

Annual Report 2003-2004



Enhancing and celebrating our diverse community



TOWN OF VINCENT

Town of Vincent

'Enhancing and celebrating our diverse community'

Mission Statement

A statement gives an organisation a sense of purpose and direction.

Our mission is to provide quality services and effective representation to meet the needs and expectations of our community.

Vision

Our Vision is that Vincent will strive to be a vibrant and dynamic community.

We will continue to be a safe and healthy inner city area, rich in heritage and cultural diversity.

Our residents will have a strong sense of belonging and will value Vincent as an integrated community which has its own distinctive identity and community spirit.

Trees, gardens and parks will provide attractive and natural places for recreation and enjoyment. Principles of sustainability will guide all Town decisions.

Our buildings will successfully blend old and new and embrace universal design principles to provide access for all.

We will foster a prosperous and dynamic business environment that serves local needs and attracts support from surrounding communities.

Vincent will be a place of equal opportunity for all people.

Working together, community, business and Council will turn our vision into reality.

Values

Our values describe the things which are important to us in the way we do business. We strive to display our values in all our interactions - in Council, through Councillors and staff, and within our community.

The Council upholds these guiding principles:

- Community spirit and cohesion are to be protected
- Cultural diversity is built on respect, understanding and interaction
- Community input is valued
- Sustainability guides our decision making
- Access to all facilities
- Co-operation and teamwork

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Journalists are briefed at the media launch of Members Equity Stadium in December 2003.



Mayor's Report



Mayor Nick Catania, JP
Elected May 2001
Re-elected 2003-2007

I'm delighted to report on another busy but productive year, with a number of major projects coming to fruition; namely Members Equity Stadium, Perth and Leederville Oval redevelopments and associated Loton Park. The new office building for the Department for Sport and Recreation is also rapidly taking shape. As the project officer for all these substantial works, Chief Executive Officer John Giorgi can report on these in detail.

However, I do want to again offer my thanks to the CEO and the Town's officers for the considerable workload they have taken on in addition to the regular day-to-day operations, thus saving the Town – and ultimately the ratepayers – thousands of dollars in consultancy fees. The result has been two first class sports facilities and a soon-to-be completed office building which have been the subject of a great deal of favourable comment.

There are multiple benefits for residents and ratepayers. Run-down assets have been substantially increased in value, the business community will have increased patronage, and the local community will have the use of the wonderful new public open space that's being created.

A major redevelopment of Robertson Park in Perth, funded by the sale of a portion of an old bottleyard site in the park as residential land, is almost complete. The park has an interesting history, and research by local residents revealed it was once covered, along with the adjacent Dorrien Gardens soccer ground, by a large seasonal wetland. Because of the park's history, the Council gave the green light to the Claise Brook Catchment Group's suggestion that a small seasonal wetland be recreated as part of the redevelopment. The group successfully applied for \$30,000

in funding from Alcoa and the Swan River Trust, through the Swan Alcoa Landcare Programme, to help fund the project, and I commend them for their initiative.

On a more serious note, the condition of the lakes in Hyde Park – one of the Town's most popular parks – is the subject of considerable concern to me personally and the wider community. Current concerns are due to a significant drop in the lakes' water level. Originally the lake levels were in fact the static ground water level for the area, but those levels have steadily dropped over a number of years, due mainly to declining annual rainfall. We have allocated \$90,000 in the 2004-05 budget for Stage 1 of monitoring and remedial work on the lakes, so I'm optimistic some real progress will be made in this coming year.

The Town continued its innovative approach to service delivery, starting the year with a national award for Beatty Park Leisure Centre's PoolWatch programme, which was launched in October 2002. Beatty Park then went on to receive a number of other accolades, culminating in the historic centre becoming the 1,000th entry in Western Australia's Register of Heritage places.

The Department for Planning and Infrastructure's Vincent TravelSmart programme rolled out during the first part of the year, with almost 90 per cent of households in the target area contacted by phone to discuss travel options. According to the Department, 70 per cent of those contacted were interested in using alternatives to the car, which makes Vincent the second most enthusiastic TravelSmart community of the eight projects conducted so far in Western Australia. Early results show that bus use rose by 10 per cent in the five months after TravelSmart information was offered to residents. We're expecting full results on car traffic, cycling and walking to be available in September 2004.

Sustainability issues in general are on the Town's agenda, with the implementation of a new and innovative Sustainability Management System (SMS) commencing recently. This SMS is a set of processes, procedures and tools which ensures the Town considers environmental, financial and social issues on a routine basis in all its decisions and operations. The initial implementation of the SMS should be completed by the end of February 2005.



Mayor Catania helps Aranmore Primary School students to plant 500 native tube stock at Banks Reserve on Planet Ark Schools Tree Day.

It was again a great pleasure to meet many of the Town's residents and ratepayers at various functions during the year and around the Town. It is evident people who live and work in the Town have a strong sense of ownership and pride in their community, which certainly keeps Council and the Town's officers on their toes! I trust that community spirit will come to the fore when the Town launches a significant project that I touch on next.

The review of the Town's Town Planning Scheme gets underway in the new financial year, and to this end Council has given its blessing to a comprehensive visioning project which will involve the whole of the Vincent community. Called Vincent Vision 2024, the aim is to develop a shared community vision which will set the direction for the Town of Vincent Town Planning Scheme and guide Council decision-making into the future. Initial feedback indicates the community has embraced the project enthusiastically and Council is determined to work hard to ensure it succeeds. The new financial year will kick off with the Town's biggest ever Community Workshop on 3 July.

May I sincerely thank Chief Executive Officer John Giorgi, Executive Managers Rob Boardman, Rick Lotznicher and Mike Rootsey, and all the Town's officers for their efforts during a very busy but productive year. My sincere appreciation also to my fellow elected members for their contribution. I'm sure many ratepayers don't fully comprehend the workload that Council members take on when they are elected. It's a considerable commitment of time and an enormous responsibility. The next twelve months should be an exciting period for the Town!

NICK CATANIA

B.Ec., JP

MAYOR

Your Councillors

South Ward



CR IAN KER

Deputy Mayor
Elected 1995;
Re-elected 1997;
Re-elected 2001;
Retires 2005



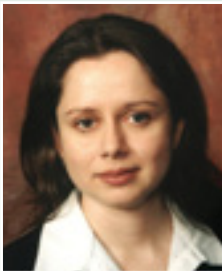
CR CAROLINE COHEN

Elected 2001
Retires 2005



CR SALLY LAKE

Elected 2003
Retires 2007



CR MADDALENA TORRE

Elected 2003
Retires 2007

North Ward



CR SIMON CHESTER

Elected 1999
Re-elected 2003
Retires 2007



CR HELEN DORAN-WU

Elected 2001
Retires 2005



CR STEED FARRELL

Elected 2003
Retires 2007



CR BASIL FRANCHINA

Elected 1995
Re-elected 1997
Re-elected 2001
Retires 2005

Council Information

Council Meetings

Council Meetings were held at 6.00pm on the second and fourth Tuesday of each month (except November and December 2003 when they were on the first and third Tuesday, and January 2004 when there was no meeting) at the Administration and Civic Centre, 244 Vincent Street (corner Loftus Street), Leederville. Special meetings of Council were called to consider specific matters.

The meetings are open to the public and there is a public question time at the beginning of the meeting. When required by the Presiding Member, any questions relating to matters not listed on the agenda are to be put in writing and will be read by the Chief Executive Officer.

Council Meeting Attendance

MEMBERS	ORDINARY COUNCIL MEETINGS ENTITLED TO ATTEND#	ORDINARY COUNCIL MEETINGS ATTENDED	APOLOGIES	LEAVE OF ABSENCE	SPECIAL COUNCIL MEETINGS ENTITLED TO ATTEND*	SPECIAL COUNCIL MEETINGS ATTENDED	APOLOGIES	LEAVE OF ABSENCE#
Mayor Nick Catania	22	20	1	1	3	3	0	0
Cr Ian Ker (Deputy Mayor)	22	17	1	4	3	3	0	0
Cr Simon Chester	22	22	0	0	3	3	0	0
Cr Caroline Cohen	22	20	0	2	3	1	1	1
Cr Helen Doran-Wu	22	21	1	0	3	3	0	0
Cr Steed Farrell	22	21	1	0	3	0	1	2
Cr Basil Franchina	22	20	2	0	3	2	0	1
Cr Sally Lake	22	22	0	0	3	3	0	0
Cr Maddalena Torre	22	17	5	0	3	2	1	0

maximum Ordinary Meetings is 22

*maximum number of Special Meetings is 3

Committees to which the Town has Delegates or Representatives

- Claise Brook Catchment Group
- East Perth Redevelopment Authority Government Officers Liaison Group
- Leederville Gardens (Inc) Retirement Estate Board of Management
- Local Emergency Management Advisory Committee
- Local Government Association Central Metropolitan Zone
- Local Government Road Safety Council
- Mindarie Regional Council
- Metropolitan Regional Recreation Advisory Committee
- North West District Planning Committee
- Swan River Trust
- Vincent Community Recreation Association
- Western Suburbs Accord Steering Committee
- Western Suburbs Community Policing Committee

The Town also has the following Advisory Groups to advise Council on specific matters:

- Aboriginal
- Art
- Universal Access
- Garden Awards
- Heritage
- Local Area Traffic Management
- Safer Vincent
- Seniors
- Sustainability

Good Governance

Public Interest Disclosure Act 2003

In accordance with the requirements of the Public Interest Disclosure Act 2003 (the Act), the Town of Vincent has established procedures to facilitate the making of disclosures under the Act.

These procedures set out the processes in place in respect to protected disclosures generally, to protect people from reprisals for making protected disclosures, and to provide guidance on investigations.

In the financial year 2003/2004, no disclosure relating to improper conduct was made to the Town and no disclosures were referred to the Ombudsman.

Reports relating to improper conduct by the Council or any of its employees, are to be made to either of the following parties;

Mike Rootsey, Executive Manager, Corporate Services, Town of Vincent, 244 Vincent Street, Leederville. Telephone: 9273 6008, Fax: 9273 6099 or The State Ombudsman.

Privacy rights and legislation

The Town of Vincent views privacy compliance as an integral part of its commitment to accountability and integrity in all its activities and programmes. The Town is committed to compliance with the laws that deal with personal and health information about individuals that is stored or received by it.

Consequently, we will:

- Only use personal information provided by an individual for the purposes for which it was collected and for any other authorised use;
- Only disclose personal information to any third party (including other authorities) where authorised; and
- Take all necessary measures to prevent unauthorised access or disclosure.

Audit Committee

The Audit Committee is formally appointed by the Council and assists Council and the Town's administration to assure itself that there are, within the organisation, appropriate and effective accounting, auditing, internal control, business risk management, compliance and reporting systems, processes and practices.

Freedom of Information Act

The Town of Vincent has been subject to the provisions of the Freedom of Information Act since its creation in 1994. The Freedom of Information Act gives individuals and organisations a general right of access to information held by the Town. It also provides the right of appeal in relation to decisions made by the Town to refuse access to information applied for under the Freedom of Information Act.

Equal Opportunity

The Town of Vincent supports, and is committed to, the achievement of our diversity management and equal opportunity goals. That means we are continually aiming to ensure that we provide a workplace free from all forms of discrimination, harassment and bullying and that there is equality and fairness in all aspects of employment and customer service delivery in our organisation.

Policies, practices and services are adapted to meet the needs of a diverse and evolving community and we review and update all relevant policies annually to ensure they align with legislative requirements and the needs of the workforce.

These policies are:

- Equal Employment Opportunity Policy
- Workplace Bullying Policy
- Sexual Harassment Policy
- Internet Use and Email Policy

Register of Financial Interests for Elected Members and Senior Staff

The requirements of the Local Government Act 1995 in reporting the financial interests of Elected Members and Senior Staff were complied with.

This register was implemented on 1 July 1997 in accordance with the requirements of the Local Government Act (1995). It is held in the Chief Executive's office and is available for viewing by the public.

Code of Conduct

The Council's Code of Conduct prescribes the standard of conduct and behaviour expected of the Elected Members and all Employees. The Code is required to be reviewed within twelve months after each Ordinary election.

The Council Code which was originally adopted at the Ordinary Meeting of Council of 26 August 1996 was reviewed and re-endorsed by Council at its meetings of 14 July 1997, 23 August 1999, 28 August 2001 and 24 February 2004. The latest Code was substantially amended and re-adopted.

Lights Up: The first night game between East Perth and Subiaco football clubs at Leederville Oval on 30 March 2004.

Reproduced courtesy The West Australian.



Chief Executive Officer's Report



John Giorgi, JP
CHIEF EXECUTIVE OFFICER

It is with pleasure that I report on a busy and most successful year.

The Town has continued to consolidate its position as a leading local government of significance. This success is a direct result of a concerted effort to develop the Town's customer service practices and procedures in order to meet the diverse needs of our ratepayers, residents and visitors, and the many expectations placed upon it. It is pleasing that the Town has received a number of significant awards, both at national and state level, which acknowledge the Town's expertise and achievements in these areas. These awards are referred to throughout the report.

The following is a summary of significant achievements.

Sporting Facilities Projects

Leederville Oval - 'Football Centre of Excellence'

The \$4.02 million redevelopment of Leederville Oval and adjacent Loftus Centre land progressed to the stage that East Perth Football Club moved into their new clubrooms in March 2003 and held their first home game of the season there on 3 May. Subiaco Football Club's offices and clubrooms were completed by October 2003 and they relocated to Leederville Oval on 21 November 2003.

In March 2004, the Town received a State Government Community Sporting & Recreation Facilities Fund (CSRFF) grant of \$600,000, which enabled the Oval lights to be upgraded to a standard which enables night games to be played and televised. The Public Open Space surrounding the Oval has continued to be upgraded and, by the end of the financial year, concept plans were being finalised with the aim of completing the works in the 2004/05 financial year, in conjunction with the redevelopment of the adjoining Loftus Centre.

Multi-Purpose Sports Stadium and Perth Oval Redevelopment

At Perth Oval, arrangements were finalised for a Heads of Agreement between the Town and Allia Holdings Pty Ltd (a subsidiary of Perth Glory Soccer Club) for the management, catering and naming rights for the new multi-purpose sports stadium and this was signed on 14 July 2003. The Council approved of a tender with John Holland Construction Group for the building of the Stadium and associated works at an estimated cost of \$11.1 million. Construction commenced in mid-July 2003, and the premises were handed over to the Town on 20 December 2003 for completion of essential works, which enabled the first soccer game to be held on 27 December 2003. The remainder of the finishing works were completed during January and February 2004.

The upgrade of Perth Oval removed a \$3 million liability (for the essential upgrade of the premises) to a refurbished facility currently valued in excess of \$20 million.

On 7 February 2004, the new facility, now known as 'Members Equity Stadium', was jointly opened by the Premier, Dr Geoff Gallop, and the Town's Mayor Nick Catania.

This opening was attended by persons associated with the redevelopment project, sporting groups and politicians. The new facility has received numerous accolades on its design and function and completion within budget.

Unfortunately, a dispute between Allia Holdings Pty Ltd and Perth Glory Soccer Club and the Town relating to the Heads of Agreement and legal documentation occurred in early 2004, and this necessitated numerous meetings and extensive negotiations which also involved the Department of Sport and Recreation. Fortunately, these matters were resolved to the satisfaction of all parties and the Council approved the amended legal documents on 13 July 2004. Perth Glory Soccer Club and Allia Holdings Pty Ltd relocated to the Stadium on 12 July 2004.

The creation of 35,000 m² of public open space on Loton Park was completed to Stage 1 and was welcomed by the local residents. These landscaping works will be completed in late 2004 when additional funds become available.

Major works to restore the historic Perth Oval entrance gates had already been completed in the latter part of 2002, after a staged programme that commenced in 2000. Built in 1932, the gates



The new Department of Sport and Recreation's office building fronting Vincent Street, Leederville, takes shape.

required careful assessment and repairs after they had become severely damaged. Now they have been returned to their former glory, and the new landscaping and associated works provide an impressive entry statement for the redeveloped Oval.

State Indoor Sports Facility

Planning for the State Indoor Sports Facility was deferred at the request of the Department of Sport and Recreation while they carried out feasibility studies at Challenge Stadium. These were completed in May 2004 and the Town was requested to continue with the project and, by the end of the period under review, the Project Architects had re-commenced with their concept designs.

Office Building for Department of Sport and Recreation

In November 2003, the Council approved of a tender with Perkins Builders and work commenced on the \$6.5 million building on the Vincent Street frontage of Leederville Oval on the site of the former gates. Work has been progressing satisfactorily and within budget and, by 30 June 2004, was well advanced. It is aimed to be completed ready for fitout by the Department of Sport and Recreation in late October 2004.

Tamala Park Land

Work continued on the future land holdings at Tamala Park, which is a 432 hectare landholding about 30 km from the Perth CBD. A total of 252 hectares is currently leased to the Mindarie Regional Council for use as a Regional Waste Facility. The Town has a 1/12th ownership in this land. The Town's value of this land is estimated between \$8.5 million and \$10 million nett; however its final value will depend on any subdivision layout determined by the landowners.

Various subdivision proposals have been explored; however, the matter of Bushplan as reported last year has still not been resolved with the State Government. Progress on this matter has been slow, as the land involves seven different local governments and the matters of Bushplan and rezoning have still not been finalised.

Mindarie Regional Council

The Mindarie Regional Council, of which the Town is a member along with the Towns of Cambridge and Victoria Park and Cities of Stirling, Perth, Joondalup and Wanneroo, purchased 20 hectares of land in North Wanneroo as a site to contain the proposed secondary waste treatment plant. The tender relating to the proposed technology for this secondary waste treatment plant is currently being assessed and progressing slowly as we start the new financial year.

Independent Organisational Review

The implementation of the Independent Organisational Review (carried out in early 2003) recommendations continued throughout the year and, at the end of the 12 month period, 39 (74%) of the recommendations had been successfully implemented, 8 (16%) were in progress and 6 (10%) were part completed or still being investigated.

The Review identified a number of opportunities to improve the organisational performance in a cost-effective manner, which has resulted in the Town of Vincent providing improved standards of performance for the betterment of service delivery to its community.

Council Policies

The Council's Policy Manual was completely reviewed and in excess of 100 policies were reviewed, amended and re-adopted (or deleted where no longer required). By the end of June 2004, the Council's policies relating to Human Resources and employees were undergoing a complete review with the aim to have these finalised by December 2004.

Strategic Plan

The Council's Strategic Plan 2003-2008 forms the basis of many of the Capital Works programmes and provided guidance for the Town's Administration. Quarterly reports were submitted to Council, which revealed that good progress was being achieved in each of the key result areas.

Conclusion

I am pleased that both the Town's Employees and the Elected Members have worked together for the benefit of the Town. I express my appreciation to Mayor Nick Catania, JP and Councillors, and to the Executive Managers, Rob Boardman, Mike Rootsey and Rick Lotznicher, for their support during the year, and to the Town's employees for their outstanding commitment and dedication in ensuring the future success of the Town and making it a special place in which to live.

JOHN GIORGI

B.App.Sc. (Env Health), Grad.Cert.Public Sector Mgmt,
FAIEH, MLGMA, JP
CHIEF EXECUTIVE OFFICER

Chief Executive Officer's Division

Manager Human Resources

Maureen M Gallagher

About Employees

The Town of Vincent is committed to being an 'Employer of Choice' and recognises the important contribution to be made by an experienced and skilled workforce in achieving the Council's goals. The Town's premise is that to sustain a high level of performance the Town must provide an appropriate organisational environment, a means of ensuring the organisation is capable of meeting its goals, and the motivation to do so.

The Town is also aware of the need for the strategy to support Council's commitment to sustainability and the responsible governance of economic, environmental and social issues. This requires a holistic approach to organisational health, safety, diversity and wellbeing and the implementation of programmes that support a work/life balance for the Town's employees.

The Town has corporate goals to raise the profile of equal opportunity and affirmative action within the organisation. These goals ensure that all employees enjoy a workplace that is free from harassment and discrimination and that they have access to a fair and efficient grievance review process.

Recruitment

The Town's employee turnover has further reduced and is approximately 5 per cent below the industry average.

Staff Development and Training

Recruitment Response	00/01	01/02	02/03	03/04
Number of positions advertised	39	20	45	46
Number of applications	535	189	355	428
Average applications per position	13.7	9.45	7.8	9.3
Employee turnover (%)	13.0	12.64	13.26	12.5

Performance Appraisals continue to be conducted on an annual basis for all staff and training needs are then highlighted.

Equal Employment Opportunity (EEO) - Managing Workplace Diversity Workshops were conducted across the organisation. A Grievance Officer was nominated for each area – Depot, Library, Beatty Park Leisure Centre and Administration Centre – and training was arranged. Other training arranged for staff included Powerpoint and Dealing with Difficult People.

The operational staff have participated in training in Traffic Management, Green Card training to work on a building site, and Risk Management (care of the back and spine). Administrative staff had training sessions in ergonomics. All Risk Management training sessions were conducted by Health on the Move. Other staff have attended several seminars, conferences and workshops.

Occupational Safety and Health

The Town's Safety and Health Committee meet on a regular basis throughout the year. Training sessions, including Safety Orientation, are on an ongoing basis for inside and outside staff. Fire Extinguisher training was carried out.

Skin Cancer Assessments were carried out by 'Health on the Move' in-house. 118 staff members availed themselves of this opportunity.

The Town's Employment Assistance Programme (EAP) with OSA Group was renewed and is still being well utilised. This programme provides free counselling to employees and Elected Members and their families. Utilisation during this financial year was 6.4 per cent, with ten referrals overall.

Industrial Relations

It is pleasing to report that the Town has continued to maintain an industrial free record, with no industrial disputes reported since the creation of the Town on 1 July 1994.

About our Employees

Item	96/97	97/98	98/99	99/00	00/01	01/02	02/03	03/04
Number of Workers Compensation Claims	24	21	29	20	13	18	22	12
Lost Time Injury Days	159	95	50	11	10	50	1	0
Employee Assistance Programme – Utilisation	-	16	13	12	5	11	9	10
Absenteeism – Total number of days taken	570	794	860	843	706	708	888	845
Absenteeism - Average number of days per Employee	2.41	3.91	4.19	3.0	2.65	3.89	4.91	4.4
Employee Turnover %	10.79	12.18	26.06	20.59	13.07	12.64	13.26	12.5
Full Time Equivalent Employees	139	156	165	170	176	182	184	192

Workers Compensation

As the Town's Workplace Injury Management Coordinator, the Manager Human Resources delivers Injury Management information sessions to new staff. The Manager carried out the annual Injury Management Spot Audit for Local Government Insurance Services to ensure compliance under the status of self-insured employers. The findings of this audit determined that all staff have an understanding of Injury Management policies and procedures.



Two of Australia's newest citizens exchange a handshake.

Public Relations/Marketing

Public relations activities during the past year included regular internal and external communications through fortnightly Welcome Packs to new home buyers, fortnightly newsletter to all Vincent employees, and the quarterly Town of Vincent 4-page full colour newsletter, with a twice-yearly 'Have Your Say' insert, to all householders in the Town.

An addition to the Welcome Pack, which was flagged in last year's report, was an Access and Facilities map. A Car Parking map which is currently being finalised will be added in the near future. The increase in requests from organisations for a sample pack as a resource indicates that its availability is becoming more widely known. Groups requesting the pack include a local playgroup and a major hospital.

The quarterly newsletter in June 2004 also included a fridge magnet promoting a significant community visioning project which is due to continue throughout the second half of 2004. Called Vincent Vision 2024, the results of the project will set the direction for the Town's Town Planning scheme and guide Council decision-making into the future. The first major community visioning workshop is scheduled to take place on 3 July 2004.

The Town continued to have a high media profile and work collaboratively with journalists working in the electronic and print media. This ensures that the Town maintains a positive profile to balance any negative stories that inevitably appear from time to time. Events that received editorial support ranged from local human interest, such as the Mayor's visit to a local resident on her 100th birthday, to issues of State-wide interest, such as to the redevelopment of Leederville Oval and Perth Oval, now renamed Members Equity Stadium.

The Public Relations Officer continues to work closely with the Information Technology Section and the Town's officers on the website's content, and is currently a member of the working party convened to develop an upgraded structure for the site.

Elections

There were no elections during 2003-04.

Citizenships

The Town conducts citizenship ceremonies on behalf of the Department of Immigration and Multicultural Affairs. This involved preparing administrative paperwork, contacting recipients and hosting the ceremony.

During the year, three citizenship ceremonies were held with a total of 113 recipients. In addition, 33 people became Australian citizens in private ceremonies conducted by the Mayor or the Chief Executive Officer. A total of 146 residents became Australian Citizens.

*The Executive Management Team
(from left)
John Giorgi, JP
Rick Lotznicher
Mike Rootsey
Robert Boardman*



Senior Officers

The major responsibilities of the Executive Management Team are:

- Developing specific strategies to support the adopted strategic plan;
- Overseeing the preparation of the annual budget in conjunction with the Town's operational areas; and
- Monitoring the progress of each of the Town's operational areas towards attaining identified corporate goals, financial targets and non-financial performance indicators.
- Implementation of Council decisions.

The Executive Management Team meets formally each week.

Executive Management Team

John Giorgi, B.App.Sc. (Env Health), Grad. Cert. Public Sector Mgmt, FAIEH, MLGMA, JP

Chief Executive Officer

- Audit Programme
- Citizenship
- Civic Functions and Catering
- Council Meetings
- Customer Service
- Economic Development
- Elected Member Liaison
- Elections
- Human Resources Management
- Policy, Legal Services and Local Laws
- Public Relations and Marketing
- Strategic Planning
- Town Management

Rick Lotznicher, NZCE (Civil), Grad.Dip.Eng., MIPWEA

Executive Manager Technical Services

- Engineering Services
- Fleet Management
- Parks Services
- Plant/Equipment
- Waste Management
- Works Depot

Mike Rootsey, CPA, B.Bus, Post Grad (Accounting)

Executive Manager Corporate Services

- Administrative Services
- Beatty Park Leisure Centre
- Community Development
- Financial Services
- Information Technology Services

Robert Boardman, P.Grad Dip Hlth Admin (Curtin), MAIEH, MLGMA.

