</b>	(16,757)	(3.69%)		
Proceeds from disposal of assets	672,140	0	<b>0</b>	0	0.00%		
	<b>4,238,646</b>	<b>454,601</b>	<b>437,844</b>	(16,757)	(3.69%)		
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	3	(4,115,144)	(485,899)	<b>(335,322)</b>	150,577	30.99%	▲
Payments for construction of infrastructure	3	(13,964,329)	(480,981)	<b>(519,294)</b>	(38,313)	(7.97%)	
<b>Amount attributable to investing activities</b>	<b>(13,840,827)</b>	<b>(512,279)</b>	<b>(416,772)</b>	95,507	18.64%		
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Transfer from reserves	2	11,309,790	0	<b>0</b>	0	0.00%	
	<b>11,309,790</b>	<b>0</b>	<b>0</b>	0	0.00%		
<b>Outflows from financing activities</b>							
Repayment of borrowings		(641,885)	0	<b>0</b>	0	0.00%	
Payments for principal portion of lease liabilities		(105,427)	0	<b>0</b>	0	0.00%	
Transfer to reserves	2	(11,360,386)	0	<b>0</b>	0	0.00%	
	<b>(12,107,698)</b>	<b>0</b>	<b>0</b>	0	0.00%		
<b>Amount attributable to financing activities</b>	<b>(797,908)</b>	<b>0</b>	<b>0</b>	0	0.00%		
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>	6,304,342	6,304,342	<b>(1,494,865)</b>	(7,799,207)	(123.71%)	▼	
Amount attributable to operating activities	8,831,393	57,422,838	<b>61,711,825</b>	4,288,987	7.47%	▲	
Amount attributable to investing activities	(13,840,827)	(512,279)	<b>(416,772)</b>	95,507	18.64%		
Amount attributable to financing activities	(797,908)	0	<b>0</b>	0	0.00%		
<b>Surplus or deficit after imposition of general rates</b>	<b>497,000</b>	<b>63,214,901</b>	<b>59,800,188</b>	(3,414,713)	(5.40%)	▼	

### KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

\* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**CITY OF BELMONT**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 31 AUGUST 2024**

	Supplementary Information	30 June 2024	31 August 2024
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	1	18,105,527	29,736,128
Trade and other receivables		24,994,943	69,600,882
Other financial assets		40,704,180	46,548,324
Inventories		262,339	274,215
Other assets		3,520,765	3,175,012
<b>TOTAL CURRENT ASSETS</b>		<b>87,587,754</b>	<b>149,334,561</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables		515,832	471,152
Other financial assets		21,135,546	21,135,546
Property, plant and equipment		340,731,014	340,761,960
Infrastructure		295,265,091	293,842,453
Right-of-use assets		158,975	158,975
Intangible assets		246,241	246,241
<b>TOTAL NON-CURRENT ASSETS</b>		<b>658,052,699</b>	<b>656,616,327</b>
<b>TOTAL ASSETS</b>		<b>745,640,453</b>	<b>805,950,888</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables		8,225,387	2,323,357
Other liabilities		1,833,787	10,259,990
Lease liabilities		105,428	105,428
Borrowings		641,884	641,884
Employee related provisions		4,494,325	4,406,024
<b>TOTAL CURRENT LIABILITIES</b>		<b>15,300,811</b>	<b>17,736,683</b>
<b>NON-CURRENT LIABILITIES</b>			
Other liabilities		151,558	151,558
Lease liabilities		57,042	57,042
Borrowings		10,976,367	10,976,367
Employee related provisions		541,262	541,263
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>11,726,229</b>	<b>11,726,230</b>
<b>TOTAL LIABILITIES</b>		<b>27,027,040</b>	<b>29,462,913</b>
<b>NET ASSETS</b>		<b>718,613,413</b>	<b>776,487,975</b>
<b>EQUITY</b>			
Retained surplus		190,265,390	248,139,952
Reserve accounts	2	76,523,528	76,523,528
Revaluation surplus		451,824,495	451,824,495
<b>TOTAL EQUITY</b>		<b>718,613,413</b>	<b>776,487,975</b>

This statement is to be read in conjunction with the accompanying notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2024**

**1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES**

**BASIS OF PREPARATION**

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

**Judgements and estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

**MATERIAL ACCOUNTING POLICES**

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 August 2024

**CITY OF BELMONT  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2024**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

	Supplementary Information	Adopted Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 31 August 2024
<b>(a) Net current assets used in the Statement of Financial Activity</b>				
<b>Current assets</b>				
Cash and cash equivalents	1	\$ 17,777,674	\$ 18,105,527	\$ 29,736,128
Trade and other receivables		23,613,744	24,994,943	69,600,882
Other financial assets		29,118,043	40,704,180	46,548,324
Inventories		276,212	262,339	274,215
Other assets		3,316,206	3,520,765	3,175,012
		<u>74,101,879</u>	<u>87,587,754</u>	<u>149,334,561</u>
<b>Less: current liabilities</b>				
Trade and other payables		(4,956,993)	(8,225,387)	(2,323,357)
Other liabilities		(2,082,606)	(1,833,787)	(10,259,990)
Lease liabilities		(39,341)	(105,428)	(105,428)
Borrowings		(666,573)	(641,884)	(641,884)
Employee related provisions		(4,273,584)	(4,494,325)	(4,406,024)
		<u>(12,019,097)</u>	<u>(15,300,811)</u>	<u>(17,736,683)</u>
<b>Net current assets</b>		<b>62,082,782</b>	<b>72,286,943</b>	<b>131,597,878</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	(70,239,646)	(73,781,808)	(71,797,690)
<b>Closing funding surplus / (deficit)</b>		<b>(8,156,864)</b>	<b>(1,494,865)</b>	<b>59,800,188</b>

**(b) Non-cash amounts excluded from operating activities**

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash amounts excluded from operating activities</b>	\$	\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	(87,469)	(14,578)	0
Less: Fair value adjustments to financial assets at fair value through profit and loss	(4,203)	0	0
Add: Depreciation	12,935,924	2,155,991	2,162,853
Movement in current employee provisions associated with restricted cash	(15,092)	0	0
- Pensioner deferred rates	0	0	(44,680)
- Employee provisions	0	0	2,264,539
<b>Total non-cash amounts excluded from operating activities</b>	<b>12,829,160</b>	<b>2,141,413</b>	<b>4,382,712</b>

**(c) Current assets and liabilities excluded from budgeted deficiency**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Adopted Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 31 August 2024
<b>Adjustments to net current assets</b>	\$	\$	\$
Less: Reserve accounts	(73,484,974)	(76,523,528)	(76,523,528)
Add: Financial assets at amortised cost	0	20,927,619	20,927,619
- EMRC receivable	0	(20,927,619)	(20,927,619)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	666,573	641,884	641,884
- Current portion of lease liabilities	39,341	105,428	105,428
- Current portion of employee benefit provisions held in reserve	2,539,414	1,994,408	3,978,526
<b>Total adjustments to net current assets</b>	Note 2(a) <b>(70,239,646)</b>	<b>(73,781,808)</b>	<b>(71,797,690)</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the City's operational cycle.

