



TOWN OF  
**VICTORIA PARK**



## Agenda Briefing Forum Agenda – 7 November 2023



**WE'RE OPEN  
VIC PARK**

Please be advised that an **Agenda Briefing Forum** will be held at **6:30 PM** on **Tuesday 7 November 2023** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

**Mr Anthony Vuleta – Chief Executive Officer**  
2 November 2023

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# 1 About the Agenda Briefing Forum

The purpose of the Agenda Briefing Forum is to ask questions and seek clarity on the draft Ordinary Council Meeting agenda, in line with the Agenda Briefing, Concept Forum and Council Workshops Policy.

The meeting is open to all members of the public, except during the consideration of matters deemed confidential in line with the *Local Government Act 1995*.

Members of the public that are directly impacted by an item on the agenda may participate in the meeting through a deputation. A deputation is a presentation made by one individual or a group up to five people affected (adversely or favourably) by a matter on the agenda. Deputations may not exceed 10 minutes. A [Deputation Form](#) must be submitted to the Town no later than 24 hours prior to the meeting and is to be approved by the Chief Executive Officer.

All others may participate in the meeting during the allotted Public Participation Time. While it is not required, members of the public are encouraged to submit their questions and statements in advance by [email](#) or by completing the [Public Question/ Statement Form on the Town's website](#). Please note that questions and statements related to an agenda item will be considered first. All those dealing with matters of a general nature will be considered in the order in which they have been received.

For any questions regarding the Agenda Briefing Forum or any item presented in the draft agenda, please contact the Governance team at [GovernanceVicPark@vicpark.wa.gov.au](mailto:GovernanceVicPark@vicpark.wa.gov.au).

## Disclaimer

Any plans or documents in agendas, minutes and notes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

Any advice provided by an employee of the Town on the operation of written law, or the performance of a function by the Town, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Town. Any advice on a matter of law, or anything sought to be relied upon as representation by the Town, should be requested in writing.

Noting that the Agenda Briefing Forum is only for the purpose of seeking further information on the draft Ordinary Council Meeting Agenda, and does not constitute a decision-making forum, any person or entity who has an application or submission before the Town must not rely upon officer recommendations presented in the draft agenda. Written notice of the Council's decision, and any such accompanying conditions, will be provided to the relevant person or entity following the Ordinary Council Meeting.

## **2 Opening**

## **3 Acknowledgement of country**

### **Acknowledgement of the traditional owners**

*Ngany djerapiny Wadjak – Noongar boodja-k yaakiny, nidja bilya bardook.*

I am honoured to be standing on Whadjuk - Nyungar country on the banks of the Swan River.

*Ngany kaaditj Noongar moort keny kaadak nidja Wadjak Noongar boodja. Ngany kaaditj nidja Noongar birdiya – koora, ye-ye, boorda, baalapiny moorditj Noongar kaaditjin, moort, wer boodja ye-ye.*

I acknowledge the traditional custodians of this land and respect past, present and emerging leaders, their continuing cultural heritage, beliefs and relationship with the land, which continues to be important today.

*Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.*

I thank them for the contribution made to life in the Town of Victoria Park and to this region.

## **4 Announcements from the Presiding Member**

### **4.1 Purpose of the Agenda Briefing Forum**

The purpose of this forum is to provide an opportunity for Elected Members to ask questions and obtain additional information on officer reports in the draft Ordinary Council Meeting agenda. It is not a decision-making forum, nor is it open for debate.

Members of the public that may be directly affected by an item on the agenda can make presentations, deputations, statements, and ask questions, prior to the matter being formally considered by Council at the next Ordinary Council Meeting.

### **4.2 Notice of recording and live-streaming**

All participation in the meeting will be audio recorded and live-streamed on the Town's website. The live-stream will be archived and made available on the Town's website after the meeting.

### **4.3 Conduct of meeting**

All those in attendance are expected to extend due courtesy and respect to the meeting by refraining from making any adverse or defamatory remarks regarding Council, the staff or any elected member. No one shall create a disturbance at a meeting by interrupting or interfering with the proceedings through expressing approval or dissent, by conversing, or by any other means.

All questions and statements made by members of the public are not to personalise any elected member or member of staff. Questions and statements are to be directed to the Presiding Member, who may choose to call upon an officer of the Town, or another elected member, to assist with responses.

#### **4.4 Public participation time**

There is an opportunity to ask questions and make statements at the beginning and end of the meeting. The opportunity to ask questions and make statements at the end of the meeting is limited to the following:

- Those items on the agenda and
- Those members of the public who did not participate in the first public participation time at this meeting.

Public participation time will be held for 30 minutes. Any additional time must be by agreement from the meeting and will be in five-minute increments.

In line with the intended purpose of the Agenda Briefing Forum, questions and statements relating to an agenda item will be considered first. All others will be considered in the order in which they are received.

#### **4.5 Questions taken on notice**

Responses to questions taken on notice that relate to an agenda item will be presented in the officer report for the Ordinary Council Meeting agenda under the heading 'Further consideration'.

Responses to general matters taken on notice will be made available in the relevant Ordinary Council Meeting agenda under the section 'Responses to public questions taken on notice'.

## 5 Attendance

<b>Mayor</b>	Ms Karen Vernon
<b>Banksia Ward</b>	Cr Claire Anderson Cr Peter Melrosa Cr Lindsay Miles
<b>Jarrah Ward</b>	Cr Sky Croeser Cr Jesse Hamer Deputy Mayor Bronwyn Ife Cr Daniel Minson
<b>Chief Executive Officer</b>	Mr Anthony Vuleta
<b>Chief Operations Officer</b> <b>Chief Financial Officer</b> <b>Chief Community Planner</b>	Ms Natalie Adams Mr Duncan Olde Ms Natalie Martin Goode
<b>Manager Governance and Strategy</b> <b>Coordinator Governance and Strategy</b> <b>Manager Business Services</b> <b>Manager Property Development and Leasing</b>	Ms Bernadine Tucker Ms Tracey Wilson Mr Trent Prior Mr Paul Denholm
<b>Secretary</b> <b>Public liaison</b>	Ms Felicity Higham Ms Alison Podmore

### 5.1 Apologies

### 5.2 Approved leave of absence

<b>Banksia Ward</b>	Cr Peter Devereux
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## **6 Declarations of interest**

### **6.1 Declarations of financial interest**

A person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the Council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

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

An employee is required to disclose their financial interest and if required to do so by the Council must disclose the extent of the interest, where they are providing advice or a report to the Council. Employees may continue to provide advice to the Council in the decision-making process if they have disclosed their interest.

### **6.2 Declarations of proximity interest**

A person has a proximity interest in a matter if the matter concerns: a) a proposed change to a planning scheme affecting land that adjoins the person's land; b) a proposed change to the zoning or use of land that adjoins the person's land; or c) a proposed development (as defined in section 5.63(5) of the *Local Government Act 1995*) of land that adjoins the persons' land.

Land adjoins a person's land if: a) the proposal land, not being a thoroughfare, has a common boundary with the person's land; b) the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or c) the proposal land is that part of a thoroughfare that has a common boundary with the person's land. A person's land is a reference to any land owned by the person or in which the person has any estate or interest.

A member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration.