Executive Manager Environmental and Development Services

- Health Services
- Law and Order Services
- Library Services
- Planning and Building and Heritage Services

Managers

Des Abel

Planning and Building Services

Jacinta Anthony

Community Development

Deon Brits

Health Services

Maureen Gallagher

Human Resources

Jim MacLean

Law and Order Services

Natasha Russell

Financial Services

Elizabeth Scott

Library Services

Deb Vanallen

Beatty Park Leisure Centre

Jeremy van den Bok

Parks Services

Craig Wilson

Engineering Services

Michael Yoo

Information Technology

Vincent pioneers enjoy morning tea at the North Perth Town Hall.



Corporate Services

Executive Manager: Mike Rootsey

Financial Services

Manager: Natasha Russell

Financial services aims to continue to provide and improve financial management for the Town of Vincent. The preparation of the annual budget and the annual financial statements are the major outcomes for the service area, which strives to provide timely and accurate financial information while meeting statutory obligations and customer expectations. Financial controls are regularly reviewed to ensure data integrity.

Statutory Reporting

The 2003-2004 Annual Budget was adopted at the Special Council Meeting on 8 July 2003. Budget performance is closely monitored and this year two budget reviews were undertaken.

The annual financial statements for the year ending 30 June 2004 received an unqualified report from the auditors. The Principal Activities Plan for the period 2004–2008 was also well received and is displayed for reference in the Local Government Department's Library.

The Town's budget 2002-03 received a 'high ranking' in the Minister for Local Government's Financial Awards 2003. The award recognises those local governments that are assessed as providing the most effective financial management processes and reports throughout the year.

Rates

Rates are the principal source of revenue to the Town. The pie charts at page 66 illustrate that General Purpose Funding represented 68 per cent of total operating income. The total rates collected during the year was \$13,105,588 and 3.42 per cent of rates were outstanding as at 30 June 2004. This compared with 3.67 per cent for the previous year. Pioneer Credit Management Services was contracted throughout the year and, due to the combined actions of staff and Pioneer, the collection rate has been high.

For 2003-04 the Town of Vincent adopted a single general rate of 8.01 cents in the dollar of Gross Rental Value of the property, and a minimum rate of \$451 applied. The Town's rates are competitive in the metropolitan region.

The Fire Services Levy was introduced onto the rating system for the first time. This involved significant programming changes to the rating module of Authority. Fire and Emergency Services provided a customer service phone line, a leaflet was distributed with the rates notice and a public awareness campaign was conducted in the media.

Corporate System

The new Corporate System went 'live' on 1 July 2002 with the core financial modules and infringements. In the past year eServices has been expanded, and Debt Recovery and Health Registers have been implemented. There are plans to implement further modules in the oncoming year.

Community Development

Manager: Jacinta Anthony

Community Development works in partnership with various stakeholders including the local community, other service providers and spheres of government to secure the best solutions to meet identified needs.

This year, the process of attempting to measure the social value of services provided by the Community Development team has continued. The information gathered serves to provide a good foundation for the team's future direction in conducting appropriate social research and developing a strategic social planning process for the Town. The demographic data has been useful in providing a profile of the Town's community which facilitates programme planning and delivery.

Information Dissemination

A range of information on services and events is available on the website. Service directories for seniors, families and children, and people with disabilities are available from the Administration Centre. The Community Services Data Base has been updated and has been a useful referral source for community enquiries.



Sonny Morgan and the Island Massive Crew performing at Culture Shock.

Community Events

In October 2003, the Town held its fourth *Vincent Pioneers Function* at the North Perth Town Hall. It took the form of an afternoon tea to enable a greater number of seniors to attend. The event formally recognises the contributions made by the Town's senior citizens towards the development of the Vincent community. More than one hundred and fifty people took part in the afternoon tea, including the Mayor, Councillors and representatives from the Town of Vincent.

The inaugural *Carers Recognition Lunch* was held on 31 March 2004 in the function room. Seven agencies placed displays in the room relating to carer and disability issues. Other agencies placed information in a package for carers to take home. Seventy-two people attended the lunch and feedback received was very positive.

Culture Shock, a multicultural festival, was held at Beatty Park Reserve in November 2003. The concert featured multicultural performances by artists from and around the Town. There were also many children's activities and food stalls that celebrated the cultural diversity of the community.

Harmony Week was celebrated in March 2004 with a multicultural concert and children's festival in the North Perth Town Hall and multicultural gardens. Various cultures were represented either through dance, music, or performance, and there were also a number of displays from multicultural agencies. The Ethnic Child Care Centre ran children's activities which were very popular.

Community Programmes

There is a strong group of members of the *Vincent Seniors Group* that continue to meet with the Community Development Officer once a month to plan regular outings, activities and information sessions for seniors. The Seniors Advisory Group meets monthly.

The Seniors outings are still extremely popular. The outings are very successful at meeting their aim of building on friendships made during the outings and carrying this over into their daily lives by providing support to one another outside the organised activities. Due to the increase in demand for attending the outings, the same outing is offered twice a month for two months. Val Corey, one of the seniors involved in the Vincent Seniors Group, has been assisting with the organisation and running of the outings on a volunteer basis for the past four years.

In partnership with the Fire and Emergency Services (FESA), the programme to provide and install smoke alarms for Vincent Seniors and persons with a disability has continued. The partnership formed between the Town and the Volunteer Task Force to change the batteries in smoke alarms for seniors referred by the Town is also working well.

Social Research

The final stages of the research project looking at services for families and children located in and nearby to the Town of Vincent has been completed. The research has also involved looking at where there may be gaps in services. The information gathered through face-to-face meetings and questionnaires sent to all child care centres, playgroups, toy libraries, programmes for three year olds and child health centres will be written up in a report for the Town.

The Town is working in partnership with Curtin University to develop a Seniors Strategy for the Town of Vincent. The objective and purpose of the Seniors Strategy is to assist the Town to effectively plan for the service needs of seniors by developing a broad strategy for seniors living within the Town. In November 2003 the Seniors Friendly Survey was sent out to approximately 4,500 seniors living within the Town. Over 600 surveys were returned, gathering pertinent information on social isolation, social support and life events. The final draft of the report was completed in June 2004 and presented to the Minister for Ageing at the July 2004 meeting of the Seniors Advisory Group. Stage 2 of the consultation process will begin in July.

Support for the Community

Through the *Community and Welfare Donations Scheme*, \$58,300 was granted to twenty-six groups and organisations providing community and welfare services to the Town's residents. Throughout the year requests for ad hoc donations from groups, organisations and individuals were provided as appropriate to a total of \$2,282.24.

Sporting donations were made to individuals within the Town who are competing at state, national or international level, with a total of thirteen donations made this year. The majority of successful applicants were from the suburbs of North Perth and Mount Hawthorn. The total contribution of \$2,900 was shared among the successful applicants.

Cultural Development Seeding Grants, which are for not-for-profit groups who organise cultural events within the Town of Vincent to the benefit of residents, were provided to two groups who shared funds totalling \$1,460.

The Town contributed \$5,926 towards Petanque alleys which were constructed at Woodville Reserve for the French and Mauritian Society of WA through the *Community Sporting and Recreation Facilities Fund* (CSRFF). The total cost of the project was \$17,780. The CSRFF is administered by the Department of Sport and Recreation who contributes a third of the total project cost.

During the April school holidays 2004, the Loftus Community Centre commenced a three-day school holiday programme called the Loftus Adventure Challenge. The programme consisted of an adventure challenge, a high ropes course, and a brainstorming and personal development session. The Town of Vincent provided a donation of \$375 for two scholarships and nine contributions.

Youth

The *Youth Advisory Council* (YAC) has continued producing and distributing the bi-monthly youth focused newsletter, *The Town's Low Down*. This newsletter provides young people with up-to-date information and a link to their local YAC. On June 15 the YAC held a free movie night to assist with establishing a youth mailing list within the Town. The night was a success with 96 young people attending and therefore creating the first youth mailing list for the Town.

In celebration of National Youth Week 2004, the YAC, in conjunction with Headquarters Youth Facility, held an *Extreme Sports Demo Day* on Sunday April 4. The Town was successful in getting \$1,100 funding from the Office for Children and Youth. The event was a success with over 200 young people in attendance. The day boasted three live bands, BMX demonstrations, temporary tattoos, DJ, break dancers, free sausage sizzle and prize draw.

Ampfest Clash of the Bands is a successful annual collaborative project involving the City of Subiaco and the Towns of Vincent, Claremont and Mosman Park. It is sponsored by Healthway, Zenith Music and Satellite Recording Studio. The project is designed to provide young original Perth bands with an opportunity to further their skills in the music industry and to possibly share in \$6,500 in prizes, play in front of an audience, and participate in band

development workshops presented by professionals in the Western Australian music industry. The 2004 heats and final were held at various locations throughout the participating councils. Each heat was well attended, and the final attracted over 250 people, which is a significant increase on last year's numbers.

The *Youth Development Grants* policy was approved at the Ordinary Meeting of Council 8 June 2004, and within that month a number of applications were received. The grants, up to \$500, aim to assist young people residing in the Town to achieve their goals and provide them with an opportunity to actively participate in the community and their chosen field of interest. The grants are designed to foster a positive image of young people in the Town and to assist in providing opportunities they may not otherwise have. They are available to young people aged between 12 and 17 years (inclusive) who reside within the Town.

The *School Holiday Programme* has been very successful in providing local residents with affordable, accessible and different activities for children. Activities enjoyed within the past year include sailing, spiders, fishing, yoga, pottery, Aboriginal dance, worm farms and St John Ambulance first aid course. The various activities are designed to ensure that children with a disability can also participate, and AUSLAN interpreters are also available for children who are deaf. All activities were fully booked with wait lists for each activity. There are currently 180 families on the mailing list.

Recreation

Active Vincent Day on Sunday 19 October 2003 at Beatty Park Reserve was again held in conjunction with *Pets in the Park* and the *Mayoral Walk*. The Mayoral Walk commenced at 9.00am followed by Active Vincent Day activities and Pets in the Park. Free activities available to participants at Active Vincent Day and Pets in the Park included a mountain bike giveaway from Riders Choice, climbing wall, mechanical bull, an on-site vet, pony rides, sausage sizzle, massages and a variety of other free activities and demonstrations.

The *Anzac Day Service* was again a highly successful event with more than 500 people attending. Many people including Town of Vincent employees and external parties were involved in the day. The ceremony commenced at 11.00am at Axford Park in Mt Hawthorn and guests were invited to morning tea at the conclusion of the event.



Paul Caporn's striking interpretive artwork installed at Robertson Park.



A detail of the sculpture.

In April 2004, *Recreation Week*, which is an annual event, provided existing sport and recreation clubs within the Town with an opportunity to promote their clubs and programmes. Throughout the designated week, groups offered free or discounted passes to their activities. This year the free activities included dance lessons, the Digger's Cup, aerobics classes, soccer matches and free tickets to the East Perth vs Claremont game.

The Summer Concerts Series of 2004 was increased to six free concerts spanning January to March. Bands such as Los Chasquis and Bayou Brothers performed at local parks and reserves in the early evening.

Council officers and elected members have attended regular North Metropolitan Regional Recreation Advisory Council meetings with representatives of other northern suburbs councils to develop regional recreation strategies for the northern corridor.

Arts

The Arts Officer is currently working on a timeline and methodology in regards to the *Town of Vincent Cultural Plan*, and researching other councils' approaches to implementing cultural plans.

The *Wetlands Interpretive Project* has been progressed with the completion of stage one of the master plan, which involved completing the sculptural works at Smith's Lake and Stuart Street Reserve. Close involvement with artists, Scitech, Town's staff and numerous contractors followed to plan and implement the artworks. Stage two is also completed, with the design and proposal for the Robertson Park stage of the trail undergoing community consultation. Funding was provided by ArtsWA (\$10,000) and the Town. The interpretive artwork for Robertson Park by artist Paul Caporn was completed and installed. Upon conclusion of the project, an acquittal report relating to the grant received from ArtsWA for the artist's wage was completed and returned to ArtsWA. An artist and writer have been contracted to create signage for Wetlands heritage trail.

The *2004 Art Award* is being planned for October 2004. Within the 2003/2004 period, work was undertaken to restructure the prize money, reverting to a similar format as the pre-2003 exhibition.

Community Arts

The banner created by artist Clare Perkins in collaboration with children of the Leederville Day Care Centre went on display in St Georges Terrace between 27 July and 9 August 2003 as part of the Banners in the Terrace Project (see photo on page 18).

Percent for Art Scheme – Projects

Beaufort Central-Pindan Development – Artwork to a total of \$130,000 is required. The Arts Officer has liaised with the developer to formulate an artist's contract and artists have been chosen to create a series of sculptural and mosaic works.

53-54 Beaufort Street – Artwork to a total of \$20,000 is required. The Arts Officer has liaised with the developer to find a suitable artist. A design has been approved and artwork is currently under construction.

53/63 Wasley Street, corner of Norfolk Street – Have opted to pay cash-in-lieu as approved in the Town of Vincent Percent for Public Art policy.

Multicultural Federation Garden and Children's Playground was completed in January 2004. The Children's Floor Games was the final project for the gardens and playground. Four versions of Hopscotch from around the world were installed in the park: Klassiki is a game played in Moldavia; Campana is a game played in Italy; Escargot is a hopping game played in France; Ta Galagala is a game from Nigeria. Audrey and Arif Satar were the artists hired for the project.

The 2003/2004 *Visions of Vincent Photographic Award* was run from the start of September 2003 to 28 November 2003. The theme of the Award was 'Vincent – Capture it!' A total of 193 individual entries were submitted in the Award which was an increase on last year's entries. Photographs entered into the award were exhibited at Mt Hawthorn Lesser Hall between 26 January and 1 February 2004. A selection was also displayed in the Town's library. The exhibition was launched on Australia Day, 26 January 2004 in conjunction with the Town's Australia Day Citizenship Ceremony. It is estimated that 250 community members attended the Australia Day Citizenship Ceremony and the subsequent launch of the Visions of Vincent 2003/2004 Photographic Exhibition and



Clare Perkins with the banner destined for St Georges Terrace

prize-giving ceremony. Following the ceremony, participants were served a barbecue lunch and invited to view the photographic exhibition and enjoy the entertainment provided.

Hall/Reserve Bookings

A total of 5,722 phone and front counter enquiries were received in relation to halls and reserves which is more than double the previous year.

There were 2,537 bookings received and processed for the seven available Council halls in the 2003/04 financial year, resulting in more than 7,098 hours of actual use. Council halls were utilised by 16,190 casual users and 61,010 regular users. The total revenue for the year generated by hall bookings was \$64,395.00.

During the year under review, 193,442 people used the 17 reserves that are available for hire. The highest use occurs during the winter sporting season at Britannia Reserve. The total revenue generated by the hire of reserves during the financial year was \$19,049.00. The discrepancy between the great number of users and the apparent low income is due to the Town of Vincent policy of allowing juniors to use sporting reserves free of charge.

Leederville Gardens Retirement Village

Full time management of Leederville Gardens Retirement Estate by the Town of Vincent commenced in the 2003/2004 financial year. A number of new initiatives were started including amending the existing constitution, implementation of fire safety procedures and implementation of a risk management plan. The Town of Vincent also donated a computer to the residents and the Board purchased a piano for the common room.

Universal Access

The Town is committed to not only ensuring that the outcome of the Town's Disabilities Plan (as required under the Disability Services Act 1993) has been met, but also providing a service that extends beyond these requirements where possible.

The *Access Audit* of 1998 was reviewed in April 2004 and a copy given to relevant staff and members of the Universal Access Advisory group in June. Work continues in collaboration with the Property Maintenance section to progress the 1998 Access Audit.

The *Vincent Improved Access Awards* only received one nomination by the closing date in November 2003. Therefore it was decided to award the recipient of the 2003 award at the March 2004 Carers recognition lunch. The winner for 2003 was WA Deaf Society for their innovative SMS interpreting service.

Partnerships developed with local organisations have ensured the Town gathers information about the needs of people living locally and has enabled development of joint initiatives which have improved access and services for people with a disability.

Disability Services Plan Report 2003-2004

Outcome 1: Existing services are adapted to meet the needs of people with disabilities and their families

- There has been a strong commitment to incorporate access to different Town events. This is demonstrated by promoting events as accessible in the advertising and following this throughout the event implementation.
- The Disability Services Officer (DSO) liaises with all service areas to increase awareness of access issues and ensure that access is improved.
- Interpreters for people with hearing impairments are provided during the school holiday programme, community consultations and other major events.

Outcome 2: Access to buildings and facilities is improved

- A review of the 1998 Access Audit was completed on the Town's facilities and premises in April 2004.
- Access improvements are made in response to community requests, for example specific pathways, kerbing and pram ramps.
- The Vincent Improved Access Awards for 2003 were announced in March 2004 at the Carers Recognition Lunch. The 2003 major award was presented to the WA Deaf Society for the SMS initiative with interpreting services.
- The Access and Equity Policy has been reviewed. It is in place and is promoted to all service areas.
- Access issues are raised at the planning stage for all Council buildings, facilities and services.

- Private developers are required to meet basic access standards and are also given information about enhanced standards. Town officers provide support to local businesses in looking at how to offer improved access to their facilities/services.
- A number of buildings, facilities and pathways have been upgraded. This has been especially noted for public toilets and pre-schools.
- Additional parking bays for people with disabilities which meet the Town's 2.5 ACROD parking policy have been included in car parks.

Outcome 3: Information about functions, facilities and services is provided in formats which will meet the communication requirements of people with disabilities

- All new brochures and documents state that they are available in alternative formats on request. Specific documents and brochures have been provided in Braille and large print to local residents.
- The website continues to be developed and improved access has been included.
- A range of community information is available on the website including information about services relevant to people with a disability.
- When designing flyers and posters for events, consideration is given to the layout to ensuring they are clear and easy to read. Flyers indicate events are accessible.
- AUSLAN Interpreters are provided at Town of Vincent events and activities to ensure people who are deaf can participate equally.

Outcome 4: Staff awareness of the needs of people with disabilities and skills in delivering advice and services are improved

- Each department is responsible for updating information regarding to access issues pertaining to their specific areas.
- The DSO passes on information regarding access issues and training opportunities to relevant staff as appropriate.
- The availability and promotion of the DSO to all service areas has increased direct queries in regards to access and disability awareness.

Outcome 5: Opportunities for people with disabilities to participate in public consultations, grievance mechanisms and decision-making processes are provided

- Access Comment and 'Have Your Say' forms are available in different locations to provide residents with the opportunity of feedback relating to disability issues within the Town.
- Participation in public consultations is available in alternative formats. For example people are able to respond via email or contact the relevant officer if assistance is required.
- Staff are aware of how to respond to requests for information in alternative formats.
- Research has been conducted on the needs of residents in the Town and will be used to design suitable programmes.
- Specific forums have been held for people with disabilities and their carers to voice their concerns and issues they face.

Outcome 6: Provision of services which meet the specific needs of people with disabilities

- The Town hosted a successful inaugural Carers Recognition Lunch in March 2004, which was attended by 72 people.
- A directory of services for people with disabilities and carers living within the Town has been established and continually updated. The directory includes websites where services are available online.
- The Town's DSO is able to offer support to residents looking for services and also able to advocate within Council on service developments.

Outcome 7: Provision of welfare advice and support to people with disabilities and their family/carers

- The DSO is promoted in the Town of Vincent newsletter and in the local media when appropriate.
- The DSO continues to develop partnerships with local agencies which ensures that advice and support is provided.
- The Community Data Base has been updated and includes details of many disability-related services. New contacts are added on an ongoing basis.
- Various community workshops have been held to offer information to local residents.
- Welfare support based on eligibility is provided to individuals.
- Welfare and community grants assist in supporting agencies to provide specific services for people with disabilities within the Town.

Information Technology

Manager: Michael Yoo

Records Management

The 2003/04 financial year has seen an increase of in the volume of records being managed by this service area, due to the increase in development activities in the Town.

Some of the Town's records were relocated offsite to allocate more storage space at the Administration and Civic Centre.

The Town has developed a record-keeping plan and submitted it to State Records Commission to have it approved in accordance to the State Records Act 2002.

The Records Management System application was upgraded to ensure that the Town meets its customer expectations and legislative requirements with regard to Record Management. Ongoing training was provided to staff regarding records management and document management.

Freedom of Information

Any person can make an application for the release of documented information held by the Town, subject to the provision of the Freedom of Information (FOI) Act (1992).

Complementary to the FOI Act, the Town has a policy of complete co-operation with someone who is seeking information. This policy includes attempting to provide an applicant with all the documents they need without having to lodge an FOI application, thus saving them time and money. However this policy does not extend to information about staff, information that would jeopardise the privacy of other members of the community, or information that is commercially sensitive or of a legal nature.

This financial year there have been six FOI requests, which is six less than the previous financial year, and one request from the Ombudsman.

Information Technology

The Information Technology Service area completed a number of major projects, which included implementation of new Storage Area Network (SAN) hardware in addition to deployment of Windows and Office XP at the Administration and Civic Centre.

The major projects and tasks completed in the year are as follows:

- Implementation of SAN.
- Upgrade of Exchange Server 5.5 to Exchange Server 2003.
- Implementation of Active Directory Services
- Implementation of online infringement payment.
- The Town's web site has received ongoing development throughout the year.
- The section co-ordinated a number of training sessions throughout the year as part of the ongoing commitment of the Town to maintain and improve the IT skills of their employees.
- Ongoing maintenance and development of online application for intranet.
- Implementation of electronic attachments to be viewed in the agenda and minutes.
- Upgrades were made to enterprise fax sharing system, helpdesk management system, document management system and integrated development application system.



Celebrating Beatty Park Leisure Centre's heritage listing, from left, State Member for Perth John Hyde, Mayor Nick Catania, former Olympic swimmer Lyn McKenzie and former Heritage Minister Tom Stephens.

Beatty Park Leisure Centre

Manager: Deb Vanallen

In January 2004 Beatty Park Leisure Centre became the 1,000th entry in Western Australia's Register of Heritage Places. The heritage registration will help ensure the protection of this landmark facility.

The Centre was acknowledged with a number of other achievements throughout the year. These include:

- 2003 National Awards for Local Government – Winner of the Information Services Category - PoolWatch
- 2003 Heart Foundation Awards - WA Winner – Recreation Facility Category
- 2003 WA Local Government Best Practice Award – PoolWatch
- 2003 Sport and Recreation Industry Awards – Facility Management Finalist

Over the year Beatty Park Leisure Centre maintained its status as a highly respected venue in the leisure industry. The Centre has prided itself over the years in achieving industry best practice in all aspects of the operation including strategic and business planning, programme and event innovation, customer service delivery, human resource management, asset and risk management, financial management, and the application of new technology.

As part of the Centre's commitment to preventative maintenance and ongoing building upgrades, the following works were undertaken during the year.

- installation of pool blankets on the indoor pool and the outdoor 50 metre pool,
- repairs and upgrades to the sauna, spa and steamroom areas,
- installation of a new plantroom boiler,
- upgrades to the CCTV security system,
- upgrades to the car park lighting, and
- several pieces of new gym equipment.

Needs Analysis and Feasibility Study

The purpose of the study is to prepare a plan indicating potential development scenarios for Beatty Park Leisure Centre. There are two stages of this Project:

- i) Needs Analysis
- ii) Feasibility Study

The Needs Analysis was conducted from April to June 2004 and involved a review of documentation, reports and statistical data available on the Centre. It included a competitor analysis and a review of demographic data relevant to the Centre's catchment area. Detailed consultation was conducted with all of the Centre's stakeholders, ensuring elected members, Town of Vincent executive, Centre staff, Centre patrons and the broader community had the opportunity for constructive input.

The results of the needs analysis will be presented in late July/August 2004. The feasibility study is dependent on the outcomes of the needs analysis, where a strong case must first be demonstrated before considering any future redevelopment of Beatty Park Leisure Centre. If conducted, the Feasibility Study will lead to the development of broad conceptual plans and capital cost estimates. It will include a draft management plan and potential operating income and expenditures. This section of the study will discuss funding options for capital development and present suggestions for staged alternatives. Once again, consultation with stakeholders will be incorporated throughout.

Aquatic Programmes and Activities

The Centre continues to offer indoor and outdoor heated water space catering to elite swimmers, general lap swimmers and also those just simply wanting to have some fun. The indoor water playground is an ideal area for families with young children.

Three of Beatty Park's elite squad swimmers will join the team for the 2004 Athens Olympics. A number of other swimmers have also competed in world swimming events throughout the year.

Beatty Park Leisure Centre continues to play a major role in swimming education in WA. The Centre's Swim School had a stable year with further enhancements to the fully computerised booking system and expansion of its school holiday programmes.

In the 2004 summer season, the Centre hosted 16 school carnivals and a range of club-based competitions. Thousands of Perth children participated in the successful In-term and Vacation Swimming Classes throughout the year.

The youth disco, known as 'Splashdance', is a regular event on the Centre's calendar. It is held monthly on Friday nights in the indoor pool hall and is hosted by either a DJ or live band. Between 150 and 300 children attend each event.

Health and Fitness Programmes and Services

The membership has remained strong throughout the year peaking at approximately 1,600. A number of successful membership specials were launched enticing both new members to join and stable member retention.

Beatty Park's health and fitness programme continued to show support for the Les Mills programmes. Pilates and Yoga have also stabilised, despite competition from other providers in the Centre's immediate catchment areas.

Personal training and massage numbers have increased this year due to a strong commitment by instructors to meet patrons' needs.

Retail Shop, Café and Crèche Service

Beatty Park's retail shop had another successful year. Its diverse range of products from recognised suppliers ensured year-round sales and customer confidence in quality and service. A well-marketed sales programme was adopted to reduce stock levels.

The Café delivered an affordable range of food and beverage items to Beatty Park Leisure Centre's patrons in an efficient and hygienic manner.

Beatty Park Leisure Centre's Crèche service continues to be highly regarded as a safe, friendly and secure venue for children. On-site child minding gives parents a valuable opportunity to have some time out for them to exercise.

Environmental and Development Services

Executive Manager: Robert Boardman

Law and Order Services

Manager: Jim MacLean

On Street Parking

The number of parking infringement notices issued during the 2003-04 financial year was 12,770 with a total value of \$637,431. This shows a slight decrease in number of infringement notices issued (7%) and a very small decrease (0.14%) in the total value from the 2002-03 figures of 13,764 infringement notices to a value of \$638,350.