# Attachment 12.4.1 Council Investment Report - August 24

**CITY OF BELMONT**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2024**

**3 EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.  
 The material variance adopted by Council for the 2024-25 year is \$100,000.

**Description**

**Revenue from operating activities**

**Rates**

Rates issue for Perth Airport

**Fees and charges**

Various fees and charges amounts above budget by amounts below variance threshold.

**Interest revenue**

Finance - Reserve accruals not yet reversed as awaiting year end finalisation.

**Other revenue**

Various other revenue amounts above budget by amounts below variance threshold.

**Expenditure from operating activities**

**Employee costs**

Salaries are below budget due to vacancies currently being recruited by the City

**Materials and contracts**

Information Technology - Major software vendor invoiced earlier in FY than was budgeted - (\$384,560)  
 Economic & Community Development - Youth program expenses not yet incurred as budgeted - \$349,565  
 Safer Communities- Various material and contracts expenses above budget by amounts below variance threshold -(\$ 152,608)  
 Park,Leisure & Environment - Various material and contracts expenses below budget by amounts below variance threshold - \$795,038  
 City Facilities & Property - Various material and contracts expenses below budget by amounts below variance threshold - \$136,366

**Insurance**

Annual insurance allocations to be processed

	Var. \$	Var. %	
	\$	%	
	(1,684,576)	(2.74%)	▼
		Timing	
	183,501	2.44%	▲
		Timing	
	335,615	32.15%	▲
		Timing	
	152,622	163.76%	▲
		Timing	
	1,322,928	23.44%	▲
		Permanent	
	1,026,069	18.47%	▲
		Timing	
	397,237	41.75%	▲
		Timing	

**CITY OF BELMONT**  
**SUPPLEMENTARY INFORMATION**

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2	Reserve Accounts	9
3	Capital Acquisitions	10

# Attachment 12.4.1 Council Investment Report - August 24

**CITY OF BELMONT  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 AUGUST 2024**

**1 INVESTMENT PORTFOLIO**

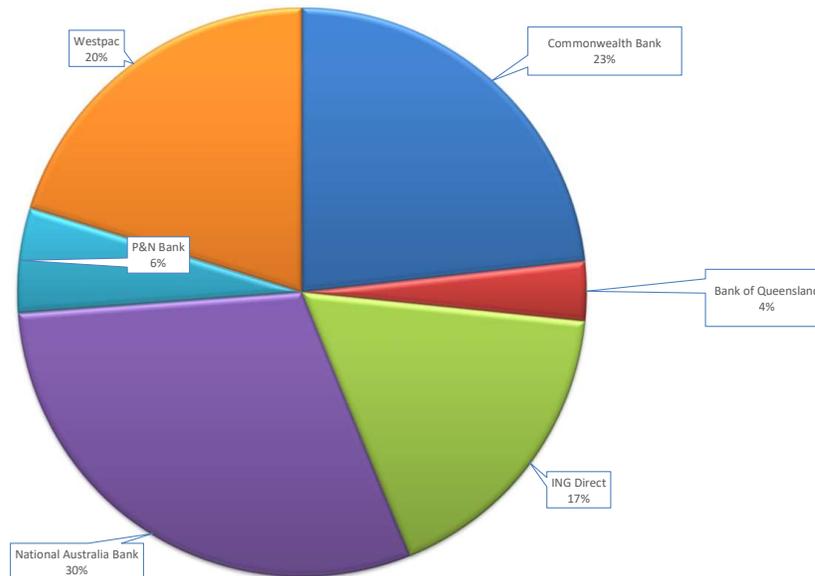
**BY INVESTMENT HOLDINGS**

	Municipal \$	Reserve \$	Trust-Reserve \$	Total \$	Total %
Municipal Account	9,785,075	-	-	9,785,075	10.07%
On-Call Account	12,821,999	-	-	12,821,999	13.19%
Term Deposits	8,000,000	66,600,947	(0)	74,600,947	76.74%
<b>Total</b>	<b>30,607,074</b>	<b>66,600,947</b>	<b>(0)</b>	<b>97,208,021</b>	<b>100.00%</b>

**BY INSTITUTION**

	Rating	Municipal \$	Reserve \$	Trust-Reserve \$	Total \$	Total %	Policy Max %
Commonwealth Bank	AA	22,607,074	-	-	22,607,074	23.26%	40%
Bank of Queensland	A	-	3,278,806	-	3,278,806	3.37%	30%
ING Direct	A	3,000,000	13,716,522	-	16,716,522	17.20%	30%
National Australia Bank	AA	5,000,000	24,150,993	-	29,150,993	29.99%	40%
P&N Bank	BBB	-	5,794,252	-	5,794,252	5.96%	20%
Westpac	AA	-	19,660,373	-	19,660,373	20.23%	40%
<b>Total</b>		<b>30,607,074</b>	<b>66,600,947</b>	<b>-</b>	<b>97,208,021</b>	<b>100.00%</b>	

**Investment Institutions**



**BY CREDIT RATINGS**

Rating	Municipal \$	Reserve \$	Trust Reserve \$	Total \$	Total %	Policy Max %
AAA	-	-	-	-	0.00%	100%
AA	27,607,074	43,811,367	-	71,418,441	73.47%	100%
A	3,000,000	16,995,329	-	19,995,329	20.57%	80%
BBB / NR	-	5,794,252	-	5,794,252	5.96%	60%
<b>Total</b>	<b>30,607,074</b>	<b>66,600,947</b>	<b>-</b>	<b>97,208,021</b>	<b>100.00%</b>	