Employees are required to disclose their proximity interests where they are providing advice or a report to the Council. Employees may continue to provide advice to the Council in the decision-making process if they have disclosed their interest.



### **6.3 Declarations of interest affecting impartiality**

Elected members (in accordance with Code of Conduct for Council Members, Committee Members and Candidates) and employees (in accordance with the Code of Conduct for employees) are required to declare any interest that may affect their impartiality in considering a matter. The declaration must disclose the nature of the interest. This declaration does not restrict any right to participate in or be present during the decision-making process.

## **7 Public participation time**

## **8 Presentations**

## **9 Deputations**

## **10 Method of dealing with agenda business**

# 11 Chief Executive Officer reports

## 11.1 Council Resolutions Status Report - October 2023

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Governance Officer
<b>Responsible officer</b>	Manager Governance and Strategy
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Outstanding Council Resolutions Report - October 2023 [11.1.1 - 30 pages]</li> <li>2. Completed Council Resolutions Report - October 2023 [11.1.2 - 4 pages]</li> </ol>

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Notes the Outstanding Council Resolutions Report as shown in attachment 1.</li> <li>2. Notes the Completed Council Resolutions Report as shown in attachment 2.</li> </ol>

### Purpose

To present Council with the Council resolutions status reports.

### In brief

- On 17 August 2021, Council endorsed status reporting on the implementation of Council resolutions.
- The status reports are provided for Council’s information.

### Background

1. On 17 August 2021, Council resolved as follows:

*That Council:*

1. *Endorses the inclusion of Council Resolutions Status Reports as follows:*
  - a) *Outstanding Items – all items outstanding; and*
  - b) *Completed Items – items completed since the previous months’ report to be presented to each Ordinary Council Meeting, commencing October 2021.*
2. *Endorses the format of the Council Resolutions Status Reports as shown in Attachment 1.*

### Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	The reports provide elected members and the community with implementation/progress updates on Council resolutions.

## Engagement

Internal engagement	
Stakeholder	Comments
All service areas	Relevant officers have provided comments on the progress of implementing Council resolutions.

## Legal compliance

Not applicable.

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.				Low	
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Not applicable.				Low	
Reputation	Not applicable.				Low	
Service delivery	Not applicable.				Medium	

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	Not applicable.

## Analysis

- The Outstanding Council Resolutions Report details all outstanding items. A status update has been included by the relevant officer/s.

The Completed Council Resolutions Report details all Council resolutions that have been completed by officers from 29 September 2023 to 31 October 2023. A status update has been included by the relevant officer/s.

## **Relevant documents**

Not applicable.

## 11.2 Vehicle Management Amendment Local Law 2024

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Manager Governance and Strategy
<b>Responsible officer</b>	Manager Governance and Strategy
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Vehicle Management Local Law 2021 with tracked changes.docx [ <b>11.2.1</b> - 38 pages] 2. Vehicle Management Amendment Local Law 2024 (2) [ <b>11.2.2</b> - 4 pages]

### Recommendation

That Council:

1. Commences the law-making process for the Town of Victoria Park Vehicle Management Amendment Local Law 2024 with the purpose and effect of the local law being:  
  
Purpose: To provide for the regulation, control and management of parking and vehicles within the District.  
  
Effect: To regulate the parking and control of vehicles including electronic permits and payments.
2. Authorises the CEO to carry out the law-making process under section 3.12(3) of the Local Government Act 1995 by:
  - a) Giving local public notice of the Amendment Local Law; and
  - b) Giving a copy of the Amendment Local Law and public notice to the Minister for Local Government.
3. Notes that the CEO, after the close of the public consultation period, will submit a report to the Council on any submissions received on the proposed local law to enable the Council to consider the submissions made and to determine whether to make the local law in accordance with section 3.12(4) of the Local Government Act 1995.

### Purpose

The purpose of this report is to seek Council's endorsement to amend the Vehicle Management Local Law 2021.

### In brief

- The Vehicle Management Local Law 2021 commenced on 4 June 2021.
- A review of the Vehicle Management Local Law 2021 has identified the need for a number of small amendments.
- These amendments include permitting electronic permits and payments, minor formatting, use of consistent language and other minor amendments to control parking within the District.
- This report seeks to commence the local law-making process to make the necessary amendments as proposed.

## Background

1. In accordance with section 3.16 of the *Local Government Act 1995* (the Act), local governments are required, within a period of eight years, to review their local laws to determine whether or not it considers the local law should be repealed or amended.
2. On 16 March 2021 Council resolved to make the Vehicle Management Local Law 2021.
3. The Vehicle Management Local Law 2021 was subsequently published in the Government Gazette on 21 May 2021 and commenced on 4 June 2021.
4. A review of the Vehicle Management Local Law 2021 has identified the need to amend the local law.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 – Communication and engagement with the community.	Ensure that the public are aware of the amendment local law and are able to make submissions within a reasonable timeframe.
CL3 - Accountability and good governance.	The Vehicle Management Amendment Local Law 2024 will ensure the local law is fit for purpose.

## Engagement

The Town of Victoria Park Vehicle Management Amendment Local Law 2024 will be advertised for community consultation for a period of no less than 6 weeks.

Internal engagement	
Stakeholder	Comments
Parking and Rangers	Parking Officers and Rangers were engaged in the process of this review and their feedback was incorporated into the Amendment Local Law.

## Legal compliance

[Section 3.12 of the Local Government Act 1995](#)

[Section 3.16 of the Local Government Act 1995](#)

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable				Low	
Environmental	Not applicable				Medium	
Health and safety	Not applicable				Low	

Infrastructure/ ICT systems/ utilities	Not applicable				Medium	
Legislative compliance	Not applicable				Low	
Reputation	The Town's local law is perceived as outdated	Moderate	Unlikely	Medium	Low	Treat the risk by commencing the local law making process to review the local law.
Service delivery	The local law does not meet the service delivery standards expected by stakeholders	Moderate	Possible	Medium	Medium	Treat the risk by reviewing the local law to ensure it is fit for purpose.

## Financial implications

<b>Current budget impact</b>	Nil.
<b>Future budget impact</b>	Not applicable.

## Analysis

5. In accordance with the Act, a review was recently completed that identified amendments to the local law were necessary.
6. The proposed amendments to the Vehicle Management Local Law 2021 include:
  - using the term 'local government' consistently throughout the local law
  - removing the words 'by resolution'
  - regulating a vehicle obstruction
  - better defining the stopping in a loading zone
  - allowing for electronic permits and tickets.
7. The purpose and effect of the Vehicle Management Amendment Local Law 2024 are as follows:

Purpose:  
To provide for the regulation, control and management of parking and vehicles within the District.

Effect:  
To regulate the parking and control of vehicles including electronic permits and payments.
8. To commence the local law-making process, it is necessary for the Town to give local public notice of its intent to amend the Vehicle Management Local Law 2021 and invite submissions for a period of no less than six weeks after the notice is given.

9. It is proposed that a report be provided to the Council including any submissions received in February 2024 exceeding the requirement for a 6-week consultation time period.

### **Relevant documents**

Not applicable.