Other services provided by Law and Order Services Section are:

Car Parks

There seventeen car parks under the control of the Council; of these seven currently attract a day-time parking fee, and four attract a night-time fee. The Barlee Street Car Park continues to have free parking during the day-time period; however a night-time fee is applicable.

The Town has introduced a new car park adjacent to Members Equity Stadium called 'The Stadium Car Park', which attracts a day-time parking fee from 8.00am to 10.00pm Monday to Sunday. The Council has approved paid parking in the Oxford Street Car Park, at the north end of Oxford Street between Oxford and Faraday Streets, Mount Hawthorn, and this is expected to be in operation early in the 2004/2005 financial year.

The Town has also introduced kerbside parking areas that attract a day-time parking fee in Brewer, Pier and Brisbane streets, Perth, and Stuart Street, Perth.

Parking for persons with a disability

In response to a number of requests from persons with disabilities, a few years ago the Town and ACROD undertook a pilot scheme to provide additional parking facilities. The Town introduced a number of standard-sized parking bays, called 'ACROD 2.5 Bays', into Frame Court Car Park for use by holders of current ACROD Permits only.

The Town is currently reviewing the facilities in the current car parks to ensure that at least one ACROD, or ACROD 2.5 Parking Bay, is available in every car park

Animal Control

There are approximately 2,125 dogs registered in the Town of Vincent. There have been eight dog attacks recorded in the past year; two on people and six on animals. Two of the dogs involved in the above attacks were surrendered for destruction.

During the year 65 infringement notices and 94 warning notices were issued. By far the most common issue with regard to dogs is 'not held on a leash'. Also eight of the total penalties applied were infringement notices issued for dog attacks. There is an overall decrease in the number of infringements and warnings issued for offences by dog owners.

Information pamphlets explaining the responsibilities of animal owners and listing the free exercise areas are available for members of the public.

Litter Control

Most shopping centres in the Town of Vincent area now participate in a trolley removal and recovery service. Trolleys are normally collected by the contractor three days a week. The number of trolleys collected is greatly reduced and complaints in this area are now minimal.

Rangers have adopted a more pro-active role in the area of discarded cigarette butts from vehicles and a total of 31 contacts have been made in this regard, with 30 infringement notices being issued. A number of infringements and warnings have also been issued for the offence of 'Illegal Bill Posting'.

Display of Items on a Footpath

The Town of Vincent Local Law Relating to the Display of Items on a Footpath has been in operation for the past four years. The Town of Vincent is the only local government in Western Australia to have introduced legislation which permits advertising signs to be displayed on a footpath.

Over the past twelve months there have been five new applications for the Display of Items on a Footpath, although Rangers have been less active in this area than in previous years. It is intended that the Rangers will again become pro-active in ensuring that signs displayed on footpaths are licensed and appropriately positioned.



Mayor Nick Catania with some of the students who created the Safe Steps tiles.

Community Policing/Security

The issue of crime prevention and safety and security consistently emerges as one of the areas of most concern in the community. It has been identified, however, that no one agency should tackle this issue alone. It must be an integrated approach identifying what the issue is and who most appropriately should be the primary agency to address issues. No one solution is necessarily appropriate and it has been found that, to effectively deal with an issue, multi-faceted strategies need to be developed.

The Town continues to establish and maintain strong and effective partnerships with a number of integral agencies and other local authorities, and it is through this network that the Town is able to provide a holistic and relevant response to issues of community safety.

Street Prostitution

For a number of years there has been an identified problem associated with the increasing numbers of street prostitutes operating in the Perth and Highgate areas. To respond to this issue the Town entered into a partnership with the WA Police Service. The Perth Prostitution Team continues to deal specifically with the issue of street prostitution, and maintains a line of communication with the community, Police and Council.

Safety and Security

In keeping with the changes that occur within society, the role of the Town's Rangers has also changed. As the need for the community's personal security and the protection of their property increases, the Rangers have been asked to pay attention to parks, rights of way and other public places. This is carried out in liaison with the Police Service to ensure that, where possible, Police Officers are available to provide the necessary assistance. In many cases this Ranger presence has reduced the incidence of antisocial behaviour and is improving the amenity of the surrounding areas.

The Safer Vincent Co-ordinator is active in developing strategies and initiatives and continuing existing programmes that have proved to be effective, such as 'Backpack Safe'. Both the State and Federal government Tourism Ministers have shown an interest in further developing the Backpack Safe concept into a Western Australian or national programme.

In 2002-03 The Town successfully obtained grant funding to provide a safety programme for primary school children called 'Safe Steps'. The aim of Safe Steps was to reinforce the protective behaviours and safety message for years 3 and 4 children. During the year under review, students at Mt Hawthorn and Highgate Primary Schools worked with the Central Metropolitan District's Crime Prevention and Diversity Officer learning about personal safety, crime prevention and security. A number of safety messages were developed from the project, with thirty messages being painted on to tiles which were then installed on footpaths near the schools to encourage safe activity.

A series of seminars for the African and Vietnamese Communities has been run in conjunction with the Town, the Australian-Asian Association of WA Inc., the Central Metropolitan Police District Crime Prevention and Diversity Office and the Fire and Emergency Services Authority of WA. The seminars explored the topic of personal safety, and safety within the home.

In addition, the Town has developed several programmes relating specifically to:

- seniors;
- Italian, African, Vietnamese and the Indigenous Communities;
- syringe disposal; and
- business safety awareness.

Strategic partnerships have been developed and strengthened through the active involvement in a number of committees including:

- Constable Care
- Noongar Patrol Advisory Committee
- Citysafe, Sex Workers Advisory Group
- Needle and Syringe Advisory Group
- Western Suburbs Community Safety Co-ordinators Meetings
- Central Metropolitan Police Integration Committee

In addition a process has been established to streamline communications between agencies to offer a more efficient service to the community.

Burning/Smoke Nuisances

The Town's Local Law relating to Health prohibits the burning of rubbish and refuse or other material on the ground at all times of the year. This is dealt with during business hours by the Health Services Section, but all other calls are dealt with by Rangers. As a result, the Law and Order Services Section received 14 after-hours complaints. All were dealt with by the Rangers who obtained compliance in each case.

Abandoned Vehicles

During the 2003-04 period, 231 abandoned vehicles were investigated, resulting in 34 being towed away and 197 being removed by the owners.

The Town is exploring an opportunity to have a private contractor deal with the storage and maintenance of impounded vehicles and the Manager Law and Order Services is currently assessing the comparative costs of the existing and proposed schemes.

Bush Fire Hazard

Seventy-nine fire hazard complaints were received during the year, five of which required the issue of an infringement notice. In three cases the Council had to employ a contractor to cut and remove the ground fuel from the blocks. Recoverable works orders were issued to regain the costs.

Syringes/Needles

The incidence of discarded syringes and needles in public places continues to be a serious issue and staff are called upon to collect such items fairly regularly. In the past twelve months, 371 syringes/needles were collected and disposed of by Rangers, Environmental Health Officers, Engineering staff and Parks staff. The number of discarded syringes/needles being collected each month has reduced over the year, partly due to the Town providing a number of disposal containers in car parks, toilets and other public places, and partly due to the vigilance of the Rangers, Police and other agencies.

State Emergency Services

The Town of Vincent is one of the sponsors of the Northshore Unit of the State Emergency Service. The Emergency Operations Centre

for this unit is situated within the Town of Vincent boundaries. This is a voluntary organisation whose personnel are trained to assist throughout the State in times of storm, cyclone, flood and earthquake. They are also heavily involved in searches for missing persons.

The Unit has been operational on 78 occasions over the 12 month period, most recently when a major storm swept through the metropolitan area causing extensive damage to roofs and properties in the Wembley area. The unit has also given assistance and provided personnel for bushland searches outside the metropolitan area. The Unit has also been deployed to assist with problems in the South West. The Town's Manager Law and Order Services, Jim MacLean, is the Deputy Local Manager of the Unit.

Library Services

Manager: Elizabeth Scott

This year, the library's opening hours were extended by 2.5 hours per week by changing the morning opening from 9.30am to 9.00am. Members of the public have been keen to take advantage of this, as for many it coincides with the daily trip of taking children to school or doing the grocery shopping. Library staff is very stable, with one member having retired this year. This provided the opportunity to upgrade that position to full time, to which a new member of staff has been appointed.

Information Services

This year, 2,246 new members enrolled. This is a drop of 1.2 per cent on the previous year, which is acceptable in a community that is barely changing. A purge of over 7,000 members who have not used the library for many years has improved the reality of the membership figures, which currently total 15,502. Residents within the Town make up 58.8 per cent of the total membership. A total of 4,281 new items have been added to this library's stock. Approximately three-quarters was provided by State Library of Western Australia (SLWA), with the remaining quarter purchased with Library funds, and some generously donated by members of the public.

This library is a member of the Australian Bureau of Statistics Library Extension Programme; the final release of 'CLIB 2001 – Census @ your Library' CD-ROM has been installed for the information needs of the public, and is a free service.



Interviewees, including Mayor Nick Catania (third from right) at the launch of the Men of Vincent Oral History project.

Facilities for members of the public to listen to recorded Council Meetings have been introduced. Members of the library may also have access to word processing facilities; both are subject to booking requirements.

Staff have recorded 8,931 across-the-counter enquiries, the majority requiring author or title information.

Library stock continues to increase, so that this Library is very close to achieving the SLWA minimum standard of items. The Town takes this opportunity to thank Council, Library staff and members of the public for the overwhelming support of the State-wide 'We need new books' campaign, which resulted in the State Government committing to \$10 million for more new books for public libraries throughout Western Australia over the next four years. The library has ensured that members have a reasonable opportunity of accessing current and popular material by purchasing best sellers, magazines and other high demand material.

Local Studies and History

The Local Studies and History Collection is a reference-only resource. Items are contained in locked cabinets to ensure that the unique materials are only used with assistance and under supervision in order to preserve the collection. Items in the collection include over 400 books, reports and unpublished documents, and local newspapers, and almost 5,000 newspaper clippings. Oral History is given high importance with more than 100 interviews with local and ex-local people, all of which are transcribed and illustrated with photographs. There are now more than 1,500 photographs in the collection. A growing collection of maps is being added to the collection.

The appointment of a historian to the Local Studies staff has proven to be an important factor in the number and quality of interesting Oral Histories that are now part of this collection.

A Local History Celebration was held in the library in September to thank all those who had contributed during the year, and to present the 2003 Local History Awards. The winner of the 2003 Open award was Anne Chapple with *Anzac Cottage: the building of a community*. Anne is the granddaughter of Private Porter, who lived in the cottage. Second prize was awarded to Mary Boyd for her family history *The Harts of Cleaver Street*; this is the story

behind the family who gave us Solahart. Third prize went to Harry Morris for *Memories of the Perth City Council Leederville Ward*. Harry worked as an assistant engineer between 1934 and 1946. Junior winners were Alex Gill and Matilda Cornes first prize, Sherri Russell second and Srna Kapac third prize. All entries are now part of the Local History Collection.

The Men of Vincent Oral History project was completed in March 2004 with a successful launch attended by the interviewees and their families. An exhibition gathering together extracts from the 15 interviews and photographs was displayed in the Library and Administration foyer.

The Vincent Library Forum, a monthly meeting with guest speakers, began in May during Australian Library Week. The first speaker, journalist, broadcaster and author Liz Byrski, was a great success. The aim is to have a mix of authors and general speakers over the year. The meetings are generally on the last Wednesday of the month and morning tea is served afterwards. This is a joint project with Librarian Senior Services, and has been promoted to members of the housebound services, Vincent seniors and members of the public. Transport is offered to housebound residents.

Housebound Readers and Seniors Service

The Town of Vincent Library continues to provide personalised service to the senior residents of Vincent and in particular the housebound clientele. Seventy-three individual housebound residents who borrow about 307 items per fortnight are enrolled in this fortnightly service. The Library also provides a monthly bulk delivery to five nursing homes. The newly established 'Southern Cross Care' has recently registered for the Library's housebound reader service.

This has been an eventful year for seniors with the introduction of 'The Vincent Library Forum', a programme aimed at the seniors in the Town but also open to the general public. The Vincent Library Forum is proving very successful in providing an opportunity for housebound clients to visit the Library and enabling them to choose books for themselves. As morning tea is provided after the event, this also serves as an opportunity for a social gathering for the seniors in the community, thereby providing a welcome opportunity to spend time with their peers.

A special event to celebrate Seniors Week 2003 was held during the week of 26 October to 1 November. Seniors were invited on a bus trip to Araluen Botanic Gardens with lunch at the 'Chalet Healy Restaurant' in Roleystone. A total of 29 people attended, and the Town of Vincent met the cost for housebound readers. The event proved to be very successful with many positive comments from all.

With the increase in the ageing population, the demand for increased services to seniors is also expected to rise. This is reflected in the Library's annual statistics for housebound usage. It is therefore important that the Library continues to maintain the high standard of service it currently provides to all Vincent seniors.

Languages other than English

Materials in languages other than English (LOTE) are available for Library members whose first language is not English. Recent procedural changes at SLWA have enabled this library to acquire and individually select LOTE material. Catering for adult literacy students and tutors is the 'Read, Write Now!' collection. Special needs can be catered for upon request. The Library is committed to supporting the International Decade of Literacy. Tutors also use the library facilities, including the option to carry out the tutorial in the library.

Children's Services

Attendance at Storytime has increased this year 9 per cent (2,577 to 2,811). Children's Services also provide activities for school-age children during the school holidays. A wide range of events provided during this period has included storytellers, a magician and artists; all have been well received and well attended.

Children's Book Week is one of the most important events celebrated in this Library, in which the very high standard of Australian publications for young people and the importance of literature and reading is acknowledged and celebrated throughout Australia. It also serves as an opportunity to 'promote' the role of the Library in inspiring young readers. This August the Library had a very successful Children's Book Week, with five of the six schools within the Town taking part. A total of 303 children came to the library during the week.

Additional to Children's Book Week, attendances by other classes or groups of children and also tertiary student classes increased from 233 to 381 individuals in 2003-04.

A Parent's Collection has been introduced of 60 pre-school/early primary aged books on topics such as birth, death, getting glasses and going to the dentist. This has been very popular with parents and children. Issues in June 2004 from the Parent's Collection totalled 68 (113.3 per cent of the collection) while issues from the remainder of the pre-school collection was 2,052 (72.8 percent of the collection).

Statistics

There has been a generally slight downward trend in statistics collected on issues, memberships, and other library functions, though there was a greater use of the library's reservations service.

- Issues down 4.4 per cent (194,239 to 185,661)
- Reservations up 7.5 per cent (from 9,070 to 9,750)
- New memberships down 1.3 per cent (2,274 to 2,246)

Health Services

Manager: Deon Brits

Overview

Health Services address both current and emerging needs in environmental and community health based on a range of generic ongoing environmental health issues, and specified targeted projects as outlined in the Town's Strategic Plan, Budget and Section Business Plan, in order to promote the health, safety and well-being of the local community and visitors to the Town. The focus is on inner-city healthy environments and impacts on general liveability. Food Safety, Immunisation, Noise Control, Notifiable Infectious Disease Control, Public Event Control and so on remain important. In particular, urban environmental health considers the impact of city environments on general human health and, as a consequence, risk assessments are gaining prominence in the prioritisation of preventative and control projects.

As an example, in the new Strategic Plan 2003-2008, Council included the drafting of a Vincent Noise Management Plan to address community concern in relation to increasing environmental noise due to increasing urban density and contemporary lifestyles. These include aspects such as prolific air-conditioning, shift work,

night entertainment, sporting activities, liquor licensed venues, popular food establishments, tourism and the like. In spite of the environmental challenges of inner-city living, most local people still display an attitude of neighbourliness, tolerance and a fair go for residents and businesses alike. Subsequently, the majority of health and nuisance-related disputes and problems are resolved through discussion, compromise, management plans, and regular meetings between venue managers and nearby residents. Using available resources, Health Services work in partnership with various internal and external stakeholders, including the Town's Medical Officer of Health, to enhance local public health and the general urban environment to meet reasonable community expectations and State, national and international health standards and/or legislation.

PROGRAMMES

Food Safety

Food Establishment Assessments are conducted routinely and when concerns are raised to monitor practices, in accordance with the relevant food hygiene and safety standards. A total of 196 eating houses including restaurants, dining rooms, tearooms and take-away premises were licensed during the year, together with 46 alfresco dining establishments. In addition, there are a further 66 food premises that do not currently require an Eating House Licence, however still require inspection. These include 17 butchers, and numerous liquor licensed premises, supermarkets and warehouses.

Microbiological and Chemical Sampling

A total of 180 samples were submitted for microbiological or chemical analysis to the Local Government Analytical Analyst, Inman and Farrell, or to the State Health Laboratory Food Hygiene Section (PathCentre) and the Chemistry Centre of WA. Compared with the previous financial year figure of 133 samples, this is a substantial increase. Of the 180 samples submitted, 16 were directly related to food complaints received by the Town's Environmental Health Officers. The rest were targeted samples in accordance with strategies of the Northern (Councils) Food Monitoring Group, and WA Food Monitoring Group Programmes (which includes the Department of Health WA Principal Food Scientist). Recent sampling included bacterial sampling of sushi; aflatoxins in imported nuts, and sulphur dioxide in imported meat products. Sampling was representative with ten local authorities participating, with the majority of results being highly satisfactory.

Food Recall Notifications

The Health Department of Western Australia issued 47 food recalls, 43 of which required Environmental Health Officer action to ensure the removal of the non-compliant, adulterated or incorrectly labelled food products from retail outlets.

Food Safety Training

Environmental Health Officers have continued their promotion of food safety through personal education or by using the nationally recognised FoodSafe programme. This basic food handler training package targets all food establishments within the municipality and assists proprietors to provide food to customers that is generally safe, hygienic, and of an appropriate quality. There are currently 24 FoodSafe accredited premises within the Town which are audited periodically, including a school canteen, nursing homes, meals on wheels, child care centres, restaurants and various other food service establishments.

Accommodation Control – Lodging Houses and Substandard buildings

Accommodation facilities including general dwellings, 21 lodging houses (including 14 backpacker hostels), hotels and motels are required to provide and maintain adequate standards of hygiene and safety. Health Services' focus is directed towards ensuring buildings are initially designed or upgraded to a standard that encourages the facility to be appropriately maintained and operated in a manner that protects the health and safety of its patronage and surrounding properties.

Substandard buildings were investigated upon receiving service requests throughout the year. However, a number of demolitions and substandard building upgrades in the past financial year has resulted in the number of registered substandard properties being reduced from 39 listed properties in 2002/03 Financial Year to 32 listed properties currently.

Water Quality Control

Regular routine microbiological, physical and chemical testing of public swimming pools in accordance with the Health (Swimming Pool) Regulations 1964 was undertaken. A total of 200 samples were submitted, with the vast majority of samples meeting the required microbiological and chemical standards. Non-compliances

were addressed as a priority with the required remedial action taken as requested.

Infectious and Notifiable Disease Control

In 2003-04 the Health Department of Western Australia requested the Town's Health Services to investigate the following notifiable cases of infectious disease.

Salmonellosis	1	Campylobacteriosis	1
Giardiasis	1	Cryptosporidiosis	1
Hepatitis A	1	Ross River Virus	4

- A total of 8 notifiable diseases were reported in 2003-04, which is greatly reduced compared to 15 the previous financial year.
- Immunisation was provided to 253 children who attended the Town's four child health clinics, and 90 school children at six local primary schools. Fifty-nine staff members were also immunised against influenza.

Alfresco Dining

The Town's existing 46 premises were inspected for compliance with the Alfresco Dining Policy the past financial year. Some of these premises were found to breach the number of tables and chairs permitted, or were obstructing the footpath with their furniture. Non-compliances were addressed, and upon establishing an on-going problem at a particular premises, remedial action is taken commensurate with the non-compliance and may include non-renewal of a licence. It is anticipated that all existing approved premises will be retrofitted with plates during the coming financial year. Installation of demarcation plates at new premises will occur in future at the time of approval.

Environmental Health Service Requests

Health Services provide information to ratepayers, potential purchasers of a premises, and follow up general complaints or enquiries on their behalf. The following service requests are indicative of activities undertaken during the 2003-04 financial year:

- 1,116 property enquiries;
- around 1,400 general requests relating to poor accommodation, overgrown vegetation, vermin, alleged food poisoning, food quality complaints, smoky chimneys, discarded needles, and odour complaints; and
- 214 rodent bait and information packs were issued, and around 400 enquiries for information relating to rodents and their eradication were received.

Public Buildings

Health Services undertook assessments of Public Buildings, including late night inspections, in accordance with the Health (Public Buildings) Regulations 1992.

Environmental Noise Control

Alleged unreasonable noise and sound disturbances continue to be a significant source of complaints, particularly from residents in high-density settings. Subsequently, Health Services often meet with both parties to resolve matters and impose various noise control measures including Noise-Specific Building Conditions, time restrictions, the requirement for Noise Management Plans and, if justified, the issuing of Noise Abatement Directions, Warning Letters, and Infringement Notices to minimise/deter the occurrence. Health Services actioned 132 formally lodged noise complaints and around 200 other noise queries/complaints during the year. The majority of noise complaints were related to air-conditioner noise, building construction noise and amplified music.

A noticeable increase in air-conditioner noise complaints was observed during this financial year. The majority of complaints were resolved by personal approach, oral and written directions, and mediation. Three Noise Abatement Directions were issued under the Environmental Protection Act 1986 during the last twelve months. It is anticipated that a Vincent Noise Management Plan will be drafted to address community concern in relation to increasing environmental noise due to increasing urban density, activities and contemporary lifestyles.

Health Promotion

During the past year health promotion has been provided to staff, residents and proprietors, and involved the following issues:

- Food Premises – Health & Safety Issues mail out;
- 'Don't Be a Fool' – Change your Smoke Alarm Battery on April 1st;
- Coeliac Awareness Week – mail out to Food Premises and in-house campaign;
- Preventative Health Checks;
- Drug Aware Campaign;
- 'Find Thirty – it's not a big exercise';
- Healthy Lifestyle Tips and Monthly well@work Newsletter;
- Food Safety Week; and
- Ongoing participation in the Health Promotion Network Group.

Furthermore, the Town's Health Services website has been regularly updated with new Health Fact Sheets on topics such as Smoky Chimneys, Food Safety, Noise, Food Premises Construction Guidelines, Bee Keeping, Mosquitos and Midges, European Wasps and more. An information guide was issued to all Food Premises during the summer months, alerting them to issues such as temperature control, food quality, cleaning issues and other topical issues to assist in educating proprietors and their staff.

Needle and Syringe Programmes, including the Discarded Needle Collection Service, are successful public health strategies aimed at reducing the transmission of infections such as Hepatitis B, Hepatitis C, and HIV/AIDS. The vast majority of needles and syringes distributed are disposed of properly; however sometimes improperly discarded needles and syringes are found in the community. The collection service at 35 rigid sharps containers strategically located throughout the Town was continued and is increasingly successful at reducing inappropriately discarded syringes.

Pest Control

Rodents such as rats and mice are endemic in the metropolitan area, and control poses an ongoing commitment from individual households, businesses and Health Services to minimise food sources and harbourage. Bait was issued to 214 premises in the Town. Numerous enquiries were also received, and subsequently fact sheets on the control of vermin were issued to residents.

Special Events and Temporary Food Stalls

Environmental Health Officers inspected and issued permits to all food vendors servicing Public Events, Fairs and Festivals

Capital Works and Specified Building Maintenance Programmes

One full-time Property Maintenance Officer is responsible for undertaking selected Capital, Specific, and General Building Maintenance works at 62 Council-owned properties. Repair/upgrade works were identified from regular building maintenance inspections, Council priorities and service requests. Ongoing upgrades occurred in relation to universal accessibility to Council-owned buildings. Funding was allocated within the budget to address the specified and other maintenance projects, besides the items approved as Expenditure for Purchase of Furniture and Equipment. Furthermore, funding was allocated for additional works that were identified by the Elected Members during the budget consideration process. Subsequently, works were carried out within the Budget, utilising approved trade service providers and contractors who were monitored by the Property Maintenance Officer. Many upgrading projects were undertaken with the Property Maintenance Officer's direct or indirect involvement, as indicated in the following selection of specific maintenance and upgrade works:

- major building repairs/repaints performed at fifteen premises;
- building re-roofs completed at Beatty Park Reserve Pavilion and Berry Street Playgroup;
- asbestos eaves lining replaced at three child related premises;
- smoke alarms installed at various Council-owned properties;
- floodlighting to rear greens at Forrest Park Clubrooms;
- public building requirements signage installed at many Town-owned venues; and
- numerous operational maintenance items were conducted on a day-to-day basis for the necessary upkeep of building and property assets, in addition to the above selection of items.



The eye-catching logo created for Vincent Vision 2024.

Planning and Building Services

Manager: Des Abel

The objective of Planning and Building Services is to plan and create a multi-dimensional sustainable environment that respects and grows from its past and effectively embraces the community vision and needs of today and tomorrow.

Planning Services

Activity

A total of 622 Planning Applications were received during the year. This was an increase of more than 35 per cent from the previous year.

The Planning Applications comprised the following:

- 503 development applications
- 20 new home occupations
- 4 renewal home occupations
- 41 applications for demolition only of existing buildings
- 54 applications for demolition of existing buildings including redevelopment.

Planning Appeals

Where Council exercised discretionary power under the Town Planning Scheme, its decisions were subject to a right of appeal by applicants to the Town Planning Appeal Tribunal.

- 21 appeals were lodged against decisions of Council: a rise of 75 per cent from the previous year.
- In terms of the appeals lodged with the Tribunal: three were disallowed, three withdrawn (including one via mediation), four allowed, and eleven are pending determination.

Heritage Management Projects

The Town continued to prepare heritage assessments of properties to establish their heritage significance. This allows the Town and other decision makers to have due consideration of the heritage significance of the properties and guide future heritage management and development of the properties.

The Town developed and installed a plaque at Perth Oval Main Gates which recognises the Town's funding partners in the recent successful restoration of these gates.