# Attachment 12.4.1 Council Investment Report - August 24

**CITY OF BELMONT  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 AUGUST 2024**

**2 RESERVE ACCOUNTS**

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>										
Administration building Reserve	257,768	11,264	0	0	269,032	254,062	0	0	0	254,062
Aged Accommodation - Homeswest Reserve	980,051	42,501	8,583	0	1,031,135	998,564	0	0	0	998,564
Aged Community Care Reserve	239,107	10,449	0	0	249,556	235,668	0	0	0	235,668
Aged persons housing Reserve	467,246	32,618	0	(309,374)	190,490	402,005	0	0	0	402,005
Aged Services Reserve	1,163,138	50,828	0	0	1,213,966	1,146,414	0	0	0	1,146,414
Ascot Waters Marina Maintenance & Restoration	1,057,555	48,399	0	(50,000)	1,055,954	1,091,038	0	0	0	1,091,038
Belmont District Band Reserve	51,297	2,242	0	0	53,539	50,560	0	0	0	50,560
Belmont Oasis Refurbishment Reserve	4,521,127	197,568	0	0	4,718,695	4,456,122	0	0	0	4,456,122
Belmont Trust Reserve	1,707,597	74,620	0	(216,324)	1,565,893	1,657,364	0	0	0	1,657,364
Building maintenance Reserve	5,022,812	233,538	0	(200,000)	5,056,350	5,258,752	0	0	0	5,258,752
Capital Projects Reserve	3,801,763	0	7,844,987	(705,161)	10,941,589	6,057,504	0	0	0	6,057,504
Car Parking Reserve	67,645	2,956	0	0	70,601	66,673	0	0	0	66,673
Carry Forward Projects Reserve	3,508,977	0	(25,166)	(2,738,320)	745,491	1,744,079	0	0	0	1,744,079
District valuation Reserve	108,999	1,049	95,000	0	205,048	23,652	0	0	0	23,652
Election expenses Reserve	43,723	6,412	75,000	0	125,135	2,029	0	0	0	2,029
Environment Reserve	928,453	69,281	0	0	997,734	884,672	0	0	0	884,672
Faulkner Park Retirement Village Buy Back Reserve	2,590,287	112,319	0	0	2,702,606	2,533,332	0	0	0	2,533,332
Faulkner Park Retirement Village Owners Maintenance Reserve	532,453	31,613	0	0	564,066	713,035	0	0	0	713,035
History Reserve	181,622	7,937	0	0	189,559	179,010	0	0	0	179,010
Information Technology Reserve	1,448,239	65,908	0	0	1,514,147	1,486,554	0	0	0	1,486,554
Land acquisition Reserve	11,047,425	467,902	0	0	11,515,327	10,904,340	0	0	0	10,904,340
Long Service Leave Reserve - Salaries	1,520,081	86,855	0	(143,273)	1,463,663	3,419,356	0	0	0	3,419,356
Long Service Leave Reserve - Wages	231,924	11,137	0	(5,753)	237,308	559,170	0	0	0	559,170
Miscellaneous Entitlements Reserve	802,501	35,942	0	0	838,443	779,710	0	0	0	779,710
Plant replacement Reserve	1,482,390	75,365	587,126	(323,278)	1,821,603	1,749,781	0	0	0	1,749,781
Property development Reserve	21,754,992	703,244	0	(5,347,558)	17,110,678	21,704,521	0	0	0	21,704,521
Public Art Reserve	417,826	18,870	0	(30,000)	406,696	425,617	0	0	0	425,617
Ruth Faulkner library Reserve	50,154	2,192	0	0	52,346	49,433	0	0	0	49,433
Streetscapes Reserve	537,345	23,481	0	0	560,826	529,620	0	0	0	529,620
Urban Forest Strategy Management Reserve	126,892	5,545	0	0	132,437	125,067	0	0	0	125,067
Waste Management Reserve	5,481,809	282,028	0	(1,240,749)	4,523,088	5,907,223	0	0	0	5,907,223
Workers Compensation/Insurance Reserve	1,301,180	60,793	0	0	1,361,973	1,128,601	0	0	0	1,128,601
	<b>73,434,378</b>	<b>2,774,856</b>	<b>8,585,530</b>	<b>(11,309,790)</b>	<b>73,484,974</b>	<b>76,523,528</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>76,523,528</b>

**CITY OF BELMONT  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 AUGUST 2024**

**INVESTING ACTIVITIES**

**3 CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non-specialised	1,766,674	225,186	214,072	(11,114)
Furniture and equipment	1,015,181	252,380	55,410	(196,970)
Plant and equipment	1,283,289	0	65,840	65,840
Other property, plant and equipment	50,000	8,333	0	(8,333)
<b>Acquisition of property, plant and equipment</b>	<b>4,115,144</b>	<b>485,899</b>	<b>335,322</b>	<b>(150,577)</b>
Infrastructure - Roads	4,377,589	110,712	131,015	20,303
Infrastructure - Reserves Improvements	7,999,940	366,652	349,492	(17,160)
Infrastructure - Footpath Network	870,175	3,617	2,722	(895)
Infrastructure - Drainage Network	716,625	0	36,065	36,065
<b>Acquisition of infrastructure</b>	<b>13,964,329</b>	<b>480,981</b>	<b>519,294</b>	<b>38,313</b>
<b>Total capital acquisitions</b>	<b>18,079,473</b>	<b>966,880</b>	<b>854,616</b>	<b>(112,264)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	3,566,506	454,601	0	(454,601)
Other (disposals & C/Fwd)	672,140	0	0	0
Reserve accounts				
Belmont Trust Reserve	216,324	0	0	0
Building maintenance Reserve	200,000	0	0	0
Capital Projects Reserve	705,161	0	0	0
Carry Forward Projects Reserve	2,738,320	0	0	0
Long Service Leave Reserve - Wages	5,753	0	0	0
Plant replacement Reserve	323,278	0	0	0
Property development Reserve	5,347,558	0	0	0
Public Art Reserve	30,000	0	0	0
Contribution - operations	9,981,022	512,279	854,616	342,337
<b>Capital funding total</b>	<b>23,786,062</b>	<b>966,880</b>	<b>854,616</b>	<b>(112,264)</b>

**MATERIAL ACCOUNTING POLICIES**

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

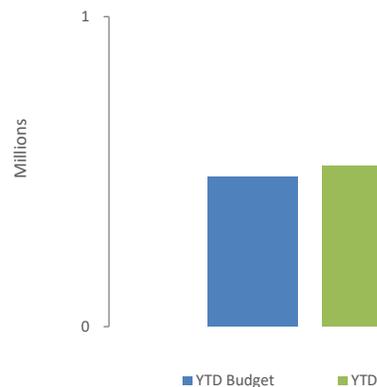
**Initial recognition and measurement for assets held at cost**

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognised at fair value. Assets held at cost are depreciated and assessed for impairment annually.