## 11.3 Local Law Repeal and Review

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Chief Executive Officer
<b>Responsible officer</b>	Manager Governance and Strategy
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	1. Rutland Avenue Street Alignment Local Law 1997 [ <b>11.3.1</b> - 3 pages]

### Recommendation

That Council:

1. Agrees that the Town of Victoria Park Local Government Property Local Law 2000 does not require amendments at this time and is fit for purpose.
2. Commences a review of the Town of Victoria Park Rutland Avenue Street Alignment Local Law 1997 in accordance with section 3.16 of the *Local Government Act 1995*.

### Purpose

For Council to reconsider the request to the CEO of 19 July 2022, for an amendment local law for the Town of Victoria Park Local Government Property Local Law 2000.

For Council to initiate a periodic local law review under section 3.16 of the *Local Government Act 1995* (the Act), for the Town of Victoria Park Rutland Avenue Street Alignment Local Law 1997.

### In brief

- Under section 3.16 of the *Local Government Act 1995*, a local law must be reviewed every 8 years.
- The Local Government Property Local Law 2000 was last reviewed in 2022 with no amendments being proposed through community consultation.
- At the Council meeting held 19 July 2022, Council acknowledged that a review of the Local Government Property Local Law 2000 was undertaken by the Town in accordance with section 3.16 of the Act.
- Council subsequently requested the CEO to present an amendment local law by July 2023 in accordance with section 3.12 of the Act.
- A subsequent review by the Town revealed an amendment local law was not necessary at this time.
- The Rutland Avenue Street Alignment Local Law 1997 was adopted in April 1997 and has not been reviewed.
- This report recommends that a periodic review of the Rutland Avenue Street Alignment Local Law 1997 as per section 3.16 of the Act be commenced with no changes being proposed.

### Background

1. Section 3.16 of the Act requires all local laws to be reviewed within an 8-year period from the date the local law commenced or last reviewed.
2. The Local Government Property Local Law 2000 was adopted in June 2000 and subsequently amended in June 2005 and later reviewed in July 2022.

3. The review of the Local Government Property Local Law 2000 was presented to Council in June 2022. The Council report stated that “There were no submissions received from the community however, Town staff have identified potential amendments and improvements that could be made to the local law”.
4. Council subsequently resolved (Council resolution 148/2022)

That Council:

1. Considers that no submissions were received in relation to the review of the Town of Victoria Park Local Government Property Local Law 2000, in accordance with Section 3.16(3) of the Local Government Act 1995.
2. Acknowledges that a review of the local law was undertaken by the Town, in accordance with Section 3.16(1) of the Local Government Act 1995.
3. Requests the Chief Executive Officer to present an amendment local law by July 2023, in accordance with Section 3.12 of the Local Government Act 1995.
4. Requests the Chief Executive Officer to add an action to the Corporate Business Plan 2022-2023 to “Develop an amendment local law for the Local Government Property Local Law 2000.”
5. The Rutland Avenue Street Alignment Local Law 1997 was adopted in April 1997.
6. An internal governance audit identified that this local law has not been reviewed since its adoption in 1997.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	Ensure that the public are aware of the review period and able to make submissions within a reasonable timeframe.
CL3 - Accountability and good governance.	Ensure that periodic reviews of local laws are completed within the timeframe legislated and comply with the <i>Local Government Act 1995</i> .

## Engagement

7. If Council endorse that the Rutland Avenue Street Alignment Local Law 1997 be reviewed, it will be advertised for community consultation for a period no less than 6 weeks.

Internal engagement	
Stakeholder	Comments
Relevant Staff	Town staff from relevant areas have been consulted over the need to amend the Rutland Avenue Street Alignment Local Law 1997 and the Local Government Property Local Law 2000.

## Legal compliance

[Section 3.12 of the Local Government Act 1995](#)

[Section 3.16 of the Local Government Act 1995](#)

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.					
Environmental	Not applicable.					
Health and safety	Not applicable.					
Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	Not conducting the review within the legislative period could lead to a breach of the Local Government Act 1995.	Major	Almost certain	Extreme	Low	TREAT risk by starting the local law review process.
Reputation	Being non-compliant with local law reviews is a poor reflection on the Town.	Minor	Possible	Medium	Low	TREAT risk by starting the local law review process.
Service delivery	Not applicable.					

## Financial implications

<b>Current budget impact</b>	Nil.
<b>Future budget impact</b>	Not applicable.

## Analysis

8. An 8-year review of all local laws must be undertaken as per section 3.16 of the Act.
9. A recent internal governance audit of the Town's local laws revealed that there was an outstanding Council action item relating to amending the Local Government Property Local Law 2000 and the Rutland Avenue Street Alignment Local Law 1997 had not been reviewed.

10. The Local Government Property Local Law 2000 underwent a review in 2022.
11. Public consultation for the Local Government Property Local Law 2000 was undertaken between 5 May and 19 June 2022 with no public submissions being received.
12. The subsequent report stated that "There were no submissions received from the community however, Town staff have identified potential amendments and improvements that could be made to the local law". However, this report did not identify what the potential amendments were.
13. Council subsequently resolved to request the CEO to present an amendment local law by July 2023.
14. A subsequent internal review on these 'potential amendments' to the Local Government Property Local Law 2000 was undertaken which identified that no amendments were needed at this time. Therefore, an amendment local law is not considered warranted at this time.
15. As there is an outstanding action item from June 2022 that requested the Chief Executive Officer present an amendment local law by July 2023, it is recommended that Council agrees that the Town of Victoria Park Local Government Property Local Law 2000 does not require amendments at this time.
16. The Rutland Avenue Street Alignment Local Law 1997 had not been reviewed since its adoption in April 1997 meaning the periodic review is now overdue.
17. An internal review of the Rutland Avenue Street Alignment Local Law 1997 has identified that it is still fit for purpose and as such, no amendments are proposed by staff.
18. Therefore, it is recommended that the formal review process commence inviting public comment on the Rutland Avenue Street Alignment Local Law 1997 to gauge if any changes are required by the community.
19. To commence the review process, it is necessary for the Town to give local public notice of its intent to review the Rutland Avenue Street Alignment Local Law 1997 and invite submissions for a period of no less than six weeks after the notice is given.
20. It is proposed that a report will be provided to the Council including any submissions received in February 2024 exceeding the requirement for a 6-week consultation time period.
21. It is recommended that Council endorse the recommendation to commence the periodic review of the Rutland Avenue Street Alignment Local Law 1997 in accordance with section 3.16 of the Act.

## **Relevant documents**

Not applicable.

## 11.4 Multi year sponsorship agreement Rotary WA

<b>Location</b>	East Victoria Park
<b>Reporting officer</b>	Manager Stakeholder Relations
<b>Responsible officer</b>	Manager Stakeholder Relations
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. TOVP 3 Year Agreement request [11.4.1 - 1 page]

### Recommendation

That Council endorses provision of annual in-kind support for a three-year term, valued at \$13,248, to Rotary Club of Victoria Park.

### Purpose

To provide Council with an oversight of the sponsorship application and assessments for Council endorsement.

### In brief

- The Town's sponsorship funding program enhances opportunities for collaboration and partnerships between the Town, private enterprise, and community to complement the Town's strategic objectives and increase economic vibrancy by raising the profile of the Town.
- The Town has annually sponsored the Rotary Markets based at John Macmillian Park for seven years.
- Due to the ongoing nature of the agreement with Rotary the Town has met and worked with the organisers to consider an alternative approach to funding due to the long term nature of the event.
- A Town Sponsorship Assessment Panel (SAP) has assessed this submission against objectives in the Economic Development Strategy, Events Strategy and Place Plans.