The Town is also progressing well with the following projects, which are anticipated to be completed in 2004-05:

- District survey and review of the Municipal Heritage Inventory (MHI)
- Heritage Incentives Package
- Economic study of heritage listing on property values.
The Town is a partner in a cooperative project with the Heritage Council of WA, City of Perth, City of Stirling and Australian Property Institute, where the Property Institute is undertaking a study of heritage listing and property values.
- Heritage Strategic Plan

The Building Design and Conservation Awards recognise the different sectors in the community that contribute to the built environment. The Town will now conduct these Awards on a bi-annual basis. They were last conducted in July 2003 and will be held again in March 2005.

The Town continued to contribute to the Western Australian Local Government Association Low Interest Loan Scheme.

Strategic Planning Projects

A number of special projects were in operation throughout the year. These included the completion of the implementation of the Car Parking Strategy (year 1 of 5 years), Energy Showcase Rooms in the staffrooms at the Town Administration and Civic Centre and Depot, and various amendments to Town Planning Scheme No. 1 and associated Policies.

The Town is also progressing well with the following projects which are anticipated to be completed in 2004-05:

- Community Visioning - Vincent Vision 2024
- Review of Town Planning Scheme No. 1
- Leederville Masterplan
- Implementation of Oxford Centre Study/Leederville Masterplan (year 1 of 5 years)

- Mount Hawthorn Centre (Place Development) Strategy
- Sustainability Management System

Town Planning and Development Act Written Directions

Written directions were served for unauthorised uses and works on 16 separate properties under the provisions of the Town Planning and Development Act and the Town's Town Planning Scheme. Four written directions were complied with and one was addressed via a retrospective Planning Approval.

Building Services

Activity

A total of 543 Building Applications were received during the year. This was a 5 per cent increase on the previous year.

The Building Applications comprised the following components:

- 378 Building Licences
- 62 Demolition Licences
- 34 Sign Licences
- 30 Swimming Pool Licences
- 39 Strata Certificates

Total value of approved constructions was \$86,512,551, a rise of more than 58 per cent over the previous year.

Building Appeals

This year no appeals were lodged against a Building Licence condition.

Local Government Act Notices

Notices were served for unauthorised works and dangerous structures under the provisions of the Local Government (Miscellaneous Provisions) Act (1960).

Eleven notices were served on unauthorised construction of structures; three were resolved via a retrospective Planning Approval, and eight are pending resolution.

Two notices were served on variation from the approved plans of the Building Licence, and both were complied with.

Seven notices were appealed against, three were allowed, two complied with and two are pending.

Angove Street was one of the Town's streets to get a face lift.

Technical Services



Executive Manager: Rick Lotznicher

Engineering Services, Waste Management and Works

This section is responsible for the construction and maintenance of the Town's infrastructure including roads, footpaths, drainage, rights of way (ROWs) and streetscape improvements. The section is also responsible for the collection of household refuse from residential and commercial properties throughout the Town, and street and precinct cleaning.

CAPITAL WORKS IMPLEMENTED DURING 2003-04 INCLUDED:

Footpath Slab Replacement

During the 2003-04 financial year a total of \$350,000 was expended on the replacement of existing slab footpaths. Year seven of the slab replacement programme resulted in approximately 6 km of paths being replaced with either cast in-situ concrete or brick paving throughout the Town.

Road Resurfacing and Rehabilitation

An additional \$430,000 was allocated for road resurfacing and the rehabilitation of the Town's roads as part of Council's ongoing road upgrading programme. Several higher order roads were also upgraded as part of the programme, where the Council contributed one third with the State Government contributing the remaining two thirds of the cost (see page 35 for details).

Federal Roads to Recovery Projects

In 2003-04 approximately \$150,000 of Federal 'Roads to Recovery' funding was used to upgrade the following roads:

- Kadina Street, North Perth
- Barnet Street, North Perth
- Woodstock Street, Mount Hawthorn
- Stuart Street, Perth

The Roads to Recovery programme was due to cease in 2004; however the Federal Government has extended the programme for another five years commencing in 2005.

Rights of Way (ROWs)

In accordance with Council's adopted programme, a further eight Town-owned ROWs were upgraded to a paved and drained standard at a total cost of approximately \$300,000. In addition the Town upgraded several ROWs for private developers and carried out maintenance works as required on a number of other unsealed ROWs.

Perth Oval Redevelopment

The section carried out substantial works in and around Perth Oval during this period. These works included the upgrading of the streetscape in Pier Street and Brewer Street; installation of embayed parking in Brewer Street; construction of the Stadium Car Park off Pier Street; reconstruction of the Perth Oval forecourt area; and internal pavement construction and resurfacing/maintenance in the Perth Oval lease area.

GENERAL MAINTENANCE WORKS:

In excess of \$400,000 was expended on the ongoing maintenance and repairs of footpaths, roads, drainage and ROWs. In addition, the installation of crossovers and installation of new and replacement street/parking signage and road line marking was also carried out by the section during this period.

Diagram 1: Waste Management 2003-2004

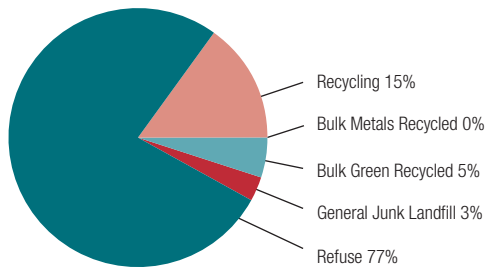


Diagram 2: Tipping Weights 2003-2004

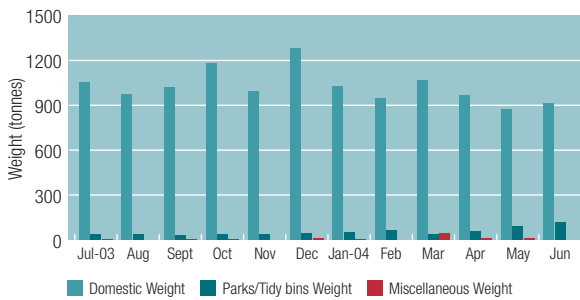


Diagram 3: Recycling Weights 2003-2004

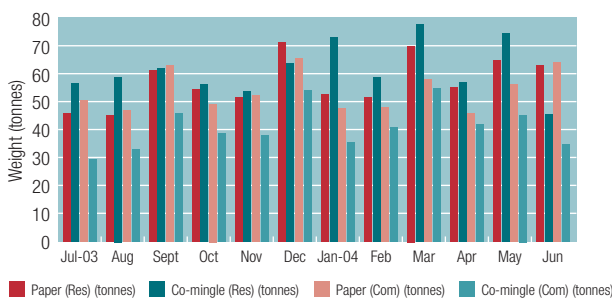
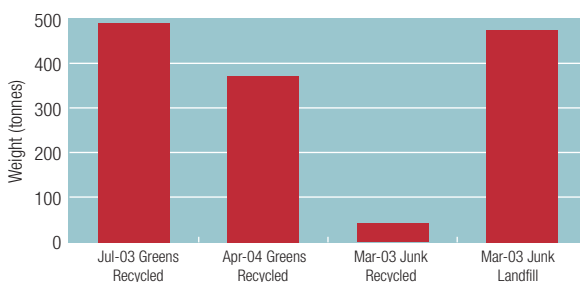


Diagram 4: bulk Verge Collections 2003-2004



Waste Management Services:

Refuse and Recycling Collection

More than \$1 million was spent on household and commercial refuse, and recycling and bulk verge collections during 2003-04. The percentage breakdown of materials collected during this period is outlined in diagram 1.

General Refuse Collection

A weekly residential refuse collection service is provided to the Town's residents, with some units and flats being collected two or three times a week to minimise the number of mobile garbage bins required.

The Town's Waste Management Service collected and disposed of approximately 13,020 tonnes of Refuse in 2003-04 as shown in diagram 2.

Recycling Collection

A fortnightly kerbside collection service using 50 litre crates was provided during this period. The Town supplies the recycling crates and they are collected on a fortnightly basis by a private contractor. Recyclable items include:

- glass jars and bottles (with lids removed)
- aluminium cans and clean foil and trays
- steel cans (with labels removed)
- milk and juice cartons (clean)
- paper products (newspaper and cardboard)
- plastics (clean with tops/lids removed)

The Town's recycling service collected more than 2,573 tonnes during the year as outlined in diagram 3.

Bulk Verge Collections

The Town carried out two Greens Only Bulk Verge Collections and one General Junk Waste Only Bulk Verge Collection during the year.

During this period approximately 906 tonnes of recyclable materials were collected, with only 475.82 tonnes of general junk going to landfill, as outlined in diagram 4.

Worm Farms and Compost Bins

The development of a comprehensive Waste Management Strategy has been placed on hold pending the outcome of the proposed Mindarie Regional Council Resource Recovery Facility (RRF) for the region. Once this has been determined the method of collection and disposal of waste in the Town will be determined.

However, other initiatives which will form part of the current Waste Management strategy include the promotion of home composting such as 'worm farms' and the use of home composting bins.

With this in mind, the Council resolved to promote and subsidise the cost of worm farms to the Town's residents and allocated \$5,000 for compost bins and worm farms. More workshops will be undertaken in 2004-05.

Home composting bins are currently available to the Town's residents for \$45 per bin.

Mindarie Regional Council

The Town of Vincent and six other metropolitan local governments comprise the Mindarie Regional Council (MRC). The MRC is committed to reducing the amount of waste to landfill and has resolved to develop a RRF to reduce the size of any future landfill at Tamala Park Landfill Site, and dramatically increase the quantity of materials to be recycled.

The MRC plans to introduce the RRF in stages, commencing in 2006. The nature of the RRF is yet to be determined; however the MRC recently resolved to limit the technologies to composting and anaerobic and/or aerobic digestion. Investigations are currently in progress and, once a facility is established, a new recycling system may be introduced in the Town.

In the 2003-04 year alone, the Town's residents sent approximately 13,020 tonnes of refuse to landfill, and they also recycled 2,573 tonnes of material which would otherwise have also gone to landfill. The new MRC initiatives aim to reverse this trend in the long term.

Engineering Design Services

Manager: Craig Wilson

The Engineering Design Services team is responsible for the development and implementation of the Town's infrastructure upgrade programmes including roads, footpaths, drainage, rights of way, underground power, street lighting, signage and street furniture. The section also provides design and survey services for Council's Engineering Works and Parks Services sections.

CAPITAL WORKS DESIGNED AND IMPLEMENTED DURING 2003-04 INCLUDED:

Cycling and Universal Access Improvements

In the 2003-04 financial year the Town spent \$40,000 on Local Bicycle Network and Universal Access improvement projects. A majority of the works consisted of the installation of new pedestrian ramps and tactile ground indicators in keeping with the Town's Disability Access and Inclusion Plan, as well as new bicycle parking facilities and on-road bicycle lanes at various locations throughout the Town.

Road Rehabilitation (State/Local Government funded road works)

Several major road upgrading projects were carried out jointly funded by Main Roads WA and the Town. The value of these projects was approximately \$430,000, with the works comprising new kerbing, drainage improvements, profiling of the existing pavement surface and applying an asphalt overlay.

Among the projects were:

- Walcott Street, North Perth – Venn Street to Hill Street.
- Angove Street, North Perth – Charles Street to Daphne Street.*
- Green Street – Dunedin Street, Mt Hawthorn, to Eton Street, North Perth.

* Carried out in conjunction with the Angove Street (Charles Street to Daphne Street) streetscape enhancement works below, complementing the 2002-03 Daphne Street to Fitzgerald Street project.

Streetscape Improvements

The value of these projects was approximately \$410,000, with the works, where appropriate, linked to the road resurfacing and footpath upgrade programmes to maximise the benefits to the community. Other elements included new street trees and furniture, pedestrian crossing facilities, traffic calming measures and upgraded street lighting. Amongst the projects were:

- Newcastle Street Upgrade Project Stage 3B – William Street to Lord Street, works by the East Perth Redevelopment Authority in conjunction with the Town and the City of Perth.
- Oxford Street, Leederville, Richmond Street to Galway Street (eastern side), stage 2 of 3, upgraded footpaths, infill verge paving and additional street trees.
- Angove Street, North Perth, Charles Street to Daphne Street, new median islands, reticulation, extensive tree planting and road resurfacing.
- Walcott Street, Mount Lawley, Raglan Road to Blake Street, footpath and verge paving with new street trees.
- Members Equity Stadium (Perth Oval) main gates forecourt, resurfacing, reticulation and landscaping.
- Pier Street, Perth, Brisbane Street to Brewer Street, in conjunction with the Perth Oval Redevelopment project, demolition works, upgraded street lighting and brick paved footpaths.
- Vincent Street, Mt Lawley, William Street to Beaufort Street, an extension of the Hyde Park white Jacaranda central median planting.
- St Albans Avenue, Highgate, Cavendish Street to Beaufort Street, road resurfacing, central median tree planting, landscaping and traffic calming.
- Scarborough Beach Road, Mt Hawthorn, Dover Street to Kalgoorlie Street, new median islands, reticulation and central median tree planting, additional traffic calming devices, a pedestrian safety rail at the base of the overpass and an extension of 50 kph zone to Killarney Street.

Drainage

As well as the afore-mentioned drainage improvement works undertaken as part of the Road Rehabilitation Programme, the

Town also completed various small to medium drainage projects addressing problem areas and specifically targeting road low points where localised flooding has occurred in the past. Further, prior to resurfacing any local access roads, existing drainage structures were assessed and upgraded as required. The value of these projects was approximately \$60,000.

Car Parking

Approximately \$235,000 was spent on the construction of new, and improvements to existing, parking facilities within the Town, including those priority works identified in the Town's 2002 Parking Strategy.

- The Stadium Car Park, Members Equity Stadium (Perth Oval), constructed new and upgraded existing parking facilities incorporating lighting, signage, ticket machines and landscaping.
- Flinders Street Car Park, Mt Hawthorn, rear of the Scarborough Beach Road commercial/retail area, resurfaced.
- Oxford Street Car Park, Mt Hawthorn, rear of the Oxford Street commercial/retail area, resurfaced, with new lighting installed 2001/02.
- Brewer Street, Perth, Pier Street to Lord Street, in conjunction with the Perth Oval Redevelopment project, installed on-road right angled parking, ticket machines and upgraded street lighting.

Traffic Management and Safety

Various traffic management projects were completed during the year ranging from small localised enhancement works to major projects. The value of these works was in the vicinity of \$185,000, including:

- Intersection of Bulwer and Fitzgerald Street, West Perth. In conjunction with the Public Transport Authority, significant structural and civil works to improve large vehicles (i.e. Transperth buses) access and safety.
- Lord Street, Perth, localised road widening and pedestrian refuge island corner Brewer Street to improve pedestrian safety, as part of the Perth Oval Redevelopment project.
- Sydney Street, North Perth, realigned Scarborough Beach Road intersection, created embayed parking and installed traffic calming measures.



Four new bus shelters were installed during the year.

- Matlock Street, Mount Hawthorn, installed traffic calming to reinforce the 40 kph school zone in the vicinity of the Mt Hawthorn Primary Schools, and modified Ellesmere Street intersection for improved traffic management.
- Minor intersection realignments and installation of pedestrian refuge islands, both wards.

Other Initiatives

Distributor Road streetlight upgrading programme. The upgrading of the street lighting in Fitzgerald Street in 2003-04, from Newcastle Street to Walcott Street*, completes an extensive programme which has seen the level of street lighting on twenty-four of the Town's major roads significantly improved as a road safety and pedestrian security enhancement.

*The lighting through the North Perth Centre Precinct, between Raglan Road and Angove Street, will be upgraded in 2004-05 as part of a proposed precinct enhancement project.

Annual streetlight audit. In July-August 2003 all streetlights within the Town were inspected by Council Officers to ensure they were in working order and to assess the adequacy of the lighting and to make recommendations on additional lighting where appropriate. In all 3,012 street lights were identified and their locations logged, of which some 143 (or 4.7%) were not working and reported to Western Power for repair. The 2002-03 audit identified 2,963 streetlights, representing an annual increase of 49 lights. The fault rate in 2002-03 was 86 lights or 2.9% indicating that the level of services has dropped over the twelve month period.

The cost of the additional street lighting installed in 2003-04 was \$21,000. A majority of the new lights were installed as a direct result of residents' and businesses' requests or to eliminate dark areas as identified in the audit.

'Power Watch' security lights. Power Watch security lights were installed in various locations throughout the Town in response to residents' concerns about security in areas that could not be adequately illuminated, despite improvements in the level of the adjacent street lighting. The cost of this programme in 2003-04 was approximately \$6,000.

Dedicated Rights of Way (ROWs) naming and lighting programme. Year 4 of a 5-year programme to name and 'light'

dedicated ROWs within the Town, which in 2003-04 included Unity Lane, Mt Hawthorn and Fiore Lane, North Perth.

Bus Shelter Grants Scheme. The Town again participated in the public Transport Authorities grants scheme to co-fund the installation of new bus shelters. In all, four additional shelters were installed in 2003-04 to bring the total to eight, with a further four to follow in each subsequent year for the life of the programme. In 2003-04 shelters were installed in Newcastle Street, Perth, Oxford Street, Mt Hawthorn, Beaufort Street, Highgate and Guildford Road, Mt Lawley, and are fully compliant with disability access requirements.

Major Projects

In the past year, Design Services has played an integral part in design and implementation of several major projects undertaken by the Town.

State Underground Power Programme

The Design Services team has worked on two major submissions seeking State Government funding for proposed Underground Power Projects.

The first and successful submission, as announced by Deputy Premier and Energy Minister Eric Ripper in July 2003, was to secure preliminary approval to undertake a Major Residential Project. The nominated area is designated the 'Highgate East Project' and involves undergrounding power to approximately 845 properties in the Highgate, Mt Lawley and East Perth areas.

While preliminary approval is only the initial stage, a significant amount of work and resources has already been committed to the project. By the time the project is completed in 2006, the total value of the works will be in excess of \$5.5 million.

The other project for which the Town has made a submission for Underground Power funding is proposed upgrade of William Street, Perth, between Brisbane and Newcastle Streets. While the office of Energy has indicated that it is giving preference to regional centres for Localised Enhancement Projects, under which William Street is being evaluated, the Town is hopeful that its submission will be successful. While the Town is committed to upgrading this long neglected area, the additional funding would enable the scope of the works to be extended and hence the final product greatly enhanced.

Parks Services

Manager: Jeremy van den Bok

The Parks Services section is responsible for the maintenance and development of sportsgrounds, parks, road reserves and streetscape plantings.

In addition to the above primary function, the section also coordinates the Graffiti Removal Service and assists in maintaining the Town's plant and equipment.

CAPITAL WORKS IMPLEMENTED DURING 2003-04

Park Redevelopments

During 2003-04, major park redevelopment projects were commenced at Perth Oval and Robertson Park. Both projects are easily the most significant and ambitious upgrades undertaken by the Town's staff since its inception and, while works are yet to be completed, they have created much interest and positive feedback.

Robertson Park in particular has been a project that has been ongoing for many years, and numerous staff and community members have spent considerable time researching and fine-tuning the concept plan that was adopted by Council on 4 November 2003.

Water Conservation

The programme of converting existing scheme-watered parks to bore water, thus conserving the Town's precious dam water supplies, continued with the installation of domestic bores at Redfern/Norham Street Reserve, Scarborough/Anzac Reserve and Shakespeare Street Reserve.

The first stage in an Irrigation Benchmarking project which involved 21 local government sites over the metropolitan area has recently been completed. The Town's nominated site was Les Lilleyman Reserve.

The project identified that generally local governments are responsible water users and, with careful monitoring, very little if any nutrient/fertiliser is leaching past the root zone and into the ground water aquifers.

Other capital works completed during the year were as follows:

Park/Reserve	Item
• Charles Veryard Reserve	Replacement of perimeter fencing
• Beatty Park Reserve	Additional training lights
• Hyde Park	Services entrance
• Hyde Park	Lighting (Hyde Street path)
• Hyde Park	Paths refurbishment
• Hyde Park	Upgrade of water playground
• Leederville Tennis Courts	Car park security lighting
• Auckland/Hobart Reserve	Shade sail
• Braithwaite Park	Upgrade of playground pit/equipment
• Hyde Street Reserve	Upgrade of playground pit/equipment
• Beatty Park Reserve	Replace pump electrical cubicle
• Braithwaite Park	Replace pump electrical cubicle

OPERATIONS - MAINTENANCE

Street Trees

The Town has approximately 10,000 street trees of which 5,000 are located beneath powerlines. Pruning of street trees is undertaken annually between July and November in accordance with Western Power's clearance profiles.

Street trees not located under powerlines will be crown-lifted where required and, if requested, will be thinned out and cut back off property boundaries, but generally not reduced in height.

A total of 96 street trees were removed during the year. The removals were required as the trees were either dead, in poor health and condition, or causing damage to private property. Eighty four trees were planted in streets throughout the Town during 2003-04.

Weed Pest Control/Fertiliser Applications

Weed control of footpaths/kerbs/medians was completed in October 2003 and May 2004. Properties can be exempted from spraying of the above areas by filling in an exemption form which is advertised in the local papers one month prior to the works



This garden won owner Helena Grehan of Auckland Street, Mt Hawthorn, the award for best residential front garden low maintenance/waterwise.

being undertaken. Spraying of parks and reserves is limited and only undertaken where absolutely necessary. Generally, only one application of 'Spearhead', a selective herbicide, is applied in July/August to control jo-jo or onehunga.

Turf Renovation

Verti-mowing, coring and top dressing, where required, of all sportsgrounds was completed November/December 2003.

Playgrounds

Routine inspections of all equipment is undertaken weekly, with a full operational inspection and any necessary repairs and maintenance carried out four weeks prior to the commencement of each school holiday period.

Following a completion of a playground audit in September/October 2004, the current playground upgrade programme will be reviewed and presented to the Council for endorsement.

Graffiti Control

The Council has a policy of, where possible, removing all reported graffiti tags within 24 hours.

Graffiti statistics, suburb by suburb, from July 2003 to June 2004 are as follows:

Suburb	Reports	Tags	Square Metres
East Perth	66	320	202
Highgate	44	268	141
Leederville	302	1,763	868
Mt Hawthorn	414	1,774	1,270
Mt Lawley	316	1,634	1,084
North Perth	453	2,677	1,632
Perth	469	2,659	1,428
West Perth	153	613	465
Total	2,217	11,708	7,090

Vandalism

The Town experiences acts of vandalism from time to time and costs associated with repairs and reinstatement of parks/buildings is as follows:

Sportsgrounds	\$19,569
Parks	\$29,377
Road Reserves	\$4,089
Car parks	\$1,714
Council Buildings	\$30,039

Residents are encouraged to report anyone seen defacing or damaging Council property. Please call the Administration and Civic Centre during normal office hours on 9273 6000 or the Town of Vincent after hour's service on 9273 6061.

Garden Competition

The Town's Annual Garden Competition was conducted again in October 2003.

	1995	1996	1997	1998	1999	2000	2001	2002	2003
No. of entries	45	34	70	94	84	115	71	84	87

Following the judging of the 2003 competition, the judging committee resolved a review of the format was required to create more interest and reflect the views of a number of participants. Therefore, the 2004 competition promises to be even more exciting.

Principal Activities Plan

The Local Government Act 1995 (Section 5.53(2)(d)) requires that every Local Government prepare a Principal Activities Plan for each year and to review that plan on an annual basis.

The 2003-04 Annual Report contains information on performance measures linked to the Principal Activities Plan. The performance measures or commonly referred to Key Performance Indicators (KPIs) have been compared to the previous year's results where applicable.

On 22 June 2004, Council adopted its reviewed Principal Activities Plan for the period 2004-2008, which identified the following major activities:

- Governance;
- Administrative Services Costs;
- Asset Acquisition and Replacement;
- Beatty Park Leisure Centre;
- Vincent Library Services;
- Law and Order Services;
- Car Parks and Parking Control;
- Town Planning and Development Control;
- Building Management and Control;
- Health Services;
- Parks and Sports Grounds;
- Road Reserve Infrastructure;
- Waste Management;
- Community Development;
- Land Disposal; and
- Capital Works Land and Buildings.

All of the activities included in the adopted Principal Activities Plan were undertaken during the year under review, with the exception of land disposal, where the sale of land that was identified in the Principal Activities Plan has not eventuated.

The auction was arranged for the sale of the Emmerson/Elven Street sub-division; however the Western Australian Planning Commission and Council raised concerns with the proposed design guidelines, with a result that the auction has now been postponed until the guidelines have been resolved. As a result the Council has reconsidered the block sizes and revisited the associated design guidelines. The new block sizes and design guidelines will require further approval from the WA Planning Commission.

The disposal of the other identified lots in Vincent Street is likely to be reviewed.

The Town performed to a high standard in all activity areas, generally meeting performance measures established. Details on the performance of specific activities are included in the various section reports contained within this Annual Report. In some activities, surveys of performance were not undertaken but other options such as responses to 'Have Your Says' have been taken into account.

Operating expenditures were subject to some variations, operating incomes were on budget.

PRINCIPAL ACTIVITY - GOVERNANCE

Activity

To provide efficient and effective administrative and operational services to the Elected Members to enable them to perform their duties and meet the requirements of the community and the Council.

Objective

To provide timely, professional advice and services to Elected Members to facilitate strategic planning and responsible decision making.