**Initial recognition and measurement between mandatory revaluation dates for assets held at fair value**

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

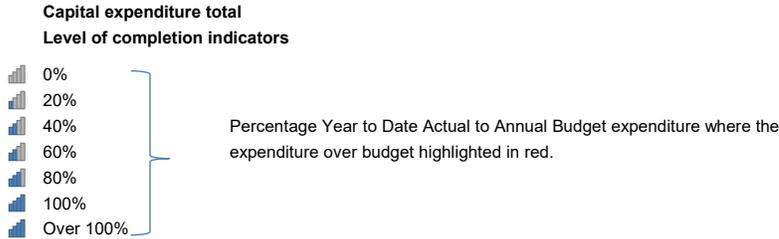
Payments for Capital Acquisitions



**CITY OF BELMONT  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 AUGUST 2024**

**INVESTING ACTIVITIES**

**3 CAPITAL ACQUISITIONS - DETAILED**



*Level of completion indicator, please see table at the end of this note for further detail.*

Account Description	Adopted			Variance (Under)/Over
	Budget	YTD Budget	YTD Actual	
	\$	\$	\$	\$
City Projects	3,799,162	245,366	164,043	(81,323)
Parks and Environment	4,392,452	190,000	204,736	14,736
Buildings and facilities	1,575,000	220,000	194,785	(25,215)
Infrastructure Capital Works	5,964,389	114,329	169,802	55,473
Furniture and equipment	1,015,181	252,380	55,410	(196,970)
Plant and equipment	1,283,289	0	65,840	65,840
Other	50,000	8,333	0	(8,333)
	<b>18,079,473</b>	<b>1,030,408</b>	<b>854,616</b>	<b>(175,792)</b>

# 13 Reports by the Chief Executive Officer

## 13.1 Request for leave of absence

## 13.2 Notice of motion

### 13.2.1 Notice of Motion (Cr Kulczycki) Implementation of Underground Power Across the City of Belmont

Voting Requirement	:	Simple Majority
Subject Index	:	35/002
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Infrastructure Services

#### Council role

**Executive** The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

#### Purpose of report

To consider the Notice of Motion received from Councillor (Cr) Kulczycki for Council to examine the implementation of underground power across the City of Belmont.

#### Summary and key issues

- A Notice of Motion was received from Cr Christopher Kulczycki on 15 January 2024. That Motion requested the Chief Executive Officer to prepare a report to Council outlining all options available to implement

underground power within areas of the City that are currently serviced by overhead powerlines.

- The State Underground Power Program (SUPP) commenced in 1996. Power was undergrounded in Rivervale under this program. This program has been replaced by the Targeted Underground Power Program (TUPP) which was launched in 2022.
- The TUPP is a network-driven approach, where areas for undergrounding of power are prioritised based on network maturity and risk. Under the TUPP there is an increased Western Power contribution toward costs and a tiered State Government contribution; this has reduced the average Local Government contribution to cost from the minimum requirement of 50% under SUPP to an estimated average of 36%.
- To date there have been 34 projects identified across two releases under the TUPP, with a project identified for Cloverdale under Release 2. The majority of the project areas in the City of Belmont sit within the 7-15 year horizon for delivery. A typical TUPP project takes a minimum of six years from initiation to construction completion.
- The alternative to the TUPP is Retrospective Undergrounding Projects (RUP). A RUP project is non network driven and initiated by request from the Local Government. As such, the bulk of the cost for a RUP project is borne by the Local Government. The delivery timeframe for a RUP project is likely to be longer than a TUPP project given the priority placed on the TUPP program and the capacity of Western Power resources.
- The estimated cost to the City to underground power across the remainder of the City project areas are:
  - TUPP: \$55m - \$83m total => \$4k - \$6k per power meter
  - RUP: \$91m - \$136m total => \$6.6k - \$9.9k per power meter
- The current Long Term Financial Plan does not contain funding to contribute towards the cost of underground power projects. All costs borne by the City for underground power projects therefore must be fully passed on to the property owners in the relevant project areas via a service charge on the rates notice.
- The cost per property owner will vary across project areas depending on the complexity and age of the network, and the contributions paid by Western Power and the State Government. Once these contributions are determined for each project area and the cost to the City is confirmed, the City can design a cost recovery financial model relevant to the project area.
- There are two methods available to fund the upfront costs of undergrounding of power: borrow the overall cost from the Western Australian Treasury Corporation, or use the City's reserve funds, however, currently there is no reserve fund in place for underground power projects. Council can, through the annual budget process, consider the reallocation of funds currently sitting in existing reserves to fund possible underground power projects.

## Councillor Motion

That the Chief Executive Officer prepares a report for Council within six months outlining all options available to implement underground power within areas of the City that are currently serviced by overhead powerlines. The report should outline how each option would impact on the Long-Term Financial Plan, the potential models of financial contribution (to minimise financial impact upon property owners compared to local and state government contributions), speed of delivery, and alignment to Goal 3 of the Strategic Community Plan to improve our local environment.

### Reasons

- Improvement to the City's tree canopy by allowing street trees to achieve their full growth potential and reduced pruning costs for the City.
- Enhanced streetscapes and shading promoting a walkable and connected community.
- Improved service reliability due to the lowered potential of storm damage to above ground assets.
- Improved public safety with brighter LED streetlighting.
- Positive impact to property values due to the absence of poles and wires.
- Lower whole of life costs including operating costs for the City to power streetlights.
- Future proofing the district to support electrification and projected future power demand.
- Section 3.1 (1A) of the *Local Government Act 1995* demands a local government consider,
  - “(a) the need —
    - (i) to promote the economic, social and environmental sustainability of the district; and
    - (ii) to plan for, and to plan for mitigating, risks associated with climate change; and
    - (iii) in making decisions, to consider potential long-term consequences and impacts on future generations”

## Alternative Officer Recommendation

### Alternative Officer Recommendation

That Council:

1. Notes the report.
2. Requests the CEO to continue to advocate to the State Government for the progression of underground power in the City of Belmont.

### Location

Not applicable.

### Consultation

Consultation regarding this item has been held with Western Power and WALGA.

### Strategic Community Plan implications

In accordance with the 2020 – 2040 Strategic Community Plan:

#### **Key Performance Area: People**

**Outcome:** 1. A safe, healthy community.

#### **Key Performance Area: Planet**

**Outcome:** 4. Healthy and sustainable ecosystems.

#### **Key Performance Area: Place**

**Outcome:** 8. A City that is easy to get around safely and sustainably.

### Policy implications

There are no policy implications associated with this report.

### Statutory environment

There are no specific statutory requirements in respect to this matter.

## Background

A Notice of Motion received from Cr Kulczycki reads as follows:

That the Chief Executive Officer prepares a report for Council within six months outlining all options available to implement underground power within areas of the City that are currently serviced by overhead powerlines. The report should outline how each option would impact on the Long Term Financial Plan, the potential models of financial contribution (to minimise financial impact upon property owners compared to local and state government contributions), speed of delivery, and alignment to Goal 3 of the Strategic Community Plan to improve our local environment.