### Background

1. In December 2019, the Town undertook a review of all funding round practices and procedures to improve efficiencies and transparency of the Vic Park Funding Program. This review initiated a project to procure a funding platform to manage the Town's funding rounds.
2. At the December 2020 Ordinary Council meeting, Policy 116 – Sponsorship was adopted by Council.
3. Further to the adoption of Policy 116 – Sponsorship at the December 2020 Ordinary Council meeting, Council endorsed the Chief Executive Officer to establish a panel of no less than three members to assess all eligible sponsorship application submissions. The panel is to assess applications against the requirements and an assessment criteria and present a report to Council for endorsement.
4. To align to the annual budget cycle, the timeframes calling for applications were changed to align to informing the annual budget adoption and financial years. This enables budget amounts to be informed and fit for purpose and longer lead times.
5. At the May 2022 Ordinary Council meeting, Council endorsed three event sponsorship applications for the 2022-23 round, including Rotary Markets.
6. In accordance with Policy 116 – Sponsorship, unsolicited offers for sponsorship can be submitted in writing, ensuring it sets out:
  - a. The proposed sponsorship arrangements
  - b. The value of the proposed sponsorship; and

- c. How the sponsorship meets an assessment criteria.
- 7. Further in accordance with Policy 116 – Sponsorship, for the SAP to make a recommendation to accept an unsolicited offer it must:
  - a. Not have been able to be lodged during a funding round, and thereby subject to a competitive application.
  - b. Bring extraordinary benefits and opportunities to the Town that could not have otherwise been
  - c. Be received at least three months before the proposed activity, to allow appropriate due diligence, assessment, and council approval to occur.
- 8. Where a long term partnership is created it is in the Towns best interests to move forward with longer term partnerships that allow for better acquittal and activation of the events over a longer period of time
- 9. The Town met with the organisers of the Markets from Rotary and understand that they have engaged a marketing company to encourage growth in the event.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Securing the farmers marketing at John MacMillian reserve for a three-year term will reduce the administrative burden of annual submission and review for both parties.

Economic	
Community Priority	Intended public value outcome or impact
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	Growth of a farmers market over a longer term and developing signage and growth strategies with the organiser’s will support economic and social activity in the area. John Macmillian has also had problems with anti-social behaviour in the area and regular activation of the site will support the perception of safety.

Civic Leadership	
Community priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Where annual rolling agreements are entered into we will find a longer term approach to monitoring and reviewing outcomes. If the Town has longer term oversight of sponsorship terms we can add more value and get better outcomes.

## Engagement

Internal engagement	
Stakeholder	Comments
Assessment panel	Place, Events and Communications teams assessed the approach to a longer-term agreement. The group agreed that the cost impact to the Town was very low but had potential high benefits. Having a market in the Town long term was

	a positive for the John MacMillian Park area and provided a lifestyle offering for local residents.
Community Development	Noted that activation of John MacMillian Park is an important part of the long term management of behaviour in the area. Passive surveillance of the area and crowds over the weekend changes the dynamic of the space.

## Legal compliance

Not applicable.

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Loss of funds/resources spent if selected events are cancelled and funds spent are not redirected or used for the intended purpose.	Minor	Unlikely	Low	Low	The support requested is in kind. Where the event is cancelled the Town would allow bookings on the reserve for other groups.
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Not applicable.				Low	
Reputation	Not applicable.				Low	
Service delivery	Not applicable.				Medium	

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
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**Future budget impact**

\$4,416 to be included in the Sponsorship Budget for three years to cover the in kind support.

**Analysis**

10. As part of the Towns sponsorship program, administration met with long term partners to review the approaches to funding and discuss alternatives to annual application.
11. The Town met with the Rotary Club of Victoria Park to review the Markets and how the partnership can be developed over the coming years.
12. Both parties noted that the ongoing annual application process needed refinement considering the long-term partnership.
13. The Town requested that a long-term application be submitted for review.
14. The application was reviewed based on the events and economic development strategies to consider if there was longer term application and alignment and if continued support was appropriate.
15. The Town’s internal Event Sponsorship Assessment Panel (SAP) consisted of four Town officers:
  - Manager Stakeholder Relations
  - Place Leader – Economic Development
  - Manager Place Planning
16. The Application was reviewed as part of the monthly Economic Development Program meeting.
17. A scoring system was created based on objectives contained in the Economic Development Strategy and the Events Strategy.
18. The panel concluded that the offer of a long term partnership be recommended for endorsement for support to the value of \$4,416 of in kind support for the use of John MacMillan Reserve.
19. The partnership between the Town and Rotary Club of Victoria Park is no longer suited to an annual funding agreement. The farmers markets has become an important asset in the Town and a longer term approach would allow for more activation and use of the facility.
20. Continuing to host the markets in the Town aligns to the Events Strategy and Economic Development Strategy.

Criteria	Assessment
ED STRATEGY - The event value adds to create high value precincts.	meets objective
ED STRATEGY - The event offers an opportunity to strengthen the Town’s image as an innovative place through all relevant promotional add ons	could further future relationships
ED STRATEGY - The event supports the East Victoria Park to reach its potential.	meets objective and would add value
ED STRATEGY - Promote and position the Town as Perth’s and WA’s sports and events capital	meets objective
ED STRATEGY - Supports development of an events program to maximise the use of ‘riverside precincts’ including exhibitions, music shows, lifestyle and arts events.	Doesn't support objective



ED STRATEGY - Support community celebrations as part of the overall events program	meets objective and would add value
EVENT STRATEGY - Seek partnerships and opportunities that will support a vibrant events program	meets objective and would add value
EVENT STRATEGY - Assist events to be financially viable, environmentally, and economically sustainable and continue to evolve successfully.	could further future relationships
EVENT STRATEGY - Develop audiences and promote events, bringing new audiences and offerings.	meets objective
EVENT STRATEGY - support communities in Vic Park to deliver inclusive, well managed and safe events.	meets objective
EVENT STRATEGY - Connect local arts and cultural development with event programming	meets objective and would add value
EVENT STRATEGY - Provide an events program that is content diverse, supports social equity, and is geographically spread across the municipality	meets objective and would add value

## Relevant documents

Not applicable.

## 12 Chief Community Planner reports

### 12.1 John Macmillan Park – Bookings Fee Waiver

<b>Location</b>	East Victoria Park
<b>Reporting officer</b>	Community Development Officer (Clubs, Events and Bookings)
<b>Responsible officer</b>	Coordinator Community Development, Coordinator Events, Arts and Funding
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	Nil

#### Recommendation

That Council approves a fee waiver on booking applications for John Macmillan Park from 1 December 2023 for a period of 24 months.

#### Purpose

To seek Council approval for the waiving of booking related fees for John Macmillan Park for a period of 24 months to support positive activation and use of the space.