KEY PERFORMANCE INDICATORS	01/02	02/03	03/04
Workload Indicators			
• Average number of residents per Elected Member	2,866	2,866	2,866
• Size of Local Government	10.4 sq km	10.4 sq km	10.4 sq km
• Average population per square kilometre	2,480	2,480	2,480
Efficiency Indicators			
• Governance expenses as a percentage of operating expenditure	5.62%	6.02%	5.3%
• Average governance expenses per Elected Member	\$129,914	\$149,550	\$139,512
• Average amount of Council expenses per Elected Member	\$73,500	\$84,100	\$60,234
Effectiveness Indicators			
• Elector rating of overall Elected Member performance	N/A	N/A	N/A
• Voter participation at Elections	N/A	37.09%	N/A
• Number of Elector initiated Elector Meetings	Nil	Nil	Nil
• Number of complaints received	4	5	Nil

Governance

STATISTICAL INFORMATION	01/02	02/03	03/04
• Governance as a percentage of operating expenditure	5.62%	6.02%	5.3%
• Average governance expenditure per Elected Member – total governance	\$129,914	\$149,550	\$139,512
• Members of Council only	\$73,500	\$84,100	\$60,234

Decisions of Council – Statistical Information

Item	01/02	%	02/03	%	03/04	%
Items Considered	824	-	787	-	769	-
Recommendations Adopted	546	66	504	64.04	489	63.5
Recommendations Amended	214	26	184	23.52	199	25.9
Recommendations Not Adopted	30	4	38	4.82	33	4.3
Items carried En Bloc	N/A	-	301	40.4	282	36.7
Items Deferred	29	4	50	6.35	47	6.2
Items 'Laid on Table'	N/A	-	11	1.39	1	.1
Notices of Motion	34	-	40	-	30	-
Average Public Attendance	33	-	29	-	28	-
Average Public Questions/Speakers	-	-	13	-	13	-
Average Meeting Time	3 Hours & 12 Minutes		3 Hours & 24 Minutes		2 Hours & 52 Minutes	

Elector Initiated Meetings	00/01	01/02	02/03	03/04
Number of Meetings	1	0	0	0

Ombudsman's Complaints	00/01	01/02	02/03	03/04
Number of Complaints	0	5	0	0

Freedom of Information Requests	00/01	01/02	02/03	03/04
No. of FOI Requests	7	13	12	6

PRINCIPAL ACTIVITY – ASSET ACQUISITION AND REPLACEMENT

Activity

To provide for the acquisition and replacement of Council's vehicles, plant and equipment assets. The major plant and waste plant are acquired and replaced in line with the five-year Plant Replacement Programme. The light vehicles are replaced in accordance with the Fleet Management Contract. The acquisition and replacement of computer hardware is in line with the Information Technology Strategic Plan currently under development.

Objective

To provide a programme for the planned acquisition and replacement of Council-owned assets and to ensure the necessary reserves are in place to enable this to be funded in the future.

KEY PERFORMANCE INDICATORS	01/02	02/03	03/04
Effectiveness Indicators			
• Percentage of Capital Expenditure financed by external funding	34%	15%	33%
• Percentage of Assets programmed for replacement actually replaced	87%	80%	85%
• Ratio of Capital Expenditure to total depreciation	75%	62%	24%

PRINCIPAL ACTIVITY - BEATTY PARK LEISURE CENTRE OPERATIONS

Activity

To maintain a high quality leisure facility for the benefit of all ratepayers, residents and other members of the public.

Objective

To provide the community with a self-funding facility that has access to both aquatic and other leisure activities in a clean, well-supervised, state-of-the-art facility.

Strategic Plan Link

Key Result Area 2 - Community and Information Services

'2.5 Consolidate Beatty Park Leisure Centre as a premier leisure centre.'

KEY PERFORMANCE INDICATORS	01/02	02/03	03/04
Workload Indicators			
• Number of Full Time Equivalent employees in the Leisure Centre	47	47	47
• Number of recreation and leisure centre users per week	17,361	17,309	16,405
• Number of swimming pool users per week	12,477	11,023	10,669
• Number of aquatic playground users per week	1,830	1,865	N/A
• Number of activity users per week (swim school, circuit, aerobics, aquarobics, yoga, personal training, tiny tumbler, massage)	1,675	1,554	1,576
Efficiency Indicators			
• Net cost of operating Leisure Centre per user	\$8.84	\$0.85	\$1.17
• Net cost per Full Time Equivalent employee	\$16,164	\$16,264	\$11,434
• Operating cost per hour open to the public	\$142.19	\$143.06	\$119.84
Effectiveness Indicators			
• Leisure Centre total operating hours per week	102.75	102.75	102.75
• Leisure Centre's written complaints per 1,000 capita	<0.1%	<0.1%	<0.1%

STATISTICAL INFORMATION

ATTENDANCE FIGURES	01/02	02/03	03/04
Category			
Adult Swim	180,100	170,150	158,150
Child Swim	85,665	56,860	55,257
Student Swim	20,250	18,849	16,713
Pensioner/Senior Swim	65,050	34,907	34,607
Sauna/spa/steamroom/swim	17,850	12,925	14,667
Pensioner Sauna/spa/steamroom/swim	12,960	7,590	17,637
Trainer Swim	30,010	18,609	19,980
Family Swim (2 adults and 2 children)	19,950	21,840	16,840
Baby Toddler – free	65,300	69,450	65,450
Spectator	51,250	88,715	81,250
In-term Swim and VacSwim	45,600	48,721	45,721
Carnival	32,600	28,151	24,256
Special Events	-	-	1,459
Birthday Party participants	2,853	3,197	2,810
Swim School - parent baby	10,035	10,696	8,450
Swim School - pre-school	17,620	18,777	18,360
Swim School - school age	31,520	29,137	28,800
Swim School – adult	1,820	1,689	1,620
Swim School – one-to-one	1,020	249	690
Swim School - school holiday	-	-	2,500
Member entry	170,250	223,645	200,186
Casual Gym	2,080	2,101	2,144
Fitness Appraisal	1,655	1,620	1,040
50+FIT	720	1,440	820
Aerobics (not including members)	6,010	4,382	3,263
Circuit Gym (not including members)	3,590	2,040	1,031
Aquarobics (not including members)	8,590	7,556	5,678
Massage	490	518	684
Personal Training	685	880	653
Yoga	4,580	2,280	2,081
Tiny Tumblers	420	83*	N/A
Crèche	12,263	13,590	12,153
Pilates	N/A	1,080	1,357
Meetings/Functions/Courses	-	-	1,760
TOTAL	902,786	901,727	848,067

* Programme cancelled after 1 term

PRINCIPAL ACTIVITY - LIBRARY SERVICES

Activity

Providing a comprehensive Library and information service for the residents, in well-equipped and modern surroundings at the Town of Vincent Library.

Objectives

To provide the community of the Town with access to a first class service which provides the widest range of Library services and maximises the use of current technology.

KEY PERFORMANCE INDICATORS	01/02	02/03	03/04
Workload Indicators			
• Number of Library loans per annum	207,487	184,239	185,661
• Total registered members	19,891	21,471	15,502
• Total number of requests per annum per member	0.52	0.42	0.92
Efficiency Indicators			
• Total number of requests satisfied	8,387	8,700	8,517
• Total members served per staff member Full Time Equivalent	20.13	21.73	15.05
• Total book loans per staff member Full Time Equivalent	21,000	18,648	18,025
• Library operating expenditure per member	\$37	\$37.37	\$53.64
Effectiveness Indicators			
• Number of Library loans per member	10.38	8.58	11.79
• Total hours per week of access	49.5	49.5	52
• Hours of access outside normal office hours	12	12	12
• Current membership as percentage of local government population	42.9%	49.01%	58.8
• Average number of users of Internet terminals per week	70	68	70

STATISTICAL INFORMATION

Item	01/02	02/03	03/04
Adult Membership	16,208	17,670	12,476
Child Membership	3,193	3,300	2,674
Total Membership	19,891	21,471	15,502
% Residents Membership	44.37%	49.01%	58.81%
Number of housebound readers	135	147	73
Average Monthly Transactions	33,308	31,271	29,942
Number of Library Board stock per capita	1.21	1.21	1.22
Library Board Standard	1.25	1.25	1.25
Number of items issued	207,387	184,239	185,661
Library Gross Expenditure	\$729,741	\$802,395	\$831,520
Cost per issue	\$3.51	\$4.36	\$4.47

PRINCIPAL ACTIVITY – LAW AND ORDER SERVICES

Activity

To provide a Ranger service to the community which will fulfil the statutory requirements of the Council within the law and order and public safety services.

Objective

To provide the residents, ratepayers and business proprietors of the Town of Vincent with an effective liaison, educational and legislative service in the areas of Animal Control, Litter Control, Graffiti Control, Fire Hazards, Abandoned Vehicles and other associated activities.

KEY PERFORMANCE INDICATORS	01/02	02/03	03/04
Workload Indicators			
• Expenditure per property serviced by Ranger Services	\$46.80	\$46.48	\$49.11
• Total annual complaints received per capita	0.43	0.45	0.49
• Number of reports received to which Ranger Services response is warranted	7,307	6,862	7,571
Efficiency Indicators			
• Cost per Ranger Services Full Time Equivalent	\$81,003	\$80,121	\$69,741
• Response time to reports received	2 hours*	2 hours*	2 hours*
• Responses handled per Full Time Equivalent	913	858	946
Effectiveness Indicators			
• Percentage of rateable properties covered by Ranger Services	100%	100%	100%
• Percentage of total reports warranting Ranger response to which response was provided	100%	100%	100%
• Total reported complaints	11,186	11,684	12,243

* Dog attacks actioned immediately

* Serious parking complaints – initial response as soon as possible

* Dependent on severity of complaint

STATISTICAL INFORMATION

Number of Complaints	01/02	02/03	03/04
Litter	223	217	324
Dogs General	219	251	251
Dogs Noise	67	53	45
Dogs Attacks	22	19	11
Bush Fire/Burn off	21	12	85
No of Infringement Notices Issued			
Dog Act	79	74	57
Litter Act	20	68	44
Number of dogs impounded	150	177	177
Number of dogs claimed	128	114	120
Number of dogs sold	9	9	10
Number of dogs euthanised	13	54	47

PRINCIPAL ACTIVITY – CAR PARKS AND PARKING CONTROL

Activity

To provide an enforcement service to residents, ratepayers and business proprietors of the Town of Vincent and to provide car parking facilities for use by the customers of the Town.

Objective

To provide the residents, ratepayers and business proprietors of the Town with effective and cost-efficient car parking facilities.

To provide suitably maintained car parks to ensure safety and security of patrons.

KEY PERFORMANCE INDICATORS	01/02	02/03	03/04
Workload Indicators			
• Parking revenue as a percentage of overall revenue	5.52%	5.58%	4.62%
• Total number of infringements issued per annum	13,656	13,764	12,770
• Total number of infringements issued per capita	0.62	0.53	0.49
Efficiency Indicators			
• Number of infringements issued per Full Time Equivalent (FTE)	1,707	1,721	1,782
Effectiveness Indicators			
• Percentage of revenue over total expenditure for car parks and parking control	110%	108.47%	99.82%
• Number of complaints received for Ranger Services regarding parking in the Town of Vincent	3,428	5,792	6,481
• Number of complaints received for parking control service	#	4	2

see statistical information

STATISTICAL INFORMATION

	01/02	02/03	03/04
Number of Complaints			
Parking	1,497	1,504	1,738
Number of Infringement Notices Issued			
Parking	13,656	13,764	12,770
Types of Infringement/Notice			
Failure display ticket	4,300	3,571	4,321
Stop longer T/Allowed	4,300	4,067	3,833
Stopping – No Stopping Area	1,392	722	809
Stopping on footpath	225	180	186
Stopping on Clearway	635	71	772
Not headed in traffic direction	231	344	350
No Parking – Restricted period	105	249	80
Unlawful private property	231	269	275
Other	247	94	671
No parking any time	61	634	33
Not wholly in M/Stall	35	40	165
Stopping – verge	131	57	59
Stop Taxi/Bus Stand	64	204	179
Causing obstruction	141	42	50
Parking Disabled Bay	15	71	24
Stop Loading Zone	177	212	125
Stop particular Class	844	2,175	804
Park in excess of 24 hours	100	67	34
Number of Full Time Employees	8	8	8
Number of Infringements Issued per FTE	1,707	1,721	1,596

PARKING REVENUE COMPARISON 2001 – 2004

INSPECTORIAL CONTROL	01/02	02/03	03/04
Modified Penalties	465,674	531,818	639,470
Court Imposed Penalties	57,497	4,729	16,715
Sale of Parking Signs	364	500	793
Other Revenue	2,634	3,038	1,450
TOTAL	526,169	540,085	658,428

CAR PARKS	01/02	02/03	03/04
Frame Court	272,993	282,320	294,931
Brisbane Street	31,260	41,648	49,905
Raglan Road	5,667	7,612	6,541
The Avenue	122,867	134,289	179,913
Chelmsford Road	5,072	4,740	3,634
Barlee Street	8,520	15,167	12,740
TOTAL	446,379	485,776	547,663
KERBSIDE PARKING			
William Street	66,554	96,860	82,515
PARKING REVENUE TOTAL			
	1,039,102	1,122,721	1,288,606

PRINCIPAL ACTIVITY – TOWN PLANNING AND DEVELOPMENT CONTROL

Activity

To provide for the orderly and proper land use and development in the Town by the provision of equitable and timely planning advice and efficient and effective decision making for the long term benefit of the residents of the Town.

Objective

To provide the future strategic planning of the Town and to maintain an efficient and effective service in the deliverance of statutory planning issues.

KEY PERFORMANCE INDICATORS	01/02	02/03	03/04
Comparative Indicators			
• Net planning and regulatory costs per capita	\$37	\$40	\$38
• Number of planning applications determined through the year	556	563	672
• Development applications	472	404	532
• Survey strata title applications	34	49	52
• Subdivision referrals	50	53	40
• Change of land use applications	50	35	24
• Home occupation applications	22	21	24
• Requests for Town Planning Scheme amendments	10	1	0
Efficiency Indicators			
• Percentage of planning applications determined under delegated authority	20%	38%	64%
• Development applications	20%	40%	60%
• Survey strata title applications	85%	90%	85%
• Subdivision referrals	90%	85%	90%
• Change of land use applications	9%	23%	29%
• Home occupation applications	4%	94%	88%
• Average net cost of processing planning applications	\$1,323	\$2,235	\$1,400

	01/02	02/03	03/04
• Average planning application processing time	37 days	44 days	45 days
• Development applications	34 days	56 days	70 days
• Survey strata title applications	63 days	43 days	36 days
• Subdivision referrals	54 days	32 days	28 days
• Change of land use applications	42 days	51 days	63 days
• Home occupation applications	36 days	27 days	39 days
• Percentage of applications processed within statutory time frame	62%	78%	68%
Effectiveness Indicators			
• Percentage of appeals per application decision			
<i>The total number of applications determined comprises development, change of use and home occupation applications. The Western Australian Planning Commission is the responsible authority for strata and survey strata title applications and subdivision referrals.</i>			
There are no formal appeal rights on requests for town planning scheme amendments.	1.8%	2%	4%
• Percentage of successful appeals per appeal lodged	2%	50%	19%

STATISTICAL INFORMATION

Description	01/02	02/03	03/04
Planning Applications	472	386	503
• Home Occupation	18	17	20
• Home Occupations – renewals	4	4	4
• Demolition excluding redevelopment	25	7	41
• Demolition including redevelopment	37	46	54
Total	556	460	622
Planning Appeals- Tribunal			
Total Number	5	12	21
Appeals Dismissed	-	1	3
Appeals Upheld	1	-	4
Appeals Dismissed (part)	1	-	0
Appeals Withdrawn	1	5	3
Appeals Pending	2	5	11
Approved Developments			
Single Houses	N/A	58	127
Grouped Dwellings	N/A	141	136
Multiple Dwellings	N/A	56	106
Aged/Dependent Persons Dwellings	N/A	3	0
Total Number of Dwellings	N/A	258	369

Description	01/02	02/03	03/04
Dwellings subject to alterations/additions	N/A	183	131
Home Occupations	N/A	19	24
Mixed Use Developments	N/A	9	18
Comprising:			
shop		11	12
office		23	39
eating house		3	2
show room		1	2
education establishment		1	0
group dwellings		32	9
multiple dwellings		73	72
Commercial	N/A	71	98

PRINCIPAL ACTIVITY - BUILDING MANAGEMENT AND CONTROL

Activity

To manage and maintain the Town's building assets to meet the required standards in accordance with the Town's five-year maintenance programme.

Objectives

1. To ensure building developments comply with the statutory standards of enabling legislation and provide for reasonable structure of integrity, durability, health, safety and amenity for the benefit of the occupants in the community.
2. To manage the Town's building assets and to ensure the Town's buildings are maintained to a satisfactory level that ensures both health and safety of the users of the buildings.

KEY PERFORMANCE INDICATORS	01/02	02/03	03/04
Workload Indicators			
• Number of building applications per year	548	519	543
• Average value of building applications per year	\$90,409	\$121,315	\$158,776
• Building control revenue to expenditure ratio	0.49	0.35	0.45
Efficiency Indicators			
• Average number of working days to decide building application	49	33 days	34 days
• Percentage of building licence applications processed within 35 days	66%	67%	71%
• Percentage of private swimming pools inspected during the year	Nil - due 2003	100%	38%
• Net private swimming pool inspection costs per inspection	Nil - due 2003	\$28	\$17
Effectiveness Indicators			
• Percentage of appeals per building licence application decision	4%	2%	1%
• Percentage of successful appeals lodged	0.4%	50%	43%
• Percentage of pools inspected that require second or subsequent inspection to ensure compliance	Nil - due 2003	37%	30%

STATISTICAL INFORMATION

Description	01/02	02/03	03/04
Building Licences	499	400	352
• Demolition Licences	33	51	43
• Sign Licences	16	12	24
• Swimming Pool Licences	-	-	25
• Strata Certificates	-	-	37
Total	548	463	481
• Value	\$49,544.472	\$54,551,136	\$86,512,551
Private Pool Inspections			
Number of Pools Inspected	-	326	148
Number of Pools Requiring Re-Inspection	-	120	45
Percentage of Pools Requiring Re-Inspection	-	37%	30%

PRINCIPAL ACTIVITY - HEALTH SERVICES

Activity

To ensure overall compliance with all statutory health and noise legislation and codes.

Objective

To provide regulation, control and education to promote, protect and maintain the health of the community and provide equitable access to community health services.

KEY PERFORMANCE INDICATORS	01/02	02/03	03/04
Workload Indicators			
• Health Service expenditure as a percentage of total operating expenditure	2.7%	2.3%	2.1%
• Health expenditure per head of population	\$22	\$20	\$20
• Number of premises inspections required per annum:			
• Class 1	386	736	748
• Class 2	20	60	22
• Class 3	64	18	108
• Class 4	20	93	36
• Class 5	13	18	0
• Public buildings	60	60	70
• Public swimming pools	24	40	42
• Lodging houses	25	23	21
• Hairdressers and skin penetration premises (registered)	25	25	26
• Offensive trades	20	8	10
• Pest control	173	200	214
• Noise	364	351	332
• Other nuisances	1,040	1,092	904
• Number of Child Health Centres per thousand capita (under 5 yrs)	6.25	3.00	3.00
• Number of complaints/service requests received per annum	1,577	1,246	1,420

KEY PERFORMANCE INDICATORS	01/02	02/03	03/04
Efficiency Indicators			
• Percentage of premises inspections completed during the year – for each type:			
• Class 1	100%	52%	62.5%
• Class 2	100%	27%	80%
• Class 3	100%	117%	100%
• Class 4	100%	39%	95%
• Class 5	100%	112%	0%
• Public buildings	80%	58%	50%
• Public swimming pools	65%	68%	100%
• Lodging houses	71%	83%	100%
• Hairdressers and skin penetration premises	58%	24%	12%
• Offensive trades	100%	87%	80%
• Pest control	100%	100%	100%
• Noise	98%	99%	99%
• Number of food samples submitted for analysis per thousand capita	5.46	5.32	6.96
• Net cost of immunisation service for vaccination	\$46,370	\$43,549	\$45,928
• Immunisation cost per vaccination	\$47	\$44	\$56
Effectiveness Indicators			
• Vaccinations per thousand capita by Local Government's immunisation service	25.31	18.32	9.9
• Percentage of unsatisfactory food samples relative to total samples submitted for analysis	7.09%	8.27%	2.76%
• Percentage of regular inspected premises failing to meet a satisfactory level of health compliance - for each type:			
• Class 1	3.8%	9.78%	8.00%
• Class 2	0%	20%	9.10%
• Class 3	0%	16.6%	11%
• Class 4	2.5%	0%	22%
• Class 5	1.0%	0%	0%
• Public buildings	5.0%	25%	10%
• Public swimming pools	1%	11%	9.5%
• Lodging houses	1.7%	8%	14%
• Hairdressers and skin penetration premises	2%	0%	0%
• Offensive trades	1%	12.5%	20%
• Pest control	0%	0%	0%
• Noise	0.06%	10%	10.5%

Class 1 (cooking), Class 2 (seafood, poultry, bakeries), Class 3 (bakery only bread, tearoom), Class 4 (deli, supermarkets, groceries), Class 5 (fruit & veg, liquor store)

STATISTICAL INFORMATION

Infectious Diseases	01/02	02/03	03/04
Campylobacter	21	6	1
Giardiasis	3	4	1
Salmonellosis	3	2	1
Hepatitis	0	0	1
Shigellosis	0	1	0
Vibro Parahaemolyticis	0	0	0
Typhoid	0	0	0
Legionella	0	0	0
Ross River Virus	0	0	4
Amoebiasis	0	0	0
Cryptosporidiosis	-	2	0
Total	27	15	8
Number of Health Notices Issued	23	4	6
Number of Upgrading Orders Issued for Food Premises	18	17	12
Food Samples			
Chemical food Samples	68	91	131
Complying Samples	62	80	126
Units used	692	742	1005
Microbiological Samples	34	26	50
Microbiological Swabs	26	16	0
Immunisation			
Number of people Immunised	653	469	253
Cost of Service	\$6,809	\$8,086	\$9,302
Number of Child Health Centres	4	4	4
Visits			
Harold Street – Highgate	341	357	58
Loftus Centre – Leederville	194	213	38
Mount Hawthorn	687	519	104
View Street – North Perth	438	633	53
Noise Complaints			
Number of Noise Complaints	364	351	332
Number of Directives Issued	9	3	3
Number of Pollution Abatement Notices Issued	0	0	0
Substandard Housing Inspections/Visual Checks			
Number of Inspections	86	196	384

PRINCIPAL ACTIVITY - PARKS AND SPORTS GROUNDS

Activity

The development and maintenance of all parks and sports grounds utilised for passive and active recreation to the highest standard of duty and care.

Objective

To provide equitable access to a range of parks, gardens and recreation grounds to enable the passive and active recreation needs of the community to be enjoyed in a safe and aesthetically satisfying environment.

KEY PERFORMANCE INDICATORS	01/02	02/03	03/04
Workload Indicators			
• Hectares of parks, gardens and recreation grounds per thousand capita passive and active	4.03	4.06	4.06
• Annual cost of parks and recreation grounds maintenance per rateable property	\$80.60	\$88.28	\$86.96
Efficiency Indicators			
• Annual maintenance cost per hectare for parks and recreation grounds	\$10,942	\$11,984	\$11,947
• Annual maintenance cost per hectare for street tree verge maintenance	\$7,316	\$7,195	\$7,928
Effectiveness Indicators			
• Survey result percentage of residents who consider the conditions of parks and recreation grounds to be good or better	*	*	*
• Percentage of residents who consider the general safety of parks and recreation grounds to be good or better.	*	*	*
• Percentage of residents who regularly use parks, gardens and recreation grounds	*	*	*

**No specific survey conducted but regular feedback positive through 'Have Your Says'.*

STATISTICAL INFORMATION

Workload Indicators

- Number of passive/active reserves

01/02	02/03	03/04
Passive	Passive	Passive
30	30	32

Active	Active	Active
21	21	20

- Number of trees planted per year

00/01	01/02	02/03	03/04
662	419	431	84

Efficiency Indicators

Reserve Booking Statistics	01/02	02/03	03/04
Braithwaite Park			
Number of Bookings	7	10	25
Number of Users	1,781	3,100	1,195
Revenue	\$260	\$315	\$508
Hyde Park			
Number of Bookings	115	114	123
Number of Users	17,349	14,044	2,904
Revenue	\$2,345	\$2,966	\$1,403
Banks Reserve			
Number of Bookings	7	11	20
Number of Users	1,450	2,868	1,795
Revenue	\$205	\$342	\$605
Beatty Park Reserve			
Number of Bookings	224	220	359
Number of Users	2,824	3,330	11,494
Revenue	\$1,712	\$3,662	\$6,553
Woodville Reserve			
Number of Bookings	60	61	4
Number of Users	671	856	1,469
Revenue	\$539	\$1,818	\$2,062
Britannia Road Reserve			
Number of Bookings	523	513	95,010
Number of Users	69,608	53,243	4,408
Revenue	\$4,392	\$3,938 + leased	\$4,408
Charles Veryard Reserve			
Number of Bookings		92	257
Number of Users	9,576	10,300	10,835
Revenue	Leased	\$60 + leased	\$926
Les Lilleyman Reserve			
Number of Bookings	42	44	265
Number of Users	1,656	2,647	1,568
Revenue	\$1,553	\$1,321	\$1,637
Menzies Park Reserve			
Number of Bookings	32	35	174
Number of Users	5,748	7,222	12,831
Revenue	\$1,115	\$769	\$723
Birdwood Square			
Number of Bookings	74	45	1
Number of Users	428	1,170	600
Revenue	\$210	\$88	0
Forrest Park			
Number of Bookings	236	244	391
Number of Users	28,830	45,001	53,456
Revenue	\$478	\$541	\$233

PRINCIPAL ACTIVITY – INFRASTRUCTURE, CONSTRUCTION AND MAINTENANCE

Activity

The management and maintenance of an effective and efficient infrastructure system for roads, drainage, street lighting, including the provision and maintenance of a network of safe footpaths and dual use paths. The monitoring of traffic patterns in terms of access, safety and road capacity to ensure efficient traffic flows, ensure that adequate levels of vehicular parking exists within designated strategic locations and develop and maintain streetscape improvements to achieve an attractive visual environment. Progressively carry out improvements to rights of way (ROWs).

Objective

To develop and manage a road system that provides for safe, efficient and comfortable vehicular and pedestrian traffic.