## Reasons

- Improvement to the City's tree canopy by allowing street trees to achieve their full growth potential and reduced pruning costs for the City.
- Enhanced streetscapes and shading promoting a walkable and connected community.
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- Positive impact to property values due to the absence of poles and wires.
- Lower whole of life costs including operating costs for the City to power streetlights.
- Future proofing the district to support electrification and projected future power demand.
- Section 3.1 (1A) of the *Local Government Act 1995* demands a local government consider,
  - “(a) the need —
    - (1) to promote the economic, social and environmental sustainability of the district; and
    - (2) to plan for, and to plan for mitigating, risks associated with climate change; and
    - (3) in making decisions, to consider potential long-term consequences and impacts on future generations”

In accordance with the City of Belmont Standing Orders Local Law, Section 5.3 (4) (a) (iv) the Chief Executive Officer with the concurrence of the Mayor referred the Notice of Motion provided by Cr Kulczycki to an Information Forum where it could be best dealt with in the first instance. That Information Forum having been held and Elected Members provided with the relevant information, the Notice of Motion is now presented to Council for its consideration.

## **Report**

The City of Belmont is predominately serviced by overhead power infrastructure. When compared with overhead powerlines, underground power has several benefits:

- improved reliability and security of electricity supply;
- enhanced streetscapes and visual amenity;
- increased tree canopy;
- reduced street tree maintenance costs;
- improved street lighting and community safety
- reduced maintenance costs

The undergrounding of power in the City therefore represents a significant opportunity to improve amenity for the community.

### **State Underground Power Program (SUPP)**

Western Power commenced the undergrounding of overhead power assets in 1996 with the establishment of the State Underground Power Program (SUPP). Projects were awarded through competitive rounds (six in total) similar to a public tender. Power was undergrounded in Rivervale during round two of the SUPP. This program has been replaced by the Targeted Underground Power Program (TUPP) which was launched in 2022.

### **Targeted Underground Power Program (TUPP)**

The TUPP is a collaboration between the State Government, Western Power and Local Governments. It has the following key features:

- a network-driven approach, whereby Western Power targets areas of the residential network where assets are due or are becoming due for replacement;
- tiered State Government contributions targeted towards lower socio-economic project areas; and
- streamlined governance and approvals processes.

Under the network-driven approach, Western Power actively targets residential locations where there are a high proportion of mature assets, and prioritises projects based on network maturity and risk.

There are currently 23 projects being progressed with 10 local governments in TUPP Release 1; with 11 projects being proposed across 7 local governments in TUPP Release 2 – including a proposed project in Cloverdale.

Figure 1 below illustrates the age profile of the network clusters across metropolitan Perth.

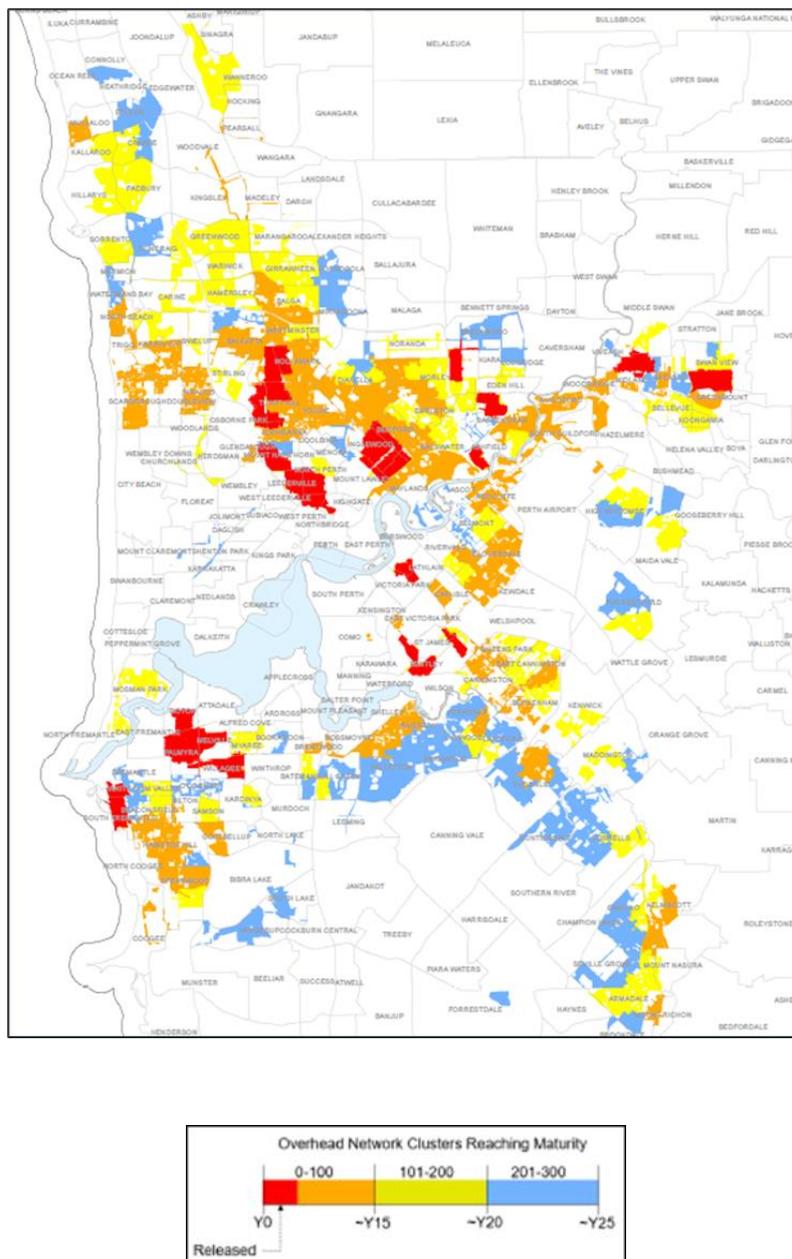


Figure 1: TUPP – Perth Metropolitan Network Clusters Age Profile

Through this approach, Western Power can maximise its contribution to project costs. This, in turn, results in lower conversion costs to customers compared to the SUPP. For example, under the TUPP it is estimated that Western Power will contribute an average of 57% of total project costs – double its average contribution of 29% across the 16 projects in Round Six of the SUPP.

As a result of this increased Western Power contribution, in combination with the tiered State Government contribution, the average Local Government contribution has decreased - from the minimum requirement of 50% under SUPP to an estimated average of 36% during the first four years of TUPP.

### TUPP Funding Model

The funding model for TUPP projects is illustrated by the 'cost stack' presented in figure 2 below.