#### In brief

- Surrounded by residential properties and lively businesses, the John Macmillan Precinct is on the corner of Albany Highway and Kent Street in East Victoria Park. Sussex Street bisects the precinct, splitting Hawaiian's Park Centre from John Macmillan Park, the Leisurelife Centre, the Library, and several community groups and childcare centres.
- The precinct is currently a hotspot for anti-social and criminal behaviour.
- To encourage positive activation in the park with the intent of reducing antisocial behaviour and criminal activity, it is proposed that the booking fees for John Macmillan Park be waived for a period of 24 months, commencing 1 December 2023.

#### Background

1. The Town has been proactively working to remedy issues associated with the locality for a number of years. The current approach is multi-faceted, involving numerous stakeholders who are collectively committed to enacting positive impact within and surrounding the precinct.
2. John Macmillan Park makes up a large portion of the precinct with significant potential for utilisation of the green space for different community activities and activations.



**Image 1: John Macmillan Park / Precinct**

3. The park currently receives limited bookings and is overall underutilised. The only ongoing booking is the weekly Vic Park Sunday Markets run by Rotary Club of Victoria Park, who have received in-kind sponsorship from the Town.
4. Casual hires (outside of the markets) of this space over the past three years includes the following:
  - a. 2021 – 24 booked days (primary usage by a personal trainer)
  - b. 2022 – 4 booked days
  - c. 2023 – 3 booked days
5. Community safety is the Town’s highest priority as shown in the Strategic Community Plan 2022-2032, with John Macmillan Park listed as a focus area in the Safer Neighbourhoods Plan 2022-2027.
6. Antisocial and threatening behaviour, littering and public drinking are frequently reported in this area, and the Town, along with a number of organisations, have contributed considerable efforts and resources into addressing these issues.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	To increase utilisation of a Town asset for overall community benefit.

Environment	
Community Priority	Intended public value outcome or impact
EN4 - Increasing and improving public open spaces	To increase activity taking place at the space and thus leading to regular positive usage by local community

Social	
Community Priority	Intended public value outcome or impact

S1 - Helping people feel safe.

To provide opportunities for local community groups and businesses to activate the space leading to increased usage and in turn reduction in anti-social activity.

## Engagement

Internal engagement	
Stakeholder	Comments
Town of Victoria Park	Discussions have occurred between Community Development, Place Planning Bookings, Parking and Rangers and Parks Officers, who support a fee waiver.
Governance	Advice has been provided in relation to the delegations, which has promoted this item to Council.

External engagement	
Stakeholder	Comments
WA Police, Hawaiian, Department of Communities – Office of Homelessness, and RooForce	<p>The Town facilitates a collaboration involving key external stakeholders with the aim of increasing community safety in the Macmillan Precinct.</p> <p>Through the Town’s regular engagement with all parties, there is support for increased activation of the park through the proposed fee waiver approach.</p>

## Legal compliance

Not applicable.

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council’s risk appetite	Risk treatment option and rationale for actions
Financial	Approving a fee waiver would result in a minor loss of income associated with hiring the facility.	Insignificant	Likely	Medium	Low	ACCEPT the risk due to the small income loss anticipated related to hourly rate and number of bookings for the reserve.
Environmental	Not applicable				Medium	
Health and safety	Individual injury of the park user from broken	Moderate	Likely	High	Low	TREAT with continued park clean up and

	glass, sharps or aggressive behaviour.					patrols of outreach, police and rangers.
Infrastructure/ ICT systems/ utilities	Not applicable				Low	
Legislative compliance	Not applicable				Low	
Reputation	Not approving fee waivers and instead continued underutilisation of the space and continued safety concerns.	Moderate	Likely	High	Low	TREAT risk by endorsing fee waiver to encourage more utilisation of space.
Service delivery	Not applicable				Low	

## Financial implications

<b>Current budget impact</b>	As the Rotary Club of Victoria Park receive an In-Kind Sponsorship to cover the reserve hire, the impact on income for the Town would be minimal based on booking numbers and associated hourly rate.
<b>Future budget impact</b>	Not applicable.

## Analysis

7. With Macmillan Park known for anti-social behavior, this could be a causal effect in a decrease of bookings and use by the public. By waiving park use fees, the Town can encourage increased positive activation in the precinct encouraging appropriate use, which in turn could aid in reducing community perceptions and concerns regarding criminal and anti-social behaviour in the precinct and create a space that feels safe for all park users.
8. The current fee structure for utilisation of this park is the following:
  - a. Not for profit - \$11 per hour, \$75 per day (8 hours)
  - b. Individual - \$19 per hour, \$138 per day (8+hours)
  - c. Commercial - \$45 per hour, \$343 per day (8+hours)
9. A number of Town plans and strategies supports this request for John Macmillan Park and increased activation of an underutilised space. These include specifically:
  - a. Public Health & Wellbeing Strategy
    - i. *1.1 Increasing access to quality spaces that support our community to be physically active*

- ii. *1.3 Empowering and enabling the community to be more active and remain engaged in sport and physical activity throughout their life*
  - iii. *7.2 Creating and activating public places and areas that are perceived as public with health and wellbeing initiatives to improve safety, crime prevention, and community perceptions of safety*
- b. Safer Neighbourhoods Plan
- i. *4.1.8 Advocate and work collaboratively to improve safety and reduce antisocial behaviour and crime in the John Macmillan Precinct*
- c. Social Infrastructure Strategy
- i. *38 Investigate opportunities for pop-up and reimagined spaces that cultivate use of the public realm as community space, such as pop-up performances and semi-formal outdoor recreation activities*
10. Research indicates that activation and regular use of an area increases the care and concern from the public for that area, reduces crime and anti-social behaviour by increasing the level of social connection and interactions, as well as increasing the level of active and passive supervision.
  11. Fees and charges levied to allow use of a facility can create barriers to the level of use of that facility. By introducing a fee waiver for Macmillan Precinct, financial barriers by groups and individuals would be reduced.
  12. If approved, all bookings applications would continue to be submitted to the Community Development Officer (Clubs, Events and Bookings) for review and approval.
  13. If approved, Town officers will promote the fee waiver through social media, the Town's website, directly to clubs that may be interested in using the space for training, as well as other community organisations for events and initiatives.
  14. Town officers will undertake a review at the end of the period to assess if the fee waiver has improved community usage and decreased anti-social behavior at this venue.
  15. Based on the outlined potential benefit, Town officers recommend that the Council approves a fee waiver on booking applications for John Macmillan Park from 1 December 2023 for a period of 24 months.

## **Relevant documents**

[Safer Neighbourhoods Plan](#)

[Social Infrastructure Strategy](#)

[Public Health & Wellbeing Strategy](#) (finalising graphic design after endorsement in September 2023)

## 12.2 Arts Season 2024

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Arts Development Officer
<b>Responsible officer</b>	Manager Community
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	1. ATTACHMENT 1 Art Season Grants 2024 Evaluation Summaries ABF [ <b>12.2.1</b> - 11 pages] 2. Arts Season Draft Schedule [ <b>12.2.2</b> - 1 page]

### Recommendation

That Council approves the following Arts Season 2024 grant applications:

1. Megan Baker – Compact Exhibition
2. Greg Molloy - Rookfest
3. Rebecca Riggs – Shadow Puppetry Workshop
4. Perth Creative College – Gurrurway
5. Kate Parker – Temp Gallery

### Purpose

To provide Council with oversight of the Town’s Arts Season 2024 grant applications and assessments for Council approval.