KEY PERFORMANCE INDICATORS	01/02	02/03	03/04
Workload Indicators			
• Road preservation expenditure ratio	0.13	0.11	0.15
• Own resources roadwork expenditure per rateable property	\$158	\$202	\$176
• Proportion of total expenditure applied to sealed roads	11.53%	12.11%	13.62%
Efficiency Indicators			
• Percentage of utilisation and road making plant	73.63%	80.90%	83.15%
• Percentage of road asset network assessed for a set condition	14.71%	36.76%	7.35%
• Percentage of road construction completed within the year	75%	87.69%	73.44%
• Average cost of verge or streetscape maintenance per hectare	\$93	\$78	\$88
Effectiveness Indicators			
• Road condition ratio	0.57	0.41	0.40
• Percentage of road capital expenditure to road depreciation	2.78%	3.68%	2.78%
• Road preservation performance ratio	0.71	0.64	0.79

PRINCIPAL ACTIVITY - WASTE MANAGEMENT

Activity

The removal and disposal of putrescible, recyclable and green waste in a cost effective and efficient manner by means of:

1. Weekly domestic service.
2. Fortnightly recycling service.
3. Bi-annual verge collection.
4. Provision of compost bins at cost price.

The aim of these services is to reduce the quantity of waste disposal to landfill sites.

Objective

To provide a cost efficient, effective and environmentally friendly waste collection/recycling service to the residents of the Town of Vincent, employing state-of-the-art disposal technology.

KEY PERFORMANCE INDICATORS	01/02	02/03	03/04
Workload Indicators			
• Waste management revenue to expenditure ratio	\$0.08	\$0.27	\$0.07
• Number of residential waste collections per week	12,322	12,438	12,591
• Total tonnes of waste to landfill per annum	12,375	12,408	13,020
Efficiency Indicators			
• Waste collection cost per tonne	\$118	\$111	\$126
• Waste collection cost per service	\$126	\$124	\$130
• Net recycling cost per tonne	\$91	\$86	\$80
• Total annual waste management expenditure per capita	\$61	\$60	\$63
Effectiveness Indicators			
• Number of complaints per thousand capita	7.06	7.03	7.69
• Percentage of missed services per week	0.02%	0.02%	0.02%

STATISTICAL INFORMATION

Rubbish Collection	01/02	02/03	03/04
Rateable Properties	13,965	14,169	14,300
Residential Properties serviced	12,322	12,438	12,591
Commercial Properties serviced by Town of Vincent <i>(includes Churches, Schools, halls and some vacant blocks that are under development)</i>	1,293	1,380	1,289
Commercial Properties not serviced by Town of Vincent	350	350	350
Total domestic and commercial rubbish tipping costs	\$264,623	\$270,626	\$272,646
Total tonnes domestic and commercial rubbish collected	11,761	12,015	12,294
Recycling - Domestic			
Paper	662	671	689
Co mingled	530	595	740
Total Tonnage	1192	1,266	1,429
Recycling - Commercial			
Paper	511	655	650
Co mingled	270	544	494
Total Tonnage	781	1,199	1,144
Public Tidy Bins/Parks			
Tipping cost per tonne	\$22.50	\$22.50	\$22.50
Tipping Costs	\$13,298	\$10,935	\$14,400
Tonnes	591	486	640
Collection Cost	\$102,700	\$91,826	\$108,416
Collection Cost per tonne	\$174	\$189	\$169
Bulk Verge Collection			
Contractor's cost per annum	\$112,050	\$112,827	\$129,326
Tipping costs per annum	\$37,497	\$47,125	\$78,099
Hard Waste collected	345	440	517
Green Waste collected	545	517	864

PRINCIPAL ACTIVITY – COMMUNITY DEVELOPMENT

Activity

To progress the Town's vision and values by facilitating the achievement of the community's goals through co-operation and partnership with the local community.

Objectives

- To provide services and programmes which are relevant to the needs of our community.
- To promote community development and cultural diversity.
- To provide opportunities for people in our community to enhance their quality of life.
- To facilitate an effective communication flow between the community and the Town.

KEY PERFORMANCE INDICATORS	01/02	02/03	03/04
Workload Indicators			
• Participant numbers in events	10,114	6,206	7,452
• Number of events serviced	37	32	33
Efficiency Indicators			
• Client feedback on services provided	See below	See below	See below
Effectiveness Indicators			
• Evaluation surveys on events	Approximately 740 total surveys have been collected. 92% rated the organisation of the events as 4 or 5 (Likert scale with 1 being for badly organised and 5 for well organised). 86% of those surveyed would like to attend the event again.	Surveys have been collected for 90% of events. 94% rated the organisation of the events as 4 or 5 (Likert scale with 1 being for badly organised and 5 for well organised) 89% of those surveyed would like to attend the event again.	96% rated the organisation of the events as 4 or 5 (Likert scale with 1 being for badly organized and 5 for well organized) 90% of those surveyed would like to attend the event again.
• Percentage of external funding compared with total Community Development expenditure		10.45%	12.9%

STATISTICAL INFORMATION

Hall Booking Statistics	01/02	02/03	03/04
North Perth Town Hall			
Number of Bookings			
<i>Main Hall</i>	309	187	306
<i>Lesser Hall</i>	31	114	309
Number of Users			
<i>Main Hall</i>	2,421	3,721	10,639
<i>Lesser Hall</i>	562	2,500	6,797
Revenue	\$6,518	\$13,888	\$20,445
Total Revenue	\$8,633	\$11,360	\$21,653
Total Expenditure	\$33,934	\$174,956	\$25,271
Net Return	-\$25,301	-\$163,596	-\$3,618
Mount Hawthorn Community Centre			
Number of Bookings			
<i>Main Hall</i>	268	355	527
<i>Lesser Hall</i>	835	720	673
Number of Users			
<i>Main Hall</i>	7,620	12,220	13,221
<i>Lesser Hall</i>	14,988	25,800	22,559
Revenue	\$19,706	\$37,256	\$17,110
Total Revenue	\$21,526	\$37,256	\$34,095
Total Expenditure	\$50,586	\$73,328	\$72,149
Net Return	-\$29,060	-\$36,072	-\$38,054
Banks Reserve Pavilion			
Number of Bookings	342	286	214
Number of Users	4,928	5,402	4,757
Revenue	\$5,413	\$6,022	\$6,035
Total Revenue	\$5,413	\$6,022	\$5,337
Total Expenditure	\$13,914	\$21,464	\$16,992
Net Return	-\$8,501	-\$15,442	-\$11,655
Menzies Park & Pavilion			
Number of Bookings	69	126	117
Number of Users	1,240	2,027	2,459
Revenue	\$1,563	\$2,251	\$3,084
Total Revenue	N/A	\$2,251	\$2,904
Total Expenditure	N/A	\$63,822	\$59,565
Net Return	N/A	-\$61,571	-\$56,661
Royal Park Hall			
Number of Bookings	206	441	391
Number of Users	7,436	13,447	11,215
Revenue	\$6,913	\$20,183	\$17,720
Total Revenue	\$25,889	\$39,597	\$37,057
Total Expenditure	\$65,143	\$48,999	\$32,306
Net Return	-\$39,254	-\$9,402	\$4,751

PRINCIPAL ACTIVITY – LAND DISPOSAL

Activity

To provide for the disposal of any land surplus to the requirements of the Town and maximise the financial return to the Town on the disposal.

Objective

To provide a programme for the orderly disposal of surplus land in a manner that maximises the financial return to the Town and for the lodgement of resultant monies in the appropriate reserves or for capital infrastructure work.

KEY PERFORMANCE INDICATORS	01/02	02/03	03/04
Workload Indicators			
• Number of surplus land identified for sale	1	2	1
Efficiency Indicators			
• Net gain on disposal of land	\$1.93M	\$1.93M	\$0.27M
Effectiveness Indicators			
• Investment return average	Nil	Nil	Nil
• Land disposal average return	Nil	86%	100%

PRINCIPAL ACTIVITY – MAJOR CAPITAL WORKS LAND AND BUILDINGS

Activity

To provide quality facilities and reserves for the benefit of the residents of the Town.

Objective

To construct and develop buildings and reserves that are in accordance with the vision of the Town.

KEY PERFORMANCE INDICATORS

- The projects to be completed within the stipulated timeframe.
- Projects to be completed within the allocated funds budgeted.

Leederville Oval Upgrade

Status

The \$4.02 million redevelopment of Leederville Oval into a 'Football Centre of Excellence' and to be jointly the home ground and clubrooms for East Perth and Subiaco Football Clubs was completed. The joint sharing of a ground is a first for Western Australia. The construction phase of the project was completed by October 2003. Floodlighting was installed in February 2004. The development of the public open space surrounding Leederville Oval will commence following the completion of the construction and is to be finished during 2004-05.

As part of the redevelopment of the oval, a new bore and reticulation was installed at a cost of \$78,000.

Perth Oval Upgrade

Status

Construction of the multi-purpose rectangular stadium commenced in July 2003 and was completed on 20 December 2003, ready for the first soccer game on 27 December 2003. The remaining works were completed in February 2004, with the official opening on 7 February 2004.

Robertson Park Redevelopment

Status

The redevelopment has been undertaken during the year and the final component of the project, the laying of turf, has been delayed and is to be completed by the end of October 2004.

State Indoor – Multi-use Sports Stadium

Status

Peter Hunt Architects have been appointed for the project. However, the project was deferred, awaiting the outcome of a feasibility study on the Challenge Stadium for the State Government to assess funding and user implications. Concept design work recommenced again in June 2004.

Smith's Lake Redevelopment

Status

The sale of the Elven Street lots has been deferred. This is due to both Council and the Western Australian Planning Commission raising concerns with the proposed design guidelines for the lots. The new timeframe for the sale of the lots is early 2005.

Extension of the Veterans Tennis Pavilion at Robertson Park

Status

Following an internal review by the members of the original pavilion development, the planned development was significantly changed. (The plans for the new proposal were approved at the Council meeting of 23 September 2003. Construction commenced in March 2004 and is expected to be completed in mid November 2004.

Office Building for Department of Sport and Recreation

Status

A lease has been finalised between the Town and the Ministry of Housing Works. The final building plans have been approved by Council and the building tender contract was issued in October 2003, and construction commenced in November 2003. This building is substantially completed and is anticipated to be ready for fit-out by late November 2004.

Beatty Park Leisure Centre

Status

A needs analysis and feasibility study is being undertaken during this financial year which will assess the long term requirements and costs of any future development of the facility.

Competition Principles Agreement

The Competition Principles Agreement (CPA) is a contractual agreement between the federal government and all state and territory governments. Local government is committed to the CPA through the state governments' involvement. The focus of the CPA is to ensure that all public enterprises operate in a transparent manner in the best public interest. This requires that public enterprises review their operations to ensure that they do not have a competitive advantage or disadvantage resulting from their status as public enterprises.

To ensure compliance with the CPA, local governments are required to include in their annual reports certain particulars in relation to CPA. The Town of Vincent supports the concept of the CPA and in this regard the following particulars are reported:

Competitive Neutrality

This principle deals with ensuring that government business operations do not have any advantage or disadvantage in comparison with the private sector. At present no activities undertaken by the Town have been classified as either a Public Trading Enterprise (PTE) or a Public Financial Enterprise (PFE) by the Australian Bureau of Statistics.

During the reporting period the Town has not received any allegations of non-compliance with the principles of Competitive Neutrality.

Structural Reform of Public Monopolies

The Town does not operate any Public Monopolies within the CPA definition and accordingly there is no reporting requirement. The Town did not privatise any activities during 2003-04.

Legislation Review

Within the principles of the CPA is a requirement for local governments to review all existing legislation to ensure that the legislation does not restrict competition, or if restrictive legislation is in place, it is in the best interests of the community.

Local Laws

During this year the Town continued the process of reviewing all Local Laws. The Local Government Act 1995 requires all existing Local Laws to be reviewed every eight years. A major review of all Local Laws is required to be carried out prior to 30 June 2005. As part of this process the intention to review Local Laws is advertised in the press as required by the Local Government Act, thus giving residents and ratepayers the opportunity to comment on any proposed changes, additions or deletions to the Town's Local Laws.

The following Local Laws were reviewed and amended during 2003-04;

Amendment	Adopted	Gazetted
Standing Orders	8 June 2004	25 June 2004
Parks and Reserves	23 March 2004	8 April 2004

Policies

In conjunction with the Local Laws Review process, Council regularly reviews its policies. All new policies were advertised for 21 days for public comment, thereafter being adopted by the Council. In some cases policies were amended to reflect current terminology and community expectations. Policy amendments are an ongoing commitment and feature regularly at Council Meetings. A major review of all policies commenced in June 2003 and was completed by April 2004, with approximately 110 policies being reviewed, amended and re-adopted or deleted as required. All policies relating to human resources are currently being reviewed, with the aim for this to be completed by December 2004.

Town Profile

History

For tens of thousands of years before the settlement of the Swan River Colony, the indigenous Nyungar people were hunters and gatherers who occupied the southwest corner of Western Australia. The lakes on the coastal plain were particularly important to the Aboriginal people, providing them with both spiritual and physical sustenance.

At the time of the first European contact in 1827, the area in which Perth now stands was called Boorloo. Boorloo formed part of Mooro, the tribal lands of Yellagonga, whose group was one of several based around the Swan River known collectively as the Whadjug. The Whadjug was a part of the greater group of thirteen or so tribes which formed the south west socio-linguistic block still known today as Nyungar ('The People'), or sometimes by the name Bibbulman.

After settlement in 1829, the Europeans gave the name of 'Third Swamp' to one of a chain of lakes stretching from Claisebrook to Herdsman Lake. Nearly seventy years later, in 1897, 15 hectares of Third Swamp would be gazetted as a public park and two years later renamed Hyde Park. Hyde Park is now of course one of the Town of Vincent's most attractive and popular parks.

From 1831, hostile encounters between European settlers and Nyungars – both large-scale land users with conflicting land value systems – increased considerably. This phase of violence culminated in events such as the execution of Whadjug tribal chief Midgegooroo, the murder of his son Yagan and the massacre of the Murray tribe.

By 1843, when Yellagonga died, his tribe had begun to disintegrate and had been dispossessed of their land around the main settlement area of the Swan River Colony. They retreated to the swamps and lakes north of the settlement area including Third Swamp, formerly known by them as Boodjamooling.

Third Swamp continued to be a main campsite for the remaining Nyungar people in the Perth region and was also used by travellers, itinerants and homeless people. By the goldrush days in the 1890s they were joined by many miners en route to the goldfields.

Meanwhile the principal lakes had been drained and between 1855 and 1883 there were phases of settlement to the north of Perth. The 1871 Municipalities Act established Perth and seven other towns as municipalities with the authority to levy rates, while Local Road Districts were financed almost exclusively from government grants.

Leederville, Highgate and North Perth were originally included in the vast area controlled by the Perth Road Board District, whose limited revenue over the next twenty years was reflected most obviously in the lack of road construction. Much early infrastructure was financed by private citizens.

Residential development progressed from the 1880s, particularly following the completion of the Fremantle to Guildford rail line in 1881. Highgate began to develop, the Woodville Estate (now North Perth) was opened in 1890, and the Monger and Leeder Estates were sold to developers and subdivided in 1890-1891.

By 1897 Third Swamp was no longer a camp site and was vested for the Citizens as a public reserve.

Much of Vincent's rich heritage stems from the 1890s and 1900s when many community buildings were established, including the North Perth district school (now North Perth Primary), Highgate Primary School, Leederville and Brisbane Street post offices, North Perth police station, Brisbane and Queens hotels, the North Perth Town Hall, the Redemptionist Monastery and the Perth Mosque.

By 1895 North Perth had emerged as a suburb in its own right. Four years later it was declared a Road District and, in October 1901, gazetted as a municipality. The North Perth Council was in existence from 25 October 1901 to 22 December 1914.

In 1914 the Councils of Perth, North Perth and Leederville agreed to the union of the three municipalities, as prescribed in the Municipal Corporation's Act 1906. The union took effect on 22 December 1914. Later, the ratepayers of Victoria Park Council decided by referendum on 22 November 1916 to amalgamate with the City of Perth, and this union was consummated on 1 November 1917.

On 1 July 1994, the restructure of the City of Perth created three new local governments: the Towns of Vincent, Cambridge and Shepperton (now Victoria Park), plus a smaller City of Perth. Commissioners were appointed to control these until elections were held in May 1995.

The Town of Vincent's inaugural elections were conducted by the State Electoral Commission under the postal voting system, which produced a voter response in excess of 44 per cent.

Vincent Street is believed to be named after George Vincent, the Chief Draftsman in the Lands Department and original grantee of land on the north side, east from Charles Street. He named it after himself on issue of the first Crown Grant of Perth c. 1876.

The municipality includes the suburbs of Highgate, Leederville, Mt Hawthorn, North Perth, and parts of East Perth, West Perth, Perth City, Mt Lawley and Coolbinia.

Although only new, within its boundaries Vincent holds a rich and varied history. It is a place of cultural diversity with residents whose origins lie in places like Europe and Asia, and 45 per cent of whom were born overseas. Reflections of this variety are found in the number of religions or spiritual groups that have representation within the Town, among them 18 Christian denominations, and Hinduism, Islam and Judaism.

There are busy and popular commercial areas such as Beaufort, Fitzgerald and Oxford Streets, and Scarborough Beach Road, and peaceful suburbs where old and new lie side by side. There is more than a hundred years of built history and heritage within the boundaries of the municipality - and all of it, whether a century, a decade, or just a few years old, is important to the Town of Vincent. All of it contributes to the colour and personality of Vincent, enriching the lives of the people who live here and of those just passing through.

Statistics

Area	10.4 square km of which 104 hectares comprises parks and gardens
Population	25,618
Aged - under 15	13.1%
- 15 to 55	63.6%
- Over 55	23.3%
Median age	34 years
Homes owners/purchasers	53%
Rateable Properties	15,516
Number of Electors	18,400
Number of Council Employees	191 (FTE)
Number of Wards	Two
Total Budget	\$23,905,182

Number of Elected Members

Mayor and eight Councillors

Distance from Perth City

The Administration and Civic Centre is 3 km from Perth GPO

Area of Parks and Gardens

104 hectares

Length of Roads and Footpaths

Roads	139 km
Footpaths	260 km

Suburbs and Localities

Suburbs: Highgate, Leederville, Mt Hawthorn, North Perth and parts of East Perth, West Perth, Perth City, Mt Lawley and Coolbinia.

Boundaries

Town of Cambridge, Cities of Bayswater, Perth and Stirling.

Facilities

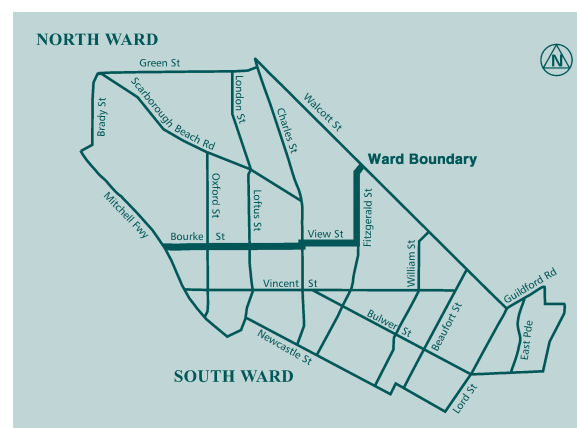
Library: Town of Vincent Library, 99 Loftus Street, Leederville.

Child Health Centres: Harold Street, Highgate; Loftus Community Centre, Loftus Street; Mt Hawthorn Community Centre, Scarborough Beach Road; View Street, North Perth.

Senior Citizens Centres: Rosewood Care Group (Inc.), Lakeview Aged Person Centre.

Services for Seniors: Rosewood Care Group (Inc.) (Meals on Wheels); Volunteer Task Force; Multicultural Services Centre of WA; Vincent Community Care.

Recreation Facilities: Beatty Park Leisure Centre, Hyde Park, E & D Litis Stadium, Dorrien Gardens, Loftus Recreation Centre, Bowling Clubs, Tennis Clubs, Croquet Club, Robertson Park Tennis Complex, Royal Park, Members Equity Stadium, Leederville Oval.

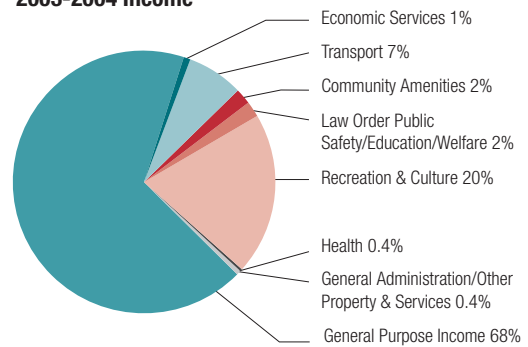


INCOME AND EXPENDITURE PIE CHARTS

OPERATING INCOME

Income Type	Amount
	\$
General Purpose Income	\$14,517,413
General Administration/Other Property & Services	\$89,558
Health	\$82,509
Law Order Public Safety/Education/Welfare	\$461,364
Community Amenities	\$446,264
Recreation & Culture	\$4,422,363
Transport	\$1,528,076
Economic Services	\$246,787
	\$21,794,334

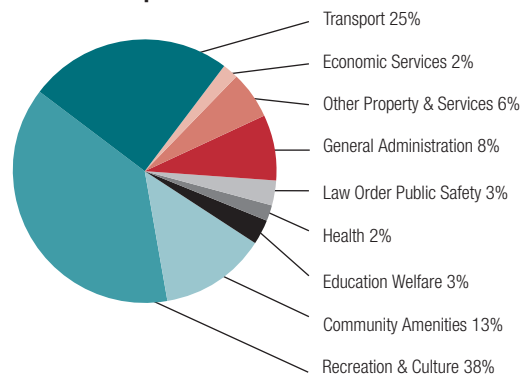
2003-2004 Income



OPERATING EXPENDITURE

Expense Type	Amount
	\$
General Administration	\$1,907,224
Law Order Public Safety	\$602,848
Health	\$565,289
Education/Welfare	\$644,565
Community Amenities	\$2,997,340
Recreation & Culture	\$9,164,682
Transport	\$5,801,528
Economic Services	\$578,192
Other Property & Services	\$1,353,445
	\$23,615,113

2003-2004 Expenditure



Financial Reports

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Independent Audit Report

BARRETT & PARTNERS – DFK

Certified Practising Accountants

PARTNERS

Ronald E Barrett FCA
Anthony D Macri FCPA
Domenic A Macri CPA

INDEPENDENT AUDIT REPORT

TO: RATEPAYERS OF THE TOWN OF VINCENT

Scope

We have audited the financial report of the Town of Vincent, comprising the Operating Statement, Statement of Financial Position, Statement of Changes in Equity, Statement of Cash Flows, and the notes to and forming part of the financial report for the year ended 30 June 2004. The Council is responsible for the preparation and presentation of the financial report and the information contained therein. We have conducted an independent audit of the financial report in order to express an opinion on it to the ratepayers of the Town of Vincent.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with the requirements of the Local Government Act 1995 and Regulations under that Act, Australian Accounting Standards and other mandatory professional reporting requirements so as to present a view of the Town of Vincent which is consistent with our understanding of its financial position, the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion, the financial report of the Town of Vincent:

- (a) present fairly the financial position of the Town of Vincent as at 30 June 2004 and the results of its operations for the year then ended in accordance with applicable Accounting Standards; and
- (b) are prepared in accordance with the requirements of the Local Government Act 1995 and Regulations under that act and other mandatory professional reporting requirements.

We did not during the course of our audit become aware of any instances where the Council did not comply with the requirements of the Local Government Act and Regulations under that Act.



BARRETT & PARTNERS – DFK
CERTIFIED PRACTISING ACCOUNTANTS
28 THOROGOOD STREET
BURSWOOD WA 6100



A MACRI
PARTNER

DATED THIS 2nd DAY OF NOVEMBER 2004

28 Thorogood Street Burwood Western Australia 6100
 PO Box 598 Victoria Park Western Australia 6979
 Telephone: 08 9470 4848 Facsimile: 08 9470 4849
 Email: mail@dfkperth.com



A worldwide association of independent
 accounting firms & business advisors

Statement by Chief Executive Officer

FINANCIAL YEAR ENDED 30 JUNE 2004

The attached financial report of the Town of Vincent being the annual financial report and supporting notes and other information for the financial year ended 30 June 2004 are in my opinion, properly drawn up to present fairly the financial position of the Town of Vincent at 30 June 2004 and the results of the operations for the financial year then ended in accordance with the Australian Accounting Standards (except to the extent that these have been varied in the Statement of Accounting Policies required by Australian Accounting Standard AAS 6 Accounting Policies and the accompanying notes to the annual financial report) and comply with the provisions of the Local Government Act 1995 and the regulations under that Act.