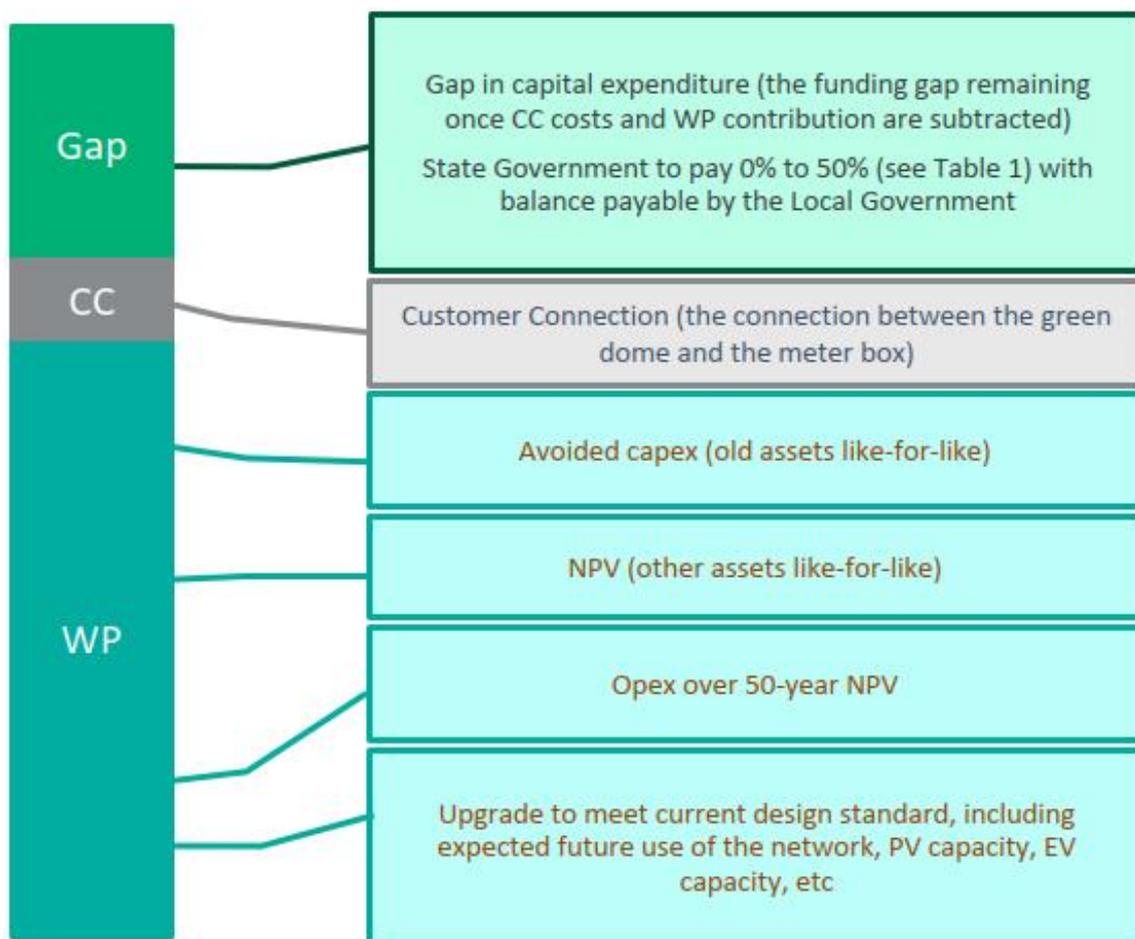


Figure 2: TUPP 'Cost Stack'

### Western Power

Western Power contributes the avoided capital costs (capex) of replacing the existing overhead distribution network with overhead assets (i.e. like-for-like replacement). As underground power is less expensive to operate and maintain, Western Power contributes its operating cost (opex) savings, on a discounted basis over 50 years. Finally, Western Power contributes cost savings from avoided future upgrades that would otherwise be needed for the overhead network.

## State Government

The State Government contribution is applied to the 'gap' in capital expenditure which remains once Western Power's contribution and the cost of the customer connection are accounted for. It is targeted towards lower socio-economic project areas, which have historically been unable to compete under the selection criteria of the SUPP. There are four bands of State Government funding that are determined by comparing the median house price (MHP) of the suburbs within a TUPP project area with the Perth MHP. The funding contribution bands have been designed to ensure that most State Government funding is provided to areas where the MHP is less than the Perth average.

This is illustrated in figure 3 below.

TUPP suburb MHP compared to the Perth MHP	State Government contribution to the 'gap'
Band 1: Greater than 150%	0%
Band 2: Greater than 120% and less than or equal to 150%	10%
Band 3: Greater than 80% and less than or equal to 120%	25%
Band 4: Less than or equal to 80%	50%

Figure 3: State Government contribution bands

## Local Government

Participating Local Governments agree to cover the gap in capital costs (that being, the difference between overhead renewal and underground network construction costs) that remain after the State Government and Western Power contributions have been applied. Local Governments are also responsible for payment of the customers' connection (CC) charges, which is the network connection (i.e. cable) between the green dome on the edge of a property and the customer's meter box. This does not form part of Western Power's network and the costs of undergrounding are the responsibility of the customer, who will then own the cable. Each Local Government is responsible for determining how to recover its undergrounding costs. Local Governments pass these costs on to the owners of the properties receiving underground power through service charges issued on the rates notice.

## TUPP Project Delivery Process

The delivery process for a TUPP project is summarised in figure 4 below:

<b>Phase 1:</b>	<b>Initiation</b>
	<ul style="list-style-type: none"> <li>WP engages with LGA to establish their interest.</li> </ul>
<b>Phase 2:</b>	<b>Scoping</b>
	<ul style="list-style-type: none"> <li>WP prepares a scoping report and non-binding MoU (based on +/- 30% estimate).</li> <li>LGA scope community engagement process.</li> </ul>
<b>Phase 3:</b>	<b>Planning</b>
	<ul style="list-style-type: none"> <li>WP prepares detailed design and budget.</li> <li>LGA engages with community to gauge level of support.</li> <li>WP establishes project construction estimate.</li> <li>LGA Council resolution to proceed/not proceed.</li> <li>Co-Funding Agreement Signed (based on +/- 10% estimate).</li> <li>WP signs construction contract.</li> </ul>
<b>Phase 4:</b>	<b>Construction Contract</b>
	<ul style="list-style-type: none"> <li>Works typically take 15-18 months per project area</li> </ul>

*Figure 4: TUPP Project Delivery Process*

The overall process takes over 6 years from initiation to completion of construction contract.

If a Local Government declines a TUPP offer, or has their offer withdrawn, Western Power will make an offer to the next Local Government on the priority list. Western Power is still required to proceed with works to maintain or renew the overhead assets to ensure ongoing safety and reliability. In this instance Western Power would continue with replacement of the overhead assets. As these assets have an asset lifespan of 50 years, it would be 50 years before an opportunity such as the TUPP would arise again. Should a local government wish to underground the overhead assets after they have been renewed it could not be done under a TUPP project and would result in considerably higher costs to the local government to do so.