### In brief

- The annual Town of Victoria Park Arts Season is held throughout April and celebrates local creatives, artists and innovators. The Town’s Arts Season Funding program increases opportunities for local collaboration and partnership between the Town, local creatives, arts organisations, and community to enhance achievement of the Town’s strategic objectives.
- The 2024 Arts Season grants program opened with a call out for expressions of interest on 18 August 2023 and closed 25 September 2023.
- This year the Town responded to feedback regarding the grant application process and called for expressions of interest first, where selected applications meeting grant criteria progressed to stage two. The Town received 21 expressions of interest with a total funding request of \$138,680.
- A review of applications by the Town’s Arts Season Assessment Panel concluded that five expressions of interest sufficiently met the criteria, and the applicants progressed to stage two, where a full application was received.
- Recommended for Council endorsement are five grant applications with a total funding request of \$34,740.

### Background

1. The Town acknowledges the significant role it plays in supporting the community through the provision of funding opportunities and the impact these opportunities can have within the community.
2. The Town aims to enhance the success and prosperity of the local community while ensuring transparency of funding decisions and accountability of those parties receiving grant funding.

3. In March 2020, the Town procured the online funding platform SmartyGrants. The implementation of this platform has improved the Town's governance, increased transparency, and improved efficiency within Town processes in relation to community funding.
4. As per Policy 114 Community Funding, a panel of no less than three members was established to assess all eligible applications against policy requirements and criteria, with a report then presented to Council for consideration and endorsement.
5. In making a recommendation to Council the Community Funding Assessment Panel (CFAP) provides the following information to ensure Council are able to make accurate, timely and transparent decisions:
  - a. Details of all applications including title, project scope, amount of assistance applied for (ex GST), evaluation and score.
  - b. Inclusion of information related to successful, unsuccessful and ineligible applications.
6. To ensure that the CFAP continues to be fit-for-purpose and remain meaningfully engaged, membership for the panel positions were recruited via direct approach to ensure the appropriate skills, knowledge and experience could be applied to the assessment process.

## Strategic alignment

Social	
Community Priority	Intended public value outcome or impact
S3 - Facilitating an inclusive community that celebrates diversity.	Create an inclusive and connected community of cultural practitioners within the Town and diversify the cultural offerings, ensuring representation of the Town's unique community.
S4 - Improving access to arts, history, culture and education.	Facilitate a sense of belonging and pride in place, showcasing the Town's unique assets and telling local stories through a precinct-based approach, whilst developing and growing local talent to attract, retain and support the creative community.

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Funds are managed with full, accurate and timely disclosure of financial information relating to the Council. Town grant funds are maximised by seeking the greatest possible benefit to the community, within the available monetary resources.
CL2 - Communication and engagement with the community.	Community members interested in applying for the grants were able to book officer's time to discuss their project. This resulted in stronger applications.

Economic	
Community Priority	Intended public value outcome or impact
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	Projects are paired with local community assets and places to create activation.

## Engagement

Internal engagement	
Stakeholder	Comments



Community Assessment Funding Panels (CAFP)	Consultation and management of grant administration. Consultation and Panel evaluation.
<b>External engagement</b>	
Stakeholders	All community
Period of engagement	The 2024 Arts Season grants program opened on 18 August 2023 and closed on 16 October 2023.
Level of engagement	1. Inform 2. Involve
Methods of engagement	Town's website Town's social media platforms – Facebook, Instagram, LinkedIn and the Town's e-newsletters Direct email Meetings with community members.
Advertising	Town's website Town's social media platforms – Facebook, Instagram, LinkedIn and the Town's e-newsletters Digital Marketing Direct email Vic Park Creatives Vic Park Centre for the Arts
Submission summary	Twenty-one (21) Arts Season submissions were received.
Key findings	5 submissions are recommended for endorsement as Arts Season grants. 15 submissions are not recommended for Council endorsement.

## Legal compliance

Not applicable.

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Loss of funds if successful programs/events are cancelled or do not deliver on intended purpose.	Moderate	Unlikely	Low	Low	TREAT - Acquittal process to be well organised and communicated to all successful participants.

Environmental	Not applicable.					
Health and safety	All events to have adequate access & facilities.	High	Unlikely	Low	Low	TREAT – anticipate risk for new venues and apply permits as required.
Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	Not applicable.					
Reputation	Negative public perception towards the Town should applications not be funded.	Minor	Possible	Medium	Low	TREAT - Transparent approval process. Managed by an online funding platform and council endorsed Town funding panel.
Service delivery	Not applicable.					

## Financial implications

<b>Current budget impact</b>	<p>Sufficient funds exist within the annual budget to address this recommendation.</p> <p>The budget allocation for Arts Season 2024 is \$55,000 (inclusive of grants funding, marketing &amp; promotions, and in-house programming).</p> <p>Approximately \$10,000 of total funding has been allocated towards marketing and promotions. This may be increased should additional funds from Lotterywest be sourced.</p> <p>To fill the program gaps and enhance the diversity of Art Season 2024, additional local creatives are proposed to be sought by Town staff, as per previous years, with any remaining funds.</p>
<b>Future budget impact</b>	Not applicable – funds will be expended this financial year.

## Analysis

7. Arts Season 2024 grants were promoted across various platforms to reach target audiences.
8. Community members were encouraged to book time with an Arts Development Officer to discuss their application. Meetings were booked online via the website.

9. Responding to community feedback about the grants process, Arts Season grants were advertised as a call out for expressions of interest (EOI) in the first instance. This simpler application meant Arts Developer Officers could work with applicants to hone their applications prior to submission.
10. EOI applicants could book time to discuss their project with the Arts Development Officer. Eight people booked this service.
11. The Town’s initial EOI assessment questions were as follows:
  - a. Applicant details
  - b. Project title
  - c. Project description
  - d. Location
  - e. Project cost
  - f. Funding request
  - g. How many people will benefit from this project? and h) Community involvement.
12. Stage two of the application process delved into budget, quotes, project logistics and further explored how the following criteria would be met. The criteria questions are as follows:

Assessment criteria questions	Weighting
1. Project Overview and Creative Vision: <ul style="list-style-type: none"> <li>• Describe your proposed project in detail.</li> <li>• What is the central concept or theme of your project?</li> <li>• How does it align with the Town’s Arts and Culture Plan?</li> </ul>	40%
2. Community Engagement and Impact: <ul style="list-style-type: none"> <li>• How do you intend to engage and impact the Vic Park community through your project?</li> <li>• Does the project provide learning outcomes, spark creativity or innovation, encourage dialogue on social issues, aid in wellbeing and/or provide aesthetic enhancement to a space?</li> </ul>	40%
3. Experience: <ul style="list-style-type: none"> <li>• Please share your relevant experience managing similar projects and budgets.</li> </ul>	20%

13. The EOI submissions were scored by the panel, with six applications progressing to stage two.
14. Two applicants withdrew their application due to lack of capacity and personal reasons. The next highest scoring application was then shortlisted. The five recommended applicants in this report completed a full application via the Town’s SmartyGrants platform. These applications were reviewed again by the panel and are now presented to the Council for approval.
15. Applications were assessed individually and then reviewed with a formal panel meeting by the Town’s Arts Season panel members in line with Policy 114 Community Funding and the criteria outlined for the Arts Season funding program.
16. The Town’s internal Community Funding Assessment Panel consisted of Town officers: a) Coordinator Events, Arts and Funding b) Arts Development Officer – substantive officer c) Arts Development Officer – backfill acting support d) Communications Advisor.
17. The Town conducted two complimentary grant writing workshops for the community on 10 May and 17 May 2023. There were 16 bookings and 28 bookings to each workshop respectively. These workshops

offered valuable insights on grants, successful project planning, and essential elements to include in every grant application. Participants gained knowledge on grant fundamentals and effective project strategising.