John Giorgi, JP
Chief Executive Officer

Signed on the 3rd day of November 2004

Operating Statement

for the year ended 30 June 2004

OPERATING STATEMENT	Note	Actual 30-Jun-02 \$	Budget 2002/03 \$	Revised Budget 2002/03	Actual 30-Jun-03 \$
OPERATING EXPENDITURE					
General Purpose Funding		548,024	1,967,575	570,338	599,945
Governance		1,349,739	1,416,792	1,316,257	1,305,768
Law, Order, Public Safety		778,491	572,644	577,645	602,848
Health		520,152	542,152	544,675	565,289
Education and Welfare		605,888	690,452	690,453	644,565
Community Amenities		2,912,454	3,230,511	3,240,594	2,997,340
Recreation and Culture		8,687,073	8,576,129	8,674,042	9,164,682
Transport		5,463,126	5,588,342	5,588,341	5,801,528
Economic Services		564,800	532,087	542,170	578,192
Other Property and Services		963,102	687,163	689,684	1,353,445
General Administration		11,105	101,335	115,090	1,511
		22,403,954	23,905,182	22,549,289	23,615,113
OPERATING REVENUE					
General Purpose Funding		13,648,489	15,909,080	14,523,344	14,517,413
Governance		8,159	4,810	6,810	10,112
Law, Order, Public Safety		57,024	43,794	59,634	71,301
Health		81,103	79,670	81,126	82,509
Education and Welfare		84,751	131,813	390,814	390,063
Community Amenities		733,614	416,475	416,475	446,264
Recreation and Culture		4,131,731	4,661,919	4,606,919	4,422,363
Transport		1,321,530	1,455,325	1,455,325	1,528,076
Economic Services		190,322	239,830	239,830	246,787
Other Property and Services		82,202	57,494	57,494	72,073
General Administration		4,434	4,999	4,999	7,373
		20,343,359	23,005,209	21,842,770	21,794,334
CONTRIBUTIONS/GRANTS FOR THE DEVELOPMENT OF ASSETS					
Law & Order		0	0	0	53,700
Community Amenities		0	20,000	20,000	40,000
Recreation and Culture		382,483	6,839,000	7,472,120	6,027,032
Transport		766,011	553,166	553,166	535,914
		1,148,494	7,412,166	8,045,286	6,656,646
DISPOSAL OF ASSETS					
Proceeds of Sale		2,578,991	1,542,323	1,542,323	283,591
Book Value		(521,216)	(289,059)	(289,059)	(210,699)
<i>Gain/(Loss) on Disposal</i>	4(d)	2,057,775	1,253,264	1,253,264	72,892
Change in net assets resulting from Operations	4(a)	1,145,674	7,765,457	8,592,031	4,908,759

Statement of Financial Position

as at 30 June 2004

Actual 2002/03 \$	\$	Note	Actual 2003/04 \$	\$
CURRENT ASSETS				
10,001,132		11	9,780,528	
23,967			57,829	
11,000		7	11,000	
1,260,850		6	1,805,602	
273,217		26	224,136	
	11,570,166			11,879,096
CURRENT LIABILITIES				
2,092,035		8	2,711,265	
811,350		8	791,095	
		17	1,725,630	
	2,903,385			5,227,990
	8,666,781			6,651,106
NON-CURRENT ASSETS				
100,541		20	100,541	
129,503		6	223,967	
98,011,275		9	112,973,139	
	98,241,319			113,297,647
NON-CURRENT LIABILITIES				
0		17	7,843,311	
242,129		8	530,713	
	242,129			8,374,024
	106,665,971			111,574,730
EQUITY				
92,509,063			98,344,662	
7,233,417		10	6,306,577	
6,923,491			6,923,491	
	106,665,971			111,574,730

Statement of Changes in Equity

for the year ended 30 June 2004

	TOTAL EQUITY		RETAINED PROFITS SURPLUS		CASH RESERVES		ASSET REVALUATION	
	2002/03 \$	2003/04 \$	2002/03 \$	2003/04 \$	2002/03 \$	2003/04 \$	2002/03 \$	2003/04 \$
Opening Balance 1 July	105,520,297	106,665,971	92,066,314	92,509,063	6,530,492	7,233,417	6,923,491	6,923,491
Change in net assets resulting from Operations	1,145,674	4,908,759	1,145,674	4,908,759	0	0	0	0
Revaluation of Assets	0	0	0	0	0	0	0	0
Transfer to Reserves	0	0	(3,413,025)	(1,417,102)	3,413,025	1,417,102	0	0
Transfers from Reserves	0	0	2,710,100	2,343,942	(2,710,100)	(2,343,942)	0	0
Closing Balance 30 June	106,665,971	111,574,730	92,509,063	98,344,662	7,233,417	6,306,577	6,923,491	6,923,491

Statement of Cash Flows

for the year ended 30 June 2004

Actual Inflows/ (Outflows) 30-Jun-03 \$	Note	Budget Inflows/ (Outflows) 30-Jun-04 \$	Actual Inflows/ (Outflows) 30-Jun-04 \$
Cash flows from operating activities			
Payments			
(8,067,211)	Employee Costs	(8,478,401)	(8,644,502)
(8,430,880)	Materials and Contracts	(8,056,125)	(10,427,096)
(1,221,832)	Utilities	(813,617)	(1,560,187)
(280,002)	Insurance Expense	(192,082)	(189,428)
(234,346)	Other expenditure	(1,397,236)	(208,999)
(18,234,271)	Total Payments	(18,937,461)	(21,030,213)
Receipts			
12,143,800	Rates	13,064,640	12,931,646
-	Grants and subsidies	-	-
740,069	Contributions, reimbursements and donations	695,000	1,414,425
6,515,425	Fees and Charges	8,026,099	6,772,504
723,683	Interest earnings	754,500	770,666
1,075,850	Goods and Services Tax	-	1,324,067
201,789	Other revenue/income	16,000	821,981
21,400,616	Total Receipts	22,556,239	24,035,289
3,166,345	<i>Net cash flows from operating activities</i>	3,618,778	3,005,076
Cash flows from investing activities			
Payments			
(586,800)	Purchase Land and Building Assets	(15,058,226)	(11,943,853)
(3,286,921)	Purchase Infrastructure Assets	(4,237,750)	(2,966,438)
(1,065,332)	Purchase Plant and Equipment	(829,070)	(908,630)
(210,695)	Purchase Furniture and Equipment	(133,050)	(77,674)
(2,352,015)	Work in Progress (Uncompleted Works)	(6,127,667)	(4,040,919)
(7,501,763)		(26,385,763)	(19,937,514)
Receipts			
355,173	Disposal of Plant & Equipment	365,000	256,091
909	Disposal of Furniture & Equipment	-	-
2,222,909	Disposal of Land & Building	1,300,000	27,500
-	Contributions from Other Parties	6,149,000	-
2,578,991		7,814,000	283,591
(4,922,772)	<i>Net cash flows from investing activities</i>	(18,571,763)	(19,653,923)
Cash flows from financing activities			
-	Borrowings	10,969,000	9,668,750
-	Repayment of Borrowings	-	(146,631)
236,504	Net increase in Bonds and Deposits	-	348,597
236,504		10,969,000	9,870,716
Cash flows from government			
Receipts from appropriations/grants			
339,192	Recurrent	658,000	721,394
1,148,494	Capital	1,263,166	5,836,133
1,487,686		1,921,166	6,557,527
(32,237)	<i>Net (decrease)/increase in cash held</i>	(2,062,819)	(220,604)
10,033,369	Cash at 1 July 2003	9,637,240	10,001,132
10,001,132	Cash at 30 June 2004	7,574,421	9,780,528

Notes to and forming parts of the Financial Statements for the year ended 30 June 2004

1. SIGNIFICANT ACCOUNTING POLICIES

The significant policies which have been adopted in the preparation of these financial statements are:-

(a) **The Local Government Reporting Entity**

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

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, transfers between Funds) have been eliminated.

Trust Funds

As the Town performs only a custodial role in respect of these monies, and because the monies cannot be used for Council purposes, they are excluded from the financial statements.

A separate statement of these monies appears at Note 19 to these financial statements.

Amounts received as bonds, deposits and retention amounts controlled by Council are included in the amount disclosed as creditors within current liabilities.

(b) **Basis of Accounting**

This Financial Report is a General Purpose Financial Report, and has been prepared in accordance with applicable Australian Accounting Standards and disclosure requirements of the Australian Accounting bodies, the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

It has been prepared on the accrual basis under the convention of historical cost accounting.

(c) **Property, Plant & Equipment**

(i) Cost and Valuation

Property, plant and equipment and infrastructure are carried at cost.

Any gain or loss on disposal of assets is determined as the difference between the carrying amount of the asset at the time of disposal and the proceeds from disposal and is included in the operating results in the year of disposal.

Fixed assets with acquisition cost of less than \$500 have not been capitalised.

Land under roads is not recognised in the Statement of Financial Position.

Signs and Litter Bins are considered immaterial and have not been capitalised.

(ii) Depreciation of non current assets

Items of property, plant and equipment, including infrastructure and buildings but excluding freehold land, are depreciated over their estimated useful lives on a straight line basis, using rates which are reviewed each reporting period.

Notes to and forming parts of the Financial Statements for the year ended 30 June 2004

Major depreciation periods are:

Asset Description	Life Expectancy
Buildings	10 - 50 years
Furniture and Equipment	2 - 10 years
Plant and Equipment	3 - 15 years
Bores/Pumps	10 – 20 years
Playground Equipment	10 years
Motor Vehicles	5 - 10 years
Roads-Sealed/Kerbed/Drained	33 years
Footpaths-Insitu Concrete	40 years
Footpaths-Slab	20 years
Parking-Sealed/Kerbed/Drained	40 years
Parking-Lighting	30 years
Rights of Way-Sealed/Kerbed/Drained	40 years
Drainage	80 years
Fencing	20 years
Park Furniture/Street Furniture	10 - 30 years

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and held ready for use.

(iii) Revaluation of Non Current Assets

Furniture and internal equipment are rarely sold but used until obsolete. Plant such as vehicles, trucks and external equipment are traded frequently to ensure their reliability.

(d) Employee Entitlements

Provision for annual leave represents the full annual leave accrued (including pro-rata leave) for all staff as at the end of the reporting period.

Council's liability for the long service leave provision represents the present value of the estimated future cash outflows to be made by the Council resulting from the employee's services to date.

Council's liability for long service leave is recorded as current and/or non current liabilities. The current liability represents the Council's legal and contractual entitlements at termination of employment. The non-current liability is calculated on a pro-rata basis by various percentages related to years of service.

In respect of employees who have transferred to the Town from other Local Government Authorities, Council's liability for long service leave is recorded in the statement of financial position net of contributions due from other Local Government Authorities.

Provisions made for employees' annual and long service leave include related payroll costs such as superannuation and workers compensation. The superannuation and workers compensation for the reporting period is the amount of the statutory contribution the Council makes to provide benefits to its employee. Details of superannuation arrangements are set out in Note 13.

Provisions for sick leave are not made in the accounts as they are non vesting and are paid as incurred.

(e) Provision for Doubtful Debts

The Financial Statements do not make any provision for uncollectable rate debtors as these are secured over a ratepayer's property.

Provision for other bad and doubtful debts is made where considered necessary. It is expected that some small amounts will be uncollectable during the year and these will be written off by Council.

(f) Investments

All investments are made in accordance with the Trustees Act and are valued at cost with interest revenue recognised as accrued.

Notes to and forming parts of the Financial Statements for the year ended 30 June 2004

(g) Leases

The Council has no obligations under finance leases at balance date.

In respect of operating leases, where the lessor effectively retains substantially the entire risks and benefits incidental to ownership of the leased items, lease payments are charged to expense over the lease term.

(h) Rates, Grants, Donations and other Contributions

The rating and reporting periods coincide. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of rates.

Grants, donations and other contributions are recognised as revenues when the Council obtains control over the assets comprising the contributions. Control over granted assets is normally obtained upon their receipt or upon prior notification that a Grant has been secured, and the timing of commencement of control depends upon the arrangements that exist between the grantor and the Council. Contributions not received over which the Council has control are recognised as receivables.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 5. The note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the Council's operations for the current reporting period.

(i) Stock on Hand and Work in Progress

Stock on hand and work in progress are valued at the lower of cost and net realisable value.

(j) Interest in Regional Council

The Council is participant with 6 other Councils, namely the cities of Joondalup, Wanneroo, Stirling, Perth and the Towns of Cambridge and Victoria Park.

Information about the Mindarie Regional Council is set out in Note 20.

(k) Payables

Trade payables and other accounts payable are recognised when the Council becomes obliged to make future payments resulting from the purchase of goods and services.

(l) Rounding

All figures shown in the financial report have been rounded off to the nearest dollar and some minor variations between schedules may result.

(m) Comparatives

Comparative figures are, where appropriate, reclassified as to be comparable with the figures presented for the current financial year.

(n) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the Statement of Financial Position are stated inclusive of applicable GST.

(o) Impacts of adopting to International Financial Reporting Standards (IFRS)

IFRS is effective for all financial reports beginning on or after 1 January 2005. For Local Government, the first annual financial report to which they will relate will be for the year ended 30 June 2006. All comparative in the financial report, being the figures for the year ended 30 June 2005, are also to be restated so that they are also consistent with IFRS.

The change to FRS is being managed via process of education which includes technical training and liaison with Council's auditors and industry groups. This will include a review of the pending standards to determine the effect on Council's existing accounting policies and treatments.

Notes to and forming parts of the Financial Statements for the year ended 30 June 2004

(o) Impacts of adopting to International Financial Reporting Standards (IFRS)

It is not anticipated that the adopting of the IFRS, when they become applicable, will result in any major changes in accounting policies to treatments of Council.

2. CHANGES IN ACCOUNTING POLICY

There were no changes in accounting policy.

3. COMPONENT FUNCTIONS/ACTIVITIES

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis reflected by the Council's Mission and Vision Statement and for each of its broad activities/programs.

These objectives provide a framework for the future direction of the Town of Vincent.

Council Mission Statement

Nurturing our diverse Community

Council Vision Statement

Our Vision is for Vincent to continue to be a vibrant, multicultural community.

Our community will have a strong sense of belonging and will relate to Vincent as a special place, which has its own distinctive identity.

We will be a safe urban village, rich in history and heritage.

Trees, gardens and parks will create an environment which is leafy and green.

Our buildings will achieve a successful blending of old and new. Our dwellings, businesses, restaurants, cafés, entertainment areas, and sporting and recreational facilities will give Vincent its own style and character.

We will create a prosperous and dynamic business environment.

Festivals and events will bring the community together and celebrate our history, heritage and culture.

Vincent will be a place of opportunity for all people, no matter what their needs or abilities.

The Council and staff will reflect the diversity, informality and passion of Vincent's people.

Working together, Council and community will create the future we want.

The Operating Statements are presented in a programme format using the following classifications:-

GOVERNANCE

This schedule details costs and revenues associated with Governance of the Town. These include Members of Council and other costs involved in supporting members and governing the Town.

GENERAL PURPOSE FUNDING

This schedule records detail of rate revenue and general purpose grants allocated by the WA Local Government Grants Commission as well as expenditures associated with this (rates collection, investment of funds).

LAW, ORDER AND PUBLIC SAFETY

This programme covers costs associated with Animal Control, Fire Prevention and other Law and Order services generally associated with Local Law control.

Notes to and forming parts of the Financial Statements for the year ended 30 June 2004

HEALTH

This programme covers Health Administration and Inspection, Child Health Clinics, Immunisation Clinics, Food Control and Pest Control Services.

EDUCATION AND WELFARE

The major costs here relate to staff involved in coordinating welfare, disability and youth services and donations to various community welfare groups serving the Town.

COMMUNITY AMENITIES

This programme covers activities of household refuse and recycling, other sanitation including public litter bins and bulk rubbish collections, as well as town planning and regional development administration, protection of the environment and bus shelters and street furniture.

RECREATION AND CULTURE

This programme covers activities associated with public halls, recreation administration, sportsgrounds, parks and reserves, Beatty Park Leisure Centre, Vincent Library and cultural activities.

TRANSPORT

The principal operating areas here relate to maintenance of footpaths, drains, street cleaning, verges and medians, roads and kerbs, rights of way, crossovers, street trees and road reserves. Parking control and operation of car parks is also covered.

ECONOMIC SERVICES

This programme covers costs associated with building control and area promotion.

OTHER PROPERTY AND SERVICES

This programme is principally a clearing area where costs associated with public works overheads are accumulated and then subsequently dispersed to other expense areas. Other activities include plant operation costs, insurance claims and properties held for civic purposes.

ADMINISTRATION GENERAL

This schedule accumulates costs associated with executive management, financial services, administrative services and computing which cannot be directly charged to other programmes. Costs are then allocated to other programmes using Activity Based Costing techniques.

Notes to and forming parts of the Financial Statements for the year ended 30 June 2004

4 (a) OPERATING REVENUE AND EXPENDITURE CLASSIFIED BY NATURE AND TYPE

2002/03 Actual \$		Note	2003/04 Budget \$	2003/04 Actual \$
OPERATING REVENUE				
12,170,604	Rates	23	12,981,289	12,927,299
1,487,686	Grants and Subsidies		695,000	6,557,528
678,443	Contributions, reimbursements and donations		7,800,487	1,258,524
2,057,775	Profit/(Loss) on asset disposals	4(d)	1,253,264	72,892
6,036,044	Fees and charges	21	8,026,099	6,379,553
723,683	Interest earnings	7(b)	754,500	770,666
395,393	Other revenue/income		160,000	616,619
<u>23,549,628</u>			<u>31,670,639</u>	<u>28,583,081</u>
OPERATING EXPENDITURE				
8,191,707	Employee costs		8,548,398	8,912,830
8,028,472	Materials and contracts		8,056,125	8,391,936
1,060,529	Utilities		813,617	1,212,161
243,037	Insurance expenses		192,082	147,173
-	Interest expenses		-	208,525
4,676,801	Depreciation on non-current assets	4(c)	4,897,723	4,764,951
203,408	Other expenditure		1,397,237	36,746
<u>22,403,954</u>			<u>23,905,182</u>	<u>23,674,322</u>
<u>\$1,145,674</u>	Change in Net Assets Resulting from Operations		<u>\$7,765,457</u>	<u>\$4,908,759</u>

4 (b) ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY YEAR ENDED 30 JUNE 2004

2002/03 \$		2003/04 \$
3,390,461	General Purpose Funding	3,660,370
3,441,651	Governance	3,460,859
386,685	Law, Order, Public Safety	604,241
5,504	Health	2,420,945
4,545,328	Education and Welfare	2,210,176
3,093,174	Community Amenities	2,953,429
35,405,672	Recreation and Culture	50,709,072
51,168,348	Transport	51,169,991
160,125	Economic Services	149,349
8,214,537	Other Property and Services	7,838,311
<u>109,811,485</u>		<u>125,176,743</u>

Notes to and forming parts of the Financial Statements for the year ended 30 June 2004

4 (c) DEPRECIATION

Depreciation expense for the financial year was charged in respect of:

2002/03		2003/04
\$		\$
1,232,566	Buildings	1,244,308
2,457,181	Infrastructure Assets	2,566,827
583,793	Plant and Mobile Equipment	620,838
403,261	Office Furniture and Equipment	332,978
\$4,676,801		4,764,951

4 (d) DISPOSAL OF ASSETS BY CLASS YEAR ENDED 30 JUNE 2004

	Budget	Actual	Budget	Actual	Budget	Actual
	Net Book	Net Book	Sale	Sale	Gain	Gain
	Value	Value	Price	Price	(Loss)	(Loss)
	\$	\$	\$	\$	\$	\$
Plant and Mobile Equipment	411,376	209,213	365,000	256,091	(46,376)	46,878
Office Furniture and Equipment		615		0		(615)
Land and Building Assets	0	0	1,300,000	27,500	1,300,000	27,500
Other Infrastructure Assets	0	871	0	0	0	(871)
Total	411,376	210,699	1,665,000	283,591	1,253,264	72,892

5 CONDITIONS OVER CONTRIBUTIONS

Grants which were recognised as revenues during the year and which were obtained on the condition that they be expended on the acquisition of non current assets but have yet to be applied in that manner at reporting date were:

2002/03		2003/04
\$		\$
60,554	Roads to Recovery Grant	113,630
\$60,554		\$113,630

Grants which were recognised as revenues in a previous reporting period and were expended during the current reporting period in the manner specified by the grantor were:

2002/03		2003/04
\$		\$
103,000	Roads to Recovery Grant	60,554
\$103,000		\$60,554

Notes to and forming parts of the Financial Statements for the year ended 30 June 2004

6 RECEIVABLES

2002/03	Current	2003/04
\$		\$
339,715	Rates	324,836
323,305	Works and Services	577,819
87,510	Property Rental/Leases	377,867
685	Rubbish Charges	651
123,106	Other	79,371
38,506	Accrued Income	196,246
128,978	Rebate Receivable from Mindarie Regional Council	0
225,631	Infringements	262,017
(6,586)	Less Provision for Doubtful Debts	(13,205)
\$1,260,850		\$1,805,602

2002/03	Non Current	2003/04
\$		\$
0	Rebate Receivable from Mindarie Regional Council	83,934
129,503	Pensioners' Rates Deferred	140,033
\$129,503		\$223,967

Pensioners' Rates Deferred

The amount of \$140,033 in 2003/04 relates to Council Rates deferred by pensioners in accordance with the Rates and Charges (Rebates and Deferments) Act 1992. During the 2002/03 year the deferred rates amounted to \$129,503.

7 (a) INVESTMENTS

Investments are made in accordance with the Western Australia Trustee Act 1962 (as amended). All investments are recorded at cost.

2002/03	Current	2003/04
\$		\$
11,000	Shares in North Perth Community Financial Services Limited	11,000
\$11,000		\$11,000

7 (b) INTEREST EARNINGS

2002/03	Interest	2003/04	2003/04
Actual	Earnings	Budget	Actual
\$		\$	\$
380,911	Municipal	412,500	403,120
342,772	Reserve	342,000	367,546
\$723,683		\$754,500	\$770,666

Notes to and forming parts of the Financial Statements for the year ended 30 June 2004

8 PAYABLES & PROVISIONS

2002/03	Payables - Current	2003/04
\$		\$
1,006,172	Creditors	1,200,161
968,903	Bonds and Deposits	1,317,500
28,389	Income Received in Advance	37,930
88,571	Accrued Expenses	155,674
<u>\$2,092,035</u>		<u>\$2,711,265</u>
2002/03	Provisions - Current	2003/04
\$		\$
	Leave Entitlements	
569,998	Annual Leave	589,197
146,077	Long Service Leave	63,138
95,275	Salary On Costs	138,760
<u>\$811,350</u>		<u>\$791,095</u>
2002/03	Provisions - Non Current	2003/04
\$		\$
	Leave Entitlements	
179,852	Long Service Leave	449,172
62,277	Salary On Costs	81,541
<u>\$242,129</u>		<u>\$530,713</u>

9 (a) PROPERTY, PLANT AND EQUIPMENT, INFRASTRUCTURE ASSETS

2002/03		2003/04
\$		\$
5,131,938	Land: at cost	5,135,938
50,962,512	Buildings: at cost	64,867,023
<u>(24,937,545)</u>	Less: Accumulated Depreciation	<u>(26,181,853)</u>
26,024,967		38,685,170
53,658,280	Roads: at cost	55,177,571
<u>(31,403,550)</u>	Less: Accumulated Depreciation	<u>(33,013,299)</u>
22,254,730		22,164,272
22,155,815	Drainage: at cost	22,212,628
<u>(8,246,555)</u>	Less: Accumulated Depreciation	<u>(8,385,029)</u>
13,909,260		13,827,599
14,162,897	Footpaths: at cost	14,583,355
<u>(8,601,160)</u>	Less: Accumulated Depreciation	<u>(9,141,330)</u>
5,561,737		5,442,025

Notes to and forming parts of the Financial Statements for the year ended 30 June 2004

2002/03		2003/04
\$		\$
9,235,192	Park Development: at cost	9,697,909
0	Less: Accumulated Depreciation	0
9,235,192		9,697,909
5,325,099	Car Park Development: at cost	5,616,228
(1,545,757)	Less: Accumulated Depreciation	(1,633,030)
3,779,342		3,983,198
7,723,833	Other Infrastructure Assets: at cost	8,293,957
(1,815,542)	Less: Accumulated Depreciation	(2,006,485)
5,908,291		6,287,472
4,657,960	Plant and Mobile Equipment: at cost	5,136,314
(1,874,113)	Less: Accumulated Depreciation	(2,273,889)
2,783,847		2,862,425
4,130,071	Office Furniture and Equipment: at cost	4,207,104
(3,109,603)	Less: Accumulated Depreciation	(3,442,553)
1,020,468		764,551
23,735	Work in Progress – Parks Development	551,173
0	Work in Progress – Car Parks	17,361
0	Work in Progress – Rights of Way	2,666
396,703	Work in Progress – Roads	152,351
1,980,858	Work in Progress – Buildings	3,391,032
0	Work in Progress - Drainage	1,352
0	Work in Progress – Reserve Lighting	6,438
208	Work in Progress – Footpaths	208
2,401,504	Total Work in Progress	4,122,581
\$98,011,275	Total Fixed Assets	\$112,973,139

As per the requirements of AAS36, a management valuation of the freehold Land and Buildings was undertaken on the 30 June 2004. The valuation of \$85,642,829 was based on an assessment of the properties current market value.

Notes to and forming parts of the Financial Statements for the year ended 30 June 2004

9 (b) PROPERTY, PLANT AND EQUIPMENT, INFRASTRUCTURE ASSETS MOVEMENT IN CARRYING AMOUNTS

Movements in the carrying amounts for each class of property, plant, equipment and infrastructure assets between the beginning and end of the current financial year.

	LAND	BUILDINGS	PLANT & EQUIPMENT	OFFICE FURNITURE & EQUIPMENT	ROADS	FOOTPATHS	DRAINAGE	PARK DEVELOP	CARPARK DEVELOP	OTHER INFRASTRUCTURE ASSETS	WORK PROGRESS	TOTAL
Balance at beginning of year	5,131,938	26,024,967	2,783,846	1,020,468	22,254,729	5,561,737	13,909,259	9,235,191	3,779,343	5,908,291	2,401,505	98,011,274
Additions	4000	11,939,853	908,630	77,675	1,179,544	420,458	56,813	447,280	291,129	571,214	4,040,918	19,937,514
Transfers		1,964,658	-	-	339,747	-	-	15,438	-	-	(2,319,843)	-
Disposals			(209213)	(614)	-	-	-	-	-	(871)	-	(210,698)
Depreciation Expense		(1,244,308)	(620,838)	(332,978)	(1,609,748)	(540,170)	(138,473)	-	(87274)	(191,162)	-	(4,764,951)
Carrying Amount at end of the year	5,135,938	38,685,170	2,862,425	764,551	22,164,272	5,442,025	13,827,599	9,697,909	3,983,198	6,287,472	4,122,581	112,973,139

Notes to and forming parts of the Financial Statements for the year ended 30 June 2004

10 CASH RESERVES

On restructuring of the City of Perth, the Town of Vincent was provided with several specific cash reserves which were transferred to the Town by Order of the Governor under Section 13 of the Local Government Act 1960. The Town has also established other specific reserves to provide for future capital works. The specific reserves have been established for the following purposes:

(a) BEATTY PARK LEISURE CENTRE RESERVE

This reserve was established for the major upgrade and redevelopment of the Beatty Park Leisure Centre including major plant and equipment purchases. Transfers represent the before depreciation operating surplus of the Centre. The exact amount transferred will depend upon the surplus achieved.

(b) STRATEGIC WASTE MANAGEMENT RESERVE

This reserve was established in 2001/02 for the investigation and implementation of integrated waste management strategies/programs and initiatives (including secondary waste treatment and costs associated with the redevelopment of Lot 118 Tamala Park.

(c) LOFTUS RECREATION CENTRE RESERVE

Contributions are made to the Council by the lessee of the Loftus Recreation Centre. These funds are held in a cash backed reserve for the purpose of replacing major items of plant and equipment or modifications to the Centre.