## TUPP Projects in City of Belmont

TUPP project areas specific to the City of Belmont are illustrated in figure 5 below.

-  Existing projects
-  ~7 to 15 year horizon
-  ~15 to 20 year horizon
-  ~20 to 25 year horizon

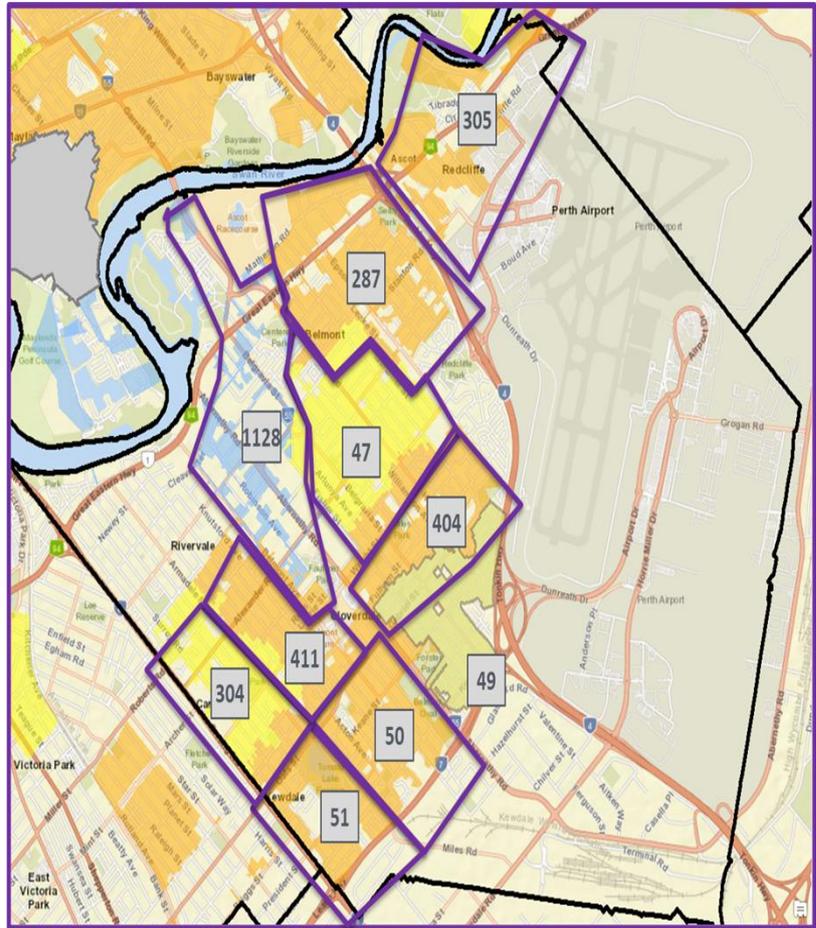


Figure 5: TUPP Project Areas in City of Belmont

The majority of project areas in the City of Belmont sit within the 7-to-15-year project horizon for the delivery of underground power. The City has been informed by Western Power that project area 49, Cloverdale, has been identified as a prospective project area under Release 2 of the TUPP. The boundaries of the project area are illustrated in figure 6 below.

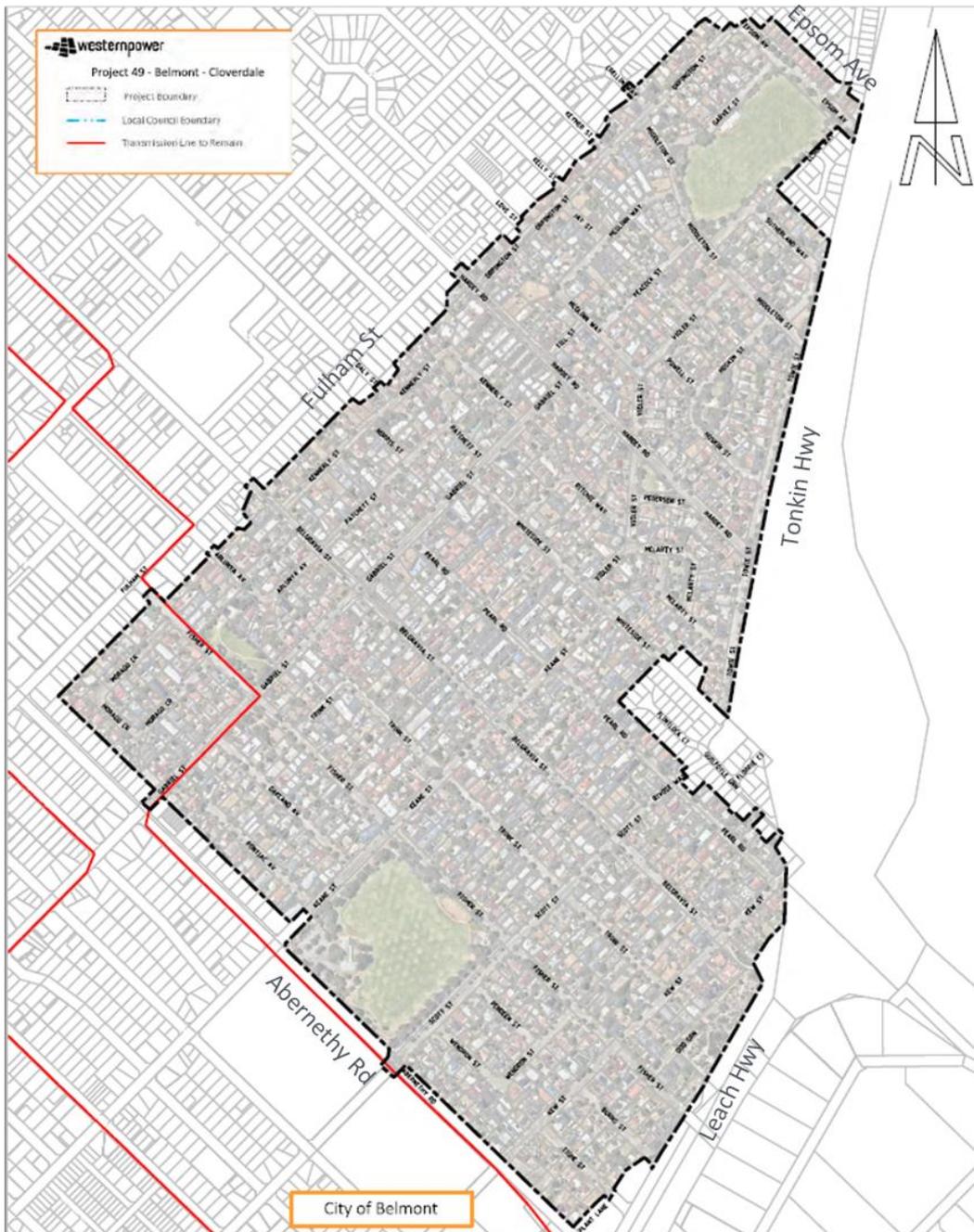


Figure 6: TUPP Project Area 49, Cloverdale.