18. The allocated budget for the Arts Season in 2024 amounts to \$55,000. Ongoing negotiations with Hawaiian Park Centre are in progress to secure an additional \$5,000 sponsorship, contingent upon an activation within the Centre. Details regarding the associated costs and specific activities are yet to be finalised.
19. In addition to the Arts Season grants, \$4,000 of the budget is proposed to be reserved for 'Jila Kujarra: Two Snakes Dreaming,' which aligns with our commitment to promoting diversity and providing opportunities for First Nations artists. *Jila Kujarra: Two Snakes Dreaming* is an exciting cross-cultural collaboration between Warnman artist Desmond Taylor and Boorloo-based textiles practitioner Mariaan Pugh, commissioned by Fremantle Arts Centre in partnership with Martumili Artists.
20. Taylor and Pugh have worked together to transform Taylor's *Niminjarra* paintings, usually seen on canvas or paper, into highly tactile textile works, animating the important *Niminjarra Jukurrpa* (Dreaming).
21. Should Council resolve to use the remaining funds to support the next highest scoring project, then the above Jila Kujarra: Two Snakes Dreaming would likely be removed from the program.
22. A funding request of \$10,000 has been made to Lotterywest for enhancing Arts Season's communication strategy through a printed program. At present, 20% of the total budget has been allocated to a digital-focused marketing plan. If the funding request is unsuccessful, Arts Season will continue with its strong digital promotion strategy.
23. Arts Season 2024 Applications:

### Arts Season 2024 Recommended Applicants

Applicant	Project	Amount Recommended
Greg Molloy	Rook Fest	\$10,000
Megan Baker	Compact Exhibition	\$10,000
Djinda Boodja	Gurruway	\$2,400
Rebecca Riggs	Shadow Puppetry Workshop	\$3,000
Kate Parker	Temp Gallery	\$9,340
<b>TOTAL</b>		<b>\$34,740</b>

### Arts Season 2024 Expressions of Interest Not Recommended

Applicant	Project	Amount Requested
<i>Alana Fluit (withdrawn)</i>	<i>Mini Mural Fest</i>	<i>\$10,000</i>

<i>Domenica Harrison (withdrawn)</i>	<i>Vic Park Writers Festival</i>	<i>\$10,000</i>
Cassandra Tytler	On the Verge Of	\$10,000
Leia Duffy	Arts Market	\$8,000
Mel McVee	8 Geocaching	\$10,000
Lisa Rodrigues	Refraction Exhibition	\$10,000
Oh Hey WA	Walking Tours	\$3,500
Jared Malton	Media Shuttle	\$6,500
Kristy Nita Brown	Bush Dance	\$9,690
Cameron Van der Does	Magic Workshop	\$500
Josh Wells	The Living Photobooth	\$2,000
Patricia Alessi	Karaoke Choir	\$2,500
Acrobatch	Circo Cinema	\$5,100
Alana Fluit	Jazz it Up	\$10,000
Corina Lonescu	Small wonders in the Park	\$7,500
Nicola Clements	Pinot & Picasso	\$3,000
<b>TOTAL NOT RECOMMENDED</b>		<b>\$108,290</b>

## Relevant documents

Arts and Culture Plan

## 13 Chief Operations Officer reports

### 13.1 Lathlain Park - West Coast Eagles Deed of Agreement Extension

<b>Location</b>	Lathlain
<b>Reporting officer</b>	Property Development and Leasing Officer
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Decision Letter 32-50045-7 20201217 [<b>13.1.1</b> - 4 pages]</li><li>2. Permitted Purpose WCE 2016 Lease [<b>13.1.2</b> - 1 page]</li><li>3. Deed of Agreement Use of Lathlain Park - Indian Pacific Limited D 22 72649 [<b>13.1.3</b> - 236 pages]</li></ol>

#### Recommendation

That Council authorises the Chief Executive Officer to:

1. Negotiate and finalise the terms of an agreement by deed to give effect to an extension of the current Deed of Agreement for the use of Lathlain Park - Additional Permitted Purpose, in accordance with paragraphs 18 and 19 of the officer report;
2. Execute as a deed the agreement referred to in 1 above.

#### Purpose

For the Council to consider a request to extend the term of the current 'Deed of Agreement for the use of Lathlain Park - Additional Permitted Purpose' dated February 2022 (Landlord Approval) which supplements the long term lease between the Town and Indian Pacific Limited, trading as the West Coast Eagles (WCE).

#### In brief

- WCE lease from the Town approximately 6.6 Hectares of land within Lathlain Park (the Premises). The Premises is named by WCE as Mineral Resources Park and includes a training, administration and community facility, car parking, two AFL standard ovals as well as substantial managed treed and vegetated, landscaped areas.
- WAPC approval 32-50045-7 dated 22 December 2020 granted conditional planning approval for the playing of fixtured games at Lathlain Park (the 2020 DA). The DPLH (Land Use Planning) advise that the 2020 DA is enduring and does not lapse, however Condition 1 of the 2020 DA will become redundant as of 22 December 2023 and will require a new development approval (prior to the proposed Revised Lathlain Park Management Plan (Revised LPMP) coming into effect), in the event that 3,500 to 6,500 spectators attend.
- The Revised LPMP provides for the playing of games at Lathlain Park. As an interim measure pending WAPC approval of the Revised LPMP, WCE have lodged a development application to WAPC seeking to continue the ability to host games with 3,500-6,500 spectators (the 2023 DA).
- The Landlord Approval granted authorisation to WCE to play up to 45 games at the Premises, subject to a wide range of conditions. The Landlord Approval is end dated and will lapse on 22 December 2023. An extension to the Landlord Approval will also be required to enable WCE to continue playing games at the Premises, and has been requested from the Town by WCE.