(d) LOFTUS COMMUNITY CENTRE RESERVE

Contributions are made to the Council by the lessee of the Loftus Community Centre. These funds are held in a cash backed reserve for the purpose of replacing major items of plant and equipment or modifications to the Centre.

(e) PLANT AND EQUIPMENT RESERVE

This reserve was established for the purchase of replacement plant and equipment associated with Council's works. An annual transfer is made to this reserve to minimise the impact of major purchases in any one year.

(f) WASTE MANAGEMENT RESERVE

This reserve was established for the purpose of replacing plant and equipment associated with Council's waste management operations. An annual transfer is made to this reserve to minimise the impact of major purchases in any one year.

(g) LAND AND BUILDING ASSET ACQUISITION RESERVE

This reserve was established from proceeds of sale of land. The purpose of the reserve is to ensure that proceeds of real assets disposed of are restricted to purchase other land and buildings for civic purposes.

(h) CAPITAL RESERVE

This was established in 1995/96 with the allocation of \$1,000,000 from the Infrastructure Account established under the City of Perth Restructuring Act. The reserve exists for future major capital works.

(i) ADMINISTRATION CENTRE RESERVE

This reserve was established for the purpose of providing for major renovation and maintenance/repairs associated with the Administration and Civic Centre.

(j) CARPARKING DEVELOPMENT RESERVE

This reserve was established from payment of cash-in-lieu of carparking from developers and is to be used to upgrade existing car parks or the establishment of new car parks.

(k) ELECTRONIC EQUIPMENT RESERVE

This reserve was established for the purpose of replacement and major upgrade of computing equipment owned by the Town.

(l) AGED PERSONS SENIOR CITIZENS RESERVE

This is a new reserve established in 1997/98 from a contribution from the Board of Leederville Gardens Retirement Village for the purpose of the acquisition, provision, maintenance, management or extension of the existing Leederville Gardens Village, or the purchase or construction of a similar type of village for senior citizens or provision of aged or senior citizens facilities, within the Town's boundaries.

Notes to and forming parts of the Financial Statements for the year ended 30 June 2004

(m) LEEDERVILLE OVAL RESERVE

This reserve was established in 1998/99 with the allocation of \$1,000,000 from the Infrastructure Account established under the City of Perth Restructuring Act. The purpose of this reserve is for the redevelopment of Leederville Oval.

(n) LEN FLETCHER PAVILION RESERVE

This reserve was established in 1998/99 with the allocation of \$250,000 from the Infrastructure Account established under the City of Perth Restructuring Act. The purpose of this reserve is for works associated with the renovation/maintenance/repairs/demolition of Len Fletcher Pavilion and associated land.

(o) HERITAGE LOW INTEREST LOAN SCHEME RESERVE

This reserve was established in 1998/99 with the allocation of \$20,000 to the newly created Heritage Loan Reserve.

The purpose of the Heritage Loan Reserve is to be changed to the Heritage Low Interest Loan Scheme and the funds held to be applied to that new Reserve to enable the funds to be transferred to the proposed Western Australian Municipal Association scheme.

(p) LIGHT FLEET REPLACEMENT RESERVE

This reserve was established in the budget for 2001/02 to fund the replacement of the light vehicle fleet which is now contracted to occur every three years. An annual transfer will be made to this reserve, which minimises the impact of the capital outlay for the light vehicle fleet in the year of the replacement of fleet.

(q) UNDERGROUND POWER RESERVE

This reserve was established in 1998/99 with the allocation of \$20,000 for the purpose of funding Council's possible contribution to underground power projects considered by State Government.

The following reserve funds will be used as and when the need arises:-

- Administration Centre Reserve
- Land and Building Asset Acquisition Reserve
- Capital Reserve
- Aged Persons Senior Citizens Reserve
- Leederville Oval
- Len Fletcher Pavilion Reserve
- Heritage Low Loan Interest Scheme Reserve
- Strategic Waste Management Reserve

The following reserve funds are established to minimise the impact of major expenditure on any one budget and varying levels of expenditure will occur from year to year as required:-

- Beatty Park Leisure Centre Reserve
- Carparking Development Reserve
- Electronic Equipment Reserve
- Loftus Community Centre Reserve
- Loftus Recreation Centre Reserve
- Plant and Equipment Reserve
- Waste Management Reserve
- Underground Power Reserve
- Light Fleet Replacement Reserve

Notes to and forming parts of the Financial Statements for the year ended 30 June 2004

2002/03 Actual \$		2003/04 Budget \$	2003/04 Actual \$
Beatty Park Leisure Centre			
199,170	Opening Balance 1 July	332,514	240,301
212,489	Transfer from Accumulated Surplus	110,000	112,102
(171,358)	Transfer to Accumulated Surplus	(433,900)	(220,436)
240,301	Closing Balance 30 June	8,614	131,967
Strategic Waste Management			
0	Opening Balance 1 July	11,000	14,313
14,313	Transfer from Accumulated Surplus	12,997	772
0	Transfer to Accumulated Surplus	0	0
14,313	Closing Balance 30 June	23,997	15,085
Loftus Recreation Centre			
137,973	Opening Balance 1 July	185,273	156,680
47,361	Transfer from Accumulated Surplus	47,548	8,374
(28,654)	Transfer to Accumulated Surplus	0	(5,316)
156,680	Closing Balance 30 June	232,821	159,738
Loftus Community Centre			
43,136	Opening Balance 1 July	45,406	45,411
2,275	Transfer from Accumulated Surplus	2,517	2,450
0	Transfer to Accumulated Surplus	0	0
45,411	Closing Balance 30 June	47,923	47,861
Plant and Equipment Reserve			
659,021	Opening Balance 1 July	587,521	324,989
233,601	Transfer from Accumulated Surplus	211,958	219,406
(567,633)	Transfer to Accumulated Surplus	(274,750)	(62,341)
324,989	Closing Balance 30 June	524,729	482,054
Waste Management Reserve			
387,507	Opening Balance 1 July	591,007	617,261
229,754	Transfer from Accumulated Surplus	215,461	215,461
0	Transfer to Accumulated Surplus	0	0
617,261	Closing Balance 30 June	806,468	832,742
Land & Building Asset Acquisition			
245,184	Opening Balance 1 July	258,084	258,117
12,933	Transfer from Accumulated Surplus	11,787	13,926
0	Transfer to Accumulated Surplus	(50,000)	0
258,117	Closing Balance 30 June	219,871	272,043
Capital Reserve			
1,595,999	Opening Balance 1 July	3,139,276	3,451,575
2,282,446	Transfer from Accumulated Surplus	90,693	165,854
(426,870)	Transfer to Accumulated Surplus	(1,865,000)	(1,884,770)
3,451,575	Closing Balance 30 June	1,364,969	1,732,659

Notes to and forming parts of the Financial Statements for the year ended 30 June 2004

2002/03		2003/04	2003/04
Actual		Budget	Actual
\$		\$	\$
	Administration Centre Reserve		
186,655	Opening Balance 1 July	212,995	216,200
35,125	Transfer from Accumulated Surplus	35,290	36,959
(5,580)	Transfer to Accumulated Surplus	(26,000)	(6,605)
216,200	Closing Balance 30 June	222,285	246,554
	Carparking Development Reserve		
13,687	Opening Balance 1 July	0	44,409
30,722	Transfer from Accumulated Surplus	30,662	32,760
0	Transfer to Accumulated Surplus	(23,000)	0
44,409	Closing Balance 30 June	7,662	77,169
	Electronic Equipment Reserve		
132,754	Opening Balance 1 July	84,956	84,964
61,808	Transfer from Accumulated Surplus	51,973	54,975
(109,598)	Transfer to Accumulated Surplus	(135,200)	(52,150)
84,964	Closing Balance 30 June	1,729	87,789
	Aged Persons Senior Citizens		
1,351,884	Opening Balance 1 July	1,397,584	1,398,091
71,207	Transfer from Accumulated Surplus	74,885	360,989
(25,000)	Transfer to Accumulated Surplus	(130,000)	0
1,398,091	Closing Balance 30 June	1,342,469	1,759,080
	Leederville Oval Reserve		
1,163,918	Opening Balance 1 July	0	45,368
56,450	Transfer from Accumulated Surplus	0	2,448
(1,175,000)	Transfer to Accumulated Surplus	0	0
45,368	Closing Balance 30 June	0	47,816
	Len Fletcher Pavilion Reserve		
292,796	Opening Balance 1 July	308,196	308,241
15,445	Transfer from Accumulated Surplus	14,814	16,486
0	Transfer to Accumulated Surplus	0	(9,660)
308,241	Closing Balance 30 June	323,010	315,067
	Heritage Loan Reserve		
23,681	Opening Balance 1 July	0	0
1,249	Transfer from Accumulated Surplus	1,152	0
(24,930)	Transfer to Accumulated Surplus	0	0
0	Closing Balance 30 June	1,152	0
	Light Fleet Replacement Reserve		
73,445	Opening Balance 1 July	109,856	2,567
104,599	Transfer from Accumulated Surplus	102,138	100,099
(175,477)	Transfer to Accumulated Surplus	(200,120)	(102,666)
2,567	Closing Balance 30 June	11,874	0

Notes to and forming parts of the Financial Statements for the year ended 30 June 2004

2002/03 Actual \$		2003/04 Budget \$	2003/04 Actual \$
	Underground Power Reserve		
23,681	Opening Balance 1 July	24,931	24,930
1,249	Transfer from Accumulated Surplus	1,191	1,345
0	Transfer to Accumulated Surplus	0	0
<u>24,930</u>	Closing Balance 30 June	<u>26,122</u>	<u>26,275</u>
	State indoor Multi-use Sport Centre Reserve		
0	Opening Balance 1 July	0	0
0	Transfer from Accumulated Surplus	1,362,934	0
0	Transfer to Accumulated Surplus	0	0
<u>0</u>	Closing Balance 30 June	<u>1,362,934</u>	<u>0</u>
	Perth Oval Reserve		
0	Opening Balance 1 July	0	0
0	Transfer from Accumulated Surplus	0	72,678
0	Transfer to Accumulated Surplus	0	0
<u>0</u>	Closing Balance 30 June	<u>0</u>	<u>72,678</u>
<u>\$7,233,417</u>	Total Cash Reserves at 30 June	<u>6,528,629</u>	<u>6,306,577</u>

11 CASH ASSETS

2002/03 \$		2003/04 \$
1,322,865	Cash on Hand/Cash Advances	857,262
8,678,267	Short Term Investments	8,923,266
<u>\$10,001,132</u>		<u>\$9,780,528</u>

The following restrictions have been imposed by regulations or other externally imposed requirements:-

2002/03 \$	Investments	2003/04 \$
7,233,417	Reserves as shown in Note 10.	6,306,577
60,554	Unspent Grants/Contributions	113,630
968,903	Bonds and Deposits Received in Advance	1,341,865
\$8,262,874	Total Restricted	7,762,072
\$1,738,258	Total Unrestricted	2,018,456
<u>\$10,001,132</u>		<u>\$9,780,528</u>

Notes to and forming parts of the Financial Statements for the year ended 30 June 2004

12 NOTES TO THE STATEMENT OF CASH FLOWS

(a) RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO OPERATING SURPLUS FOR THE YEAR ENDED 30 JUNE 2004

2002/03 \$		2003/04 \$
1,145,674	Change in Net Assets Resulting from Operations	4,908,758
	Adjustment for items not involving the movement of Cash:	
4,676,801	Depreciation	4,764,951
<u>(2,057,775)</u>	(Gain)/Loss on Sale of Property, Plant and Equipment	<u>(72,892)</u>
3,764,700		9,600,457
	Revenues Provided by:	
(339,192)	Government Grants – Operating	(721,394)
<u>(1,148,494)</u>	Government Grants - Non Operating	<u>(5,836,134)</u>
(1,487,686)		(6,557,528)
	Change in Operating Assets and Liabilities	0
124,496	Increase/(Decrease) in Provisions	268,329
(79,007)	Increase/(Decrease) Income Received in Advance	9,540
0	Increase/(Decrease) in Accrued Expenses	0
0	Increase/(Decrease) in Bonds	0
741,441	Increase/(Decrease) in Creditors	359,051
(117,235)	Decrease/(Increase) in Debtors	(619,203)
0	Decrease/(Increase) in Deferred Assets	0
0	(Decrease)/Increase in Prepaid Receivables	0
6,171	Decrease/(Increase) in Prepayments	(33,862)
71,085	(Increase)/Decrease in Stock on Hand	49,080
271,358	GST Movement	(246,948)
(128,978)	Mindarie Regional Council Rebate	128,978
<u>0</u>	(Increase)/Decrease in Accrued Interest	<u>46,822</u>
889,331		(38,213)
<u>\$3,166,345</u>	Net Cash Provided by Operating Activities	<u>\$3,005,076</u>

(b) RECONCILIATION OF CASH

For the purposes of the statement of cash flows the Town of Vincent considers cash to include cash on hand and in banks and investments net of outstanding bank overdrafts and non cash investments. Cash at the end of the reporting period as shown in the statement of cash flows is reconciled to the related items in the statement of financial position as follows:-

2002/03 \$		2003/04 \$
1,322,865	Cash on Hand/Cash Advances	857,262
<u>8,678,267</u>	Short Term Investments	<u>8,923,266</u>
<u>\$10,001,132</u>		<u>\$9,780,528</u>

Notes to and forming parts of the Financial Statements for the year ended 30 June 2004

13 SUPERANNUATION

The Town of Vincent complies with the minimum obligations under federal law and contributes in respect of its employees to one of the following superannuation plans:-

WA LOCAL GOVERNMENT SUPERANNUATION PLAN

The Council contributes in respect of certain of its employees to an accumulated benefit superannuation fund established in respect of all Councils in the State. In accordance with statutory requirements, the Council contributes to the WA Local Government Superannuation Plan (the plan) amounts nominated by the Council. As such, assets are accumulated in the plan to meet members' benefits as they accrue. The audited financial report of the plan as at 30 June 2003, which was not subject to audit qualification, indicates that the assets of the plan are sufficient to meet accrued benefits. No liability of the Council has been recognised as at the reporting date in respect of superannuation benefits for its employees.

CITY OF PERTH SUPERANNUATION FUND

The Council contributes in respect of certain former City of Perth employees to a defined benefit superannuation plan. In accordance with statutory requirements, the Council contributes to the City of Perth Superannuation Fund (the plan) amounts determined by the plan actuary in respect of contributory members. In respect of non-contributory members, the Council contributes at the minimum Award/SGC contribution rate. As such, assets are accumulated in the plan to meet members' benefits as they accrue. The latest available audited financial report of the plan as at 30 June 2003, which was not subject to audit qualification, indicated that the assets of the plan are sufficient to meet accrued benefits. The last full actuarial assessment of the plan was undertaken as at 30 June 2002 by Mercer Human Resource Consulting Pty Ltd.

The employer contribution rate for contributory members is 14% of salary.

The amount of statutory superannuation contributions paid by the Council during the reporting period was \$688,951. During the 2002/03 year the contributions were \$650,980.

14 CONTINGENT LIABILITIES

At the reporting date the Town of Vincent has no contingent liabilities

15 COMMITMENTS FOR CAPITAL EXPENDITURE

The Town of Vincent has outstanding commitment towards capital expenditure on Perth and Leederville Ovals.

16 UNUSED LOAN FACILITIES

Town of Vincent has negotiated a loan facility for Office Building (Loan No 2). As at 30 June 2004 an amount of \$2,659,250 has not been drawn down.

18 OPERATING LEASE COMMITMENTS

At the reporting date, the Town of Vincent had the following obligations under non-cancelable operating leases (these obligations are not recognised as liabilities):

2002/03		2003/04
\$		\$
17,784	Not longer than one year	26,282
16,583	Longer than one year and not longer than two years	27,771
8,970	Longer than two years and not longer than five years	10,885
0	Longer than five years	0
\$43,337		\$64,938

At the reporting date the Town of Vincent has no obligations for other finance lease commitments.

19 TRUST FUNDS

Funds over which the Town has no control and which are not included in the Financial Statements are as follows:

2002/03		2003/04
\$		\$
21,474	Opening Balance	20,695
	Receipts	
779	Unclaimed Monies	-
779	Total Receipts	-
	Payments	
-	Unclaimed Monies	2,740
-	Total Payments	2,740
\$20,695	Closing Balance	\$23,435

As the Town performs only a custodial role in respect of these monies and because the monies cannot be used for Council purposes, they are excluded from the Financial Statements.

20 INTEREST IN REGIONAL COUNCIL

The Mindarie Regional Council was formally constituted in December 1987. The Town of Vincent, along with the Cities of Perth, Wanneroo, Joondalup, Stirling and Towns of Victoria Park and Cambridge, is a member of the Mindarie Regional Council. The primary function of the Regional Council under the constitution agreement is for the orderly and efficient treatment and/or disposal of waste.

The Town of Vincent has a one twelfth (1/12) equity in the land and assets of the refuse disposal facility as per the constitution amendment (dated 25 November 1996) that recognises the Town as a member of the Mindarie Regional Council. The net assets of Mindarie Regional Council as at 30 June 2004 were \$6,500,133 (unaudited). The share of the distribution of the surplus for the 2004 year from the Mindarie Regional Council is taken up in the operating statement.

21 FEES AND CHARGES BY PROGRAM

Program	2002/03	2003/04
	\$	\$
Governance	3,760	3,720
General Purpose Funding	101,683	96,887
Law Order and Public Safety	51,034	42,420
Health	77,238	77,559
Education and Welfare	19,275	32,203
Community Amenities	309,937	314,701
Recreation and Culture	3,967,221	4,217,732
Transport	1,299,015	1,322,711
Economic Services	181,967	243,523
Other Property and Services	25,914	28,096
	\$6,036,044	\$6,379,553

22 MEMBERS FEES AND ALLOWANCES

	Fee	Budget	Actual
	\$	2003/04	2003/04
	\$	\$	\$
Annual Meeting Fee (Section 5.99)			
Mayor	12,000		
Councillors (8)	6,000	60,000	59,990
Total Annual Meeting Fee		\$60,000	\$59,990
Annual Entertainment Allowance (Section 5.98 (5)(b))			
Mayor	38,290	38,290	39,961
Deputy Mayor	9,560	9,560	9,564
Total Annual Entertainment		\$47,850	\$49,525
Prescribed Expense Reimbursement (Section 5.98 (2))			
Telephone Rental/Call Costs/ Connection/Reconnection		18,000	18,245
Travelling Expenses		2,600	874
Child Care		3,000	1,404
Stationery		4,500	1,783
Other expenses		3,500	7,782
Total Expense Reimbursement		\$31,600	\$30,088

23 STATEMENT OF RATING INFORMATION

Actual 2002/03 \$		Rateable Value \$	Rate in Dollar Cents	Budget 2003/04 \$	Actual 2003/04 \$
RATE REVENUE					
Gross Rental Values					
	General Rate				
11,329,802	12,405 Assessments	150,089,362	8.01	12,031,828	12,022,156
	Minimum Rate				
655,110	1511 Assessments @ \$451	6,813,918	@451	681,461	681,461
139,419	Interim Rates		8.01	200,000	172,138
24,854	Back Rates		Various	30,000	23,322
12,149,185	Total General Rates Levied	154,982,565		12,943,289	12,899,077
	Ex Gratia Rates				
48,135	59 Assessments	662,030	8.01	48,000	51,778
12,197,320		155,570,513		12,991,289	12,950,855
	Plus Non Payment Penalties				
39,003	Instalment Interest @ 5.5%			46,500	46,938
62,167	Penalty Interest @ 11%			60,000	70,877
34,452	Administration Charge - \$4 per instalment			40,000	40,140
11,382	Legal Costs Recovered			0	20,335
(26,715)	Less Rates Written Off			(10,000)	(23,557)
\$12,317,609	Total Amount Made Up From Rates			\$13,127,789	13,105,588

Council issued rates on 11 August 2003, with payment to be made either in full by

15 September 2003 (35 Days from date of issue of notices) or by four instalments as provided for in the Local Government Act 1995.

The due dates for each instalment were:

- First Instalment 15 September 2003
- Second Instalment 17 November 2003
- Third Instalment 16 January 2004
- Fourth Instalment 13 March 2004

24 FINANCIAL INSTRUMENTS

Significant Accounting Policies

Details of the significant policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which revenues and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument are disclosed in note 1 to the accounts.

Interest Rate Risk

The following table details the Council's exposure to interest rate risk as at the reporting date.

2004	Average Interest Rate %	Variable Interest Rate \$	Fixed Interest Rate Less Than 1 Year \$	Fixed Interest Rate 1 Year to 5 Years \$	Fixed Interest Rate More than 5 Years \$	Non-Interest Bearing \$	Total \$
Financial Assets							
Cash	4.50	-	857,262			-	857,262
Rate Receivables	8.42	324,836	-				324,836
Other Receivables						1,676,241	1,676,241
Investments	5.07	-	8,923,266			-	8,923,266
		324,836	9,780,528	-	-	1,676,241	11,781,605

Financial Liabilities

Trade Payables		-	-			2,711,265	2,711,265
Loans			1,725,630	4,291,524	3,551,786		9,568,941
		-	1,725,630	4,291,524	3,551,786	2,711,265	12,280,206

2003	Average Interest Rate %	Variable Interest Rate \$	Fixed Interest Rate Less Than 1 Year \$	Non-Interest Bearing \$	Total \$	
Financial Assets						
Cash	4.0	-	1,322,865	-	1,322,865	
Rates Receivables	7.5	339,715	-	-	339,715	
Other Receivables			129,503	921,135	1,050,638	
Investments	4.75	-	8,678,267	-	8,678,267	
			469,218	10,001,132	921,135	11,391,485

Financial Liabilities

Trade Payables		-	-	2,092,035	2,092,035
		-	-	2,092,035	2,092,035

Credit Risk

Credit Risk refers to the risk that counterparty will default on its contractual obligations resulting in financial loss to the Council. The Council has adopted the policy of only dealing with creditworthy counterparties, and obtaining sufficient collateral or other security where appropriate, as a means of mitigating the risk of financial loss from defaults. The Council measures credit risk on a fair value basis.

The Council does not have any significant credit risk exposure to any single counterparty or any group of counterparties having similar characteristics.

Net Fair Value

The carrying amount of financial assets and financial liabilities recorded in the financial statements represents their respective net fair values, determined in accordance with the accounting policies disclosed in note 1 to the accounts.

25 REMUNERATION OF AUDITORS

2002/03		2003/04
\$		\$
4,527	Auditing the Financial Report	9,100
<u>\$4,527</u>		<u>\$9,100</u>

26 STOCK

2002/03		2003/04
\$		\$
48,204	Stock held at the Depot	80,624
225,012	Retail Stock – Beatty Park	143,512
<u>\$273,216</u>		<u>\$224,136</u>

27 FINANCIAL RATIOS OF THE ACCOUNTS

	2000	2001	2002	2003	2004
a) Current Ratio					
<u>(current assets minus restricted assets)</u>					
(current liabilities minus liabilities associated with restricted assets)	2.74	5.35	4.39	1.71	1.06
	Times	Times	Times	Times	Times
Purpose: To assess ability to meet current commitments.					
b) Debt Ratio					
<u>total liabilities</u>					
total assets	2.14%	2.02%	1.77%	2.86%	10.87%
Purpose: To identify the exposure of the Town to debt, and as an indicator of the solvency of the Town.					
c) Outstanding Rates Ratio					
<u>rates outstanding</u>					
rates collectable	4.11%	3.88%	3.73%	3.67%	3.42%
Purpose: To assess rate collection.					
d) Rate Coverage Ratio					
<u>net rate revenue</u>					
operating revenue	55.19%	56.84%	48.84%	52.30%	45.85%
Purpose: To assess the dependence on rate income.					
e) Debt Service Ratio					
<u>debt service cost</u>					
available operating revenue	N/A	N/A	N/A	N/A	1.60%
Purpose: To assess the capacity of the Town to meet total debt commitments from rate income.					

28 BUDGET COMPARISONS

	2004 Budget \$	2004 Actual \$
a) Non Operating Income and Expenditure		
The following non operating income and expenditure and movements to and from reserve accounts are not included in the operating statement.		
Non Operating Income		
Proceeds on sale of assets	1,665,000	283,590
Transfers from Reserves	3,137,970	2,343,942
Non Operating Expenditure		
Transfer to Reserves	2,378,000	1,417,102
Capital Acquisitions		
Land and Buildings	15,058,226	11,943,853
Plant and Equipment	829,070	908,630
Furniture and Equipment	133,050	77,675
Infrastructure Assets	4,237,750	7,007,356

b) Net Current Asset Position

The net current asset position balance carried forward from the previous financial year after adjustment for Restricted Assets for the purpose of the 2003/2004 budget was \$1,564,517.

The actual net current asset position balance shown in the audited financial report as at 30th June 2003 and after adjustment for Restricted Assets was \$2,096,260.



TOWN OF VINCENT

In late 1995 a public competition was conducted to design and create the Town's corporate logo. The joint winners of the Competition were Renato Perino and Paul Glasson. The logo was adopted by the Council on 12 February 1996.

The logo concept has been developed combining some of the elements that characterise the diversity of the area. These include:

THE SUN — symbolising warmth and energy, reflecting the pleasant lifestyle in this area.

THE TREE BRANCH — symbolising the lush, well kept parks and gardens and a strong commitment to a clean, healthy and safe environment, which are aspects of the Town of Vincent's outdoors.

THE BIRD — symbolising peace, harmony and friendliness which prevails within the Town.

THE CORNICE — symbolising the architectural and historic aspect of the area, which features on many character houses and buildings, some of which were built in the late 1890s and early 1900s.

THE DIAMOND SHAPE — symbolising strength and prosperity.

The Colour Values of maroon/deep red are closely associated with the heritage and represent action, youth and vitality which symbolises the Town. The direct opposite colour is green/blue and represents strength and reliability.



TOWN OF VINCENT

Administration and Civic Centre

244 Vincent Street (cnr Loftus)

Leederville WA 6007

Phone 9273 6000 Fax 9273 6099 TTY 9273 6078

Email: mail@vincent.wa.gov.au

Website: www.vincent.wa.gov.au