The indicative timeframe for the construction of this project area is between November 2028 and April 2030. The City is currently awaiting a confirmed Scoping Report and cost estimate for the project. Upon receipt of the Scoping Report the City will sign a memorandum of understanding (MOU) with Western Power so that they can commence with the planning stage and prepare detailed designs and cost estimates. There is no obligation on the City to proceed with the project until a Co-Funding Agreement is signed further to a Council resolution. The likely timing for this is early 2028.

### Retrospective Undergrounding Projects (RUP)

The alternative to the TUPP is Retrospective Undergrounding Projects (RUP). A RUP project is non network driven and initiated by request from the Local Government. As such, the bulk of the cost for a RUP project is borne by the relevant Local Government. The Western Power contribution to the cost of a RUP project is reduced reflecting the remaining asset value of the overhead assets. There is no State Government contribution towards the cost of a RUP project.

The delivery timeframe for a RUP project is likely to be longer than a TUPP project given the priority placed on the TUPP program and the capacity of Western Power resources. Given the TUPP horizon timelines for the project areas in the City as outlined in figure 5 above, there would be little advantage from a scheduling perspective for the City to request undergrounding of power via RUP – by the time a project area would be progressed under RUP it would have almost reached the TUPP time horizon.

## Financial implications

### Estimated Costs

The estimated costs to underground power in the remainder of the City are shown in table 1 below for projects progressed under the TUPP program or via the alternative RUP. These costs are based on high-level estimates provided by Western Power and include the contributions from Western Power and State Government where applicable.

	TUPP		RUP	
	Total Cost	Av Cost/Meter	Total Cost	Av Cost/Meter
Total Cost	\$188,800,000	\$13,716	\$188,800,000	\$13,716
WP Contribution	\$122,100,000	\$8,870	\$97,680,000	\$7,096
State Contribution	\$11,025,000	\$801	\$0	\$0
COB Cost	\$55,675,000	\$4,045	\$91,120,000	\$6,620
COB Cost + 30%	\$72,377,500	\$5,258	\$118,456,000	\$8,606
COB Cost + 50%	\$83,512,500	\$6,067	\$136,680,000	\$9,930

Table 1: Underground power cost estimates, City of Belmont

The experience of many local governments recently in the TUPP program has been cost escalations of between 30% – 50% between the high-level cost estimate and detailed construction cost estimate. This is reflective of the current construction market and the complexity of the work involved. Given this, the estimates of cost in table 1 are shown with the impact of a 30% or 50% increase from the base estimate cost.

The average cost per power meter (i.e per household) varies from \$4,045/meter to \$6,067/meter under the TUPP, compared to \$6,620/meter to \$9,930/meter under RUP. The costs to progress undergrounding of power via RUP are therefore over 60% higher than TUPP.

### **Long Term Financial Plan**

The current Long Term Financial Plan does not contain funding to contribute towards the cost of underground power projects whether they are via TUPP, RUP or another City-initiated project. All costs borne by the City for underground power projects would therefore have to be fully passed on to the property owners in the relevant project areas via a service charge on the rates notice, this is the approach adopted by the majority of local governments in metropolitan Perth.

### **Potential Financial Models to Fund Underground Power**

The underlying purpose of the Notice of Motion is to minimise the financial impact on property owners for the implementation of underground power projects in the City. Outside of the existing funding model of the TUPP there are no other avenues of external funding available to reduce the cost of undergrounding power to property owners.

The cost per property owner will vary across project areas depending on the complexity and age of the network, and the contributions paid by Western Power and the State Government. Once these contributions are determined for each project area and the cost to the City is confirmed, the City can design a cost recovery financial model that will consider the following factors:

- type and number of dwellings in the project area (single/multi-residential/commercial lots);
- provision of potential discounts for pensioners/seniors/self-funded retirees, payment up-front;
- repayment periods – 3 to 10 years subject to borrowing capacity/repayment & interest rates; and
- Council contribution to the project cost, in effect a subsidy from all ratepayers to the property owners in the project area.

How the City will fund the upfront capital costs associated with an underground power project will depend on the type of project and overall cost of the project. There are several methods open to the City.

The first is to borrow the overall cost from the Western Australian Treasury Corporation (WATC) to pay Western Power whilst recovering the costs from ratepayers. There will be an interest cost which the City can cover itself or recover from ratepayers. Prudent borrowing strategies can minimise the interest component as loan repayments can be timed and made as funds are recovered by the City.

The second method would be to use the City's reserve funds. (Noting the City does not currently have any financial reserves to provide for underground power projects).

The Council can, through the annual budget process, re-allocate funds currently sitting in existing reserves to fund possible underground power projects. An analysis of the City's Long Term Financial Plan indicates a level of core funds that would allow the City to effectively self-fund any potential underground power project. This would be done on the basis that these funds would be repaid to their source as ratepayers pay their annual underground power service charge via the rates payments. This would then stop the need to borrow funds from the WATC.

There would be an interest charge levied as part of the underground service charge but borrowing from the reserve will be more cost effective than borrowing from the WATC. Either method, a reserve will be required to be established to cover the projects.

Council would need to consider the impact on reserve balances should it choose to create an underground power reserve and fund underground power from existing reserves.

## **Environmental implications**

The key environmental advantage of the undergrounding of power is the opportunity to improve the City's tree canopy by allowing street trees to achieve their full potential which will help reduce the heat-island effect.

## **Social implications**

From a social perspective there are several opportunities arising from the undergrounding of power:

- Improved streetscapes and visual amenity
- Improved tree shading and cooler public areas
- Improved street lighting and public safety
- Positive impact to property values due to the enhanced amenity

There are some potential negative social implications e.g. disruption during works, requirement for installation of primary equipment (transformers) at ground level. It is considered the long-term positive implications outweigh these negative aspects.

## Attachment details

Attachment No and title
Nil

## **14 Matters for which the meeting may be closed**

### **14.1 Tender 18-2024 - Faulkner Civic Precinct Ornamental Lakes Renewal Works**

This report is included in the Ordinary Council Meeting – Confidential Matters Agenda in accordance with Section 5.23(2) of the *Local Government Act 1995 (WA)*, which permits the meeting to be closed to the public for business relating to the following:

Section 5.23(2)(c) 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.

## **15 Closure**