## Background

1. The WCE lease is dated 2016 and provided WCE with the Town's landlord authorisation to utilise the Premises for the Permitted Purpose (Attachment 13.5.1):
2. The Permitted Purpose as provided for in the original 2016 WCE lease does not include the playing of games by WCE.
3. Lathlain Park is reserved under the Metropolitan Region Scheme as 'Parks and Recreation – Restricted Public Access' and the planning provisions of the current WAPC approved Lathlain Park Management Plan dated 2017 (2017 LPMP). Given the reservation of the land, the WAPC has planning responsibility for the land.
4. The 2017 LPMP does not contemplate the playing of matches by WCE and does not provide for the playing of football games that would attract a crowd that would exceed 2,000 people.
5. WAPC advice was sought in respect of the playing of competitive games. WAPC concluded that a proposal that would increase the crowd capacity substantially, (such as WCE games), would warrant either a Development Application (for use), or an amendment to the 2017 LPMP. WCE therefore lodged a development application seeking WAPC approval to increase the crowd capacity and to permit the playing of games at Lathlain Park. The WAPC granted the 2020 DA approval on 22 December 2020 subject to four conditions (Attachment 13.5.2).
6. It will be noted that Condition 1 of the 2020 DA is end dated. The DPLH (Land Use Planning) advise that the 2020 DA is enduring and does not lapse, however Condition 1 of the 2020 DA will become redundant as of 22 December 2023 and will require a new development approval (prior to the Revised LPMP) coming into effect, in the event that 3,500 to 6,500 spectators attend.
7. Following the WAPC grant of the 2020 DA, WCE sought landlord approval from the Town for the Permitted Purpose of the WCE Lease to be extended to include the matters subject to the planning approval under the 2020 DA. The Council resolved as follows by Council resolution (268/2021) dated 16 November 2021:-

### *That Council:*

1. *Permits up to 45 game days on Oval 1 at Lathlain Park further to the WAPC development approval dated 22 December 2020 and in accordance with the further terms and criteria-based assessment set out in Attachments 1 and 2 to this report, subject to an additional point 19 of attachment 1 reading: to provide for Indian Pacific LTD to pay the costs of and associated with the preparation of the deed of agreement and any other documentation.*
2. *Authorises the Mayor and Chief Executive Officer to enter into a Deed of Agreement with Indian Pacific Limited and any other documentation required to give effect to (1) above.*
8. In accordance with Council resolution (268/2021) dated 16 November 2021, the Town entered into the current Deed of Agreement for the use of Lathlain Park - Additional Permitted Purpose dated February 2022 (Landlord Approval) (Attachment 13.5.3). The Landlord Approval granted temporary authorisation to WCE to play up to 45 games, subject to an extensive range of conditions.
9. The Landlord Approval is end dated and will terminate in its entirety on 22 December 2023.
10. An extension to the Landlord Approval will be required to enable WCE to continue playing games at the Premises.
11. The Council commenced a review of the 2017 LPMP at the September 2021 OCM. At the February 2022 OCM, Council received a report on the review of the 2017 LPMP, with it being recommended to progress stakeholder engagement, community consultation and preparation of an amended LPMP. Since the February 2022 OCM, the LPMP has undergone an extensive review process, including but not limited to meetings with key stakeholder groups, community engagement, preparation of the draft Revised LPMP and review of the draft Revised LPMP by Town Officers.

12. At the June 2023 OCM, Council resolved to advertise the draft Revised LPMP for public comments. Community consultation was completed and reported to the OCM on 17 October 2023. At the October 2023 OCM, Council considered the draft Revised LPMP and resolved to recommend approval to the WAPC. The Town's recommendation has now been forwarded to the WAPC for their decision on the Revised LPMP.
13. While the draft Revised LPMP now includes provisions allowing for the permanent ongoing playing of matches with crowds between 3500-6500, if approved by the WAPC this would not be likely to come into effect until March 2024.
14. So as to provide for a planning approval for the ongoing playing of matches with crowds between 3500-6500 between the expiry of the current 2020 DA in December 2023 and the WAPC deciding upon the amended LPMP in March 2024, a new development application has been submitted by WCE to continue this arrangement (the 2023 DA). The 2023 DA seeks planning approval for an interim period until the Revised LPMP takes effect. A recommendation of approval has been provided to the WAPC by Town's Officers, with the application for the 2023 DA now awaiting WAPC determination.

## Strategic alignment

Economic	
Community Priority	Intended public value outcome or impact
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	To consider evolving operational needs of WCE, including the emergence and development of Australian Football League Women's matches at Lathlain Park.

## Engagement

Internal engagement	
Manager Property Development and Leasing	Comments are contained within the report
Manager Development Services	The recommendation provides effect to the submitted development application (2023 DA) and draft Revised LPMP, both of which are awaiting determination by the WAPC.
Manager Community	West Coast Eagles have been proactive in the implementation of the collaborative Community Benefits Strategy, demonstrating value as a tenant to the local and broader community, as such, support is provided by the Community business unit for the intent of this report.
Manager Business Services	Business Services has reviewed the report and has no objections. Under the current Deed of Agreement, the information shared between both parties plays a pivotal role in managing the Town's resources.

## Legal compliance

Not applicable.



## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.					
Environmental	Not applicable.					
Health and safety	Not applicable.					
Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	Not applicable.					
Reputation	Dissatisfaction from stakeholders if WCE are not permitted by landlord approval to continue playing games.	Minor	Possible	Medium	Low	Treat by granting an extension of the current deed in line with the 2023 DA.
Service delivery	Not applicable					

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	Not applicable.

## Analysis

15. An extension to the Landlord Approval will be required to enable WCE to continue playing games at Lathlain Park, in the event that the 2023 DA is approved by the WAPC.
16. Games that are played at Lathlain under the existing Landlord Approval include Western Australian Football League, Australian Football League Women's and Australian Football League Pre-Season Games.
17. The current Landlord Approval has been working effectively between the Town and WCE. It includes provisions requiring WCE to notify the Town in advance of fixtured games. This assists the Town in efficient rostering of appropriate resources within the Town's Rangers Services.

18. In discussion with WCE, it has been agreed that at this time, a simple extension be sought from Council by WCE to extend the existing Landlord Approval on an interim basis (and subject to the existing terms and other controls, adjusted as required on the advice of the Town's lawyers) to allow WCE to continue the existing activities authorised under the Landlord Approval. The key terms of the proposed extension would include the following (adjusted as required on the advice of the Town's lawyers):
  - a. Continue playing games at Lathlain Park further to the 2020 DA with crowds of up to 3500, pending an approval by WAPC of the 2023 DA.
  - b. Continue playing games at Lathlain Park with crowds of up to 6500, upon an approval by WAPC of the 2023 DA.
  - c. The interim basis for a. is to be time limited to a maximum of 24 months from execution of the deed by the parties or until such time as the 2020 DA is no longer in force and effect, whichever is the shorter.
  - d. The interim basis for b. is to be time limited to a maximum of 24 months from execution of the deed by the parties or until such time as the 2023 DA is no longer in force and effect, whichever is the shorter.
19. WCE have agreed to pay the costs of the Town's lawyers preparing the necessary deed of agreement to give effect to a simple extension of the Landlord Approval.
20. As a related (albeit separate) matter that is to be referred to Council for consideration at a later date, a further landlord approval will be required to authorise WCE to play games at the Premises upon an approval by the WAPC of the Revised LPMP. This further landlord approval will need to correspond with the proposed detailed changes to the planning framework for Lathlain Park within the Revised LPMP. The Town and WCE have commenced work on the detailed terms of this further landlord approval. The further landlord approval will require further consideration by Council in due course.

## **Relevant documents**

Not applicable.

## 13.2 Notice of Motion Lighting Activation Project

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Manager Infrastructure Operations
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Locations for assessment of decorative lighting [ <b>13.2.1</b> - 4 pages] 2. Vic Park Tree Uplights Proposal v 4 [ <b>13.2.2</b> - 8 pages]

### Recommendation

That Council receives the information contained within the report.

### Purpose

To provide information further to the 13 December 2022 Council resolution (281/2022) Notice of Motion (NOM) Lighting Activation Project and the interim 21 March 2023 council report.

### In brief

- At the 13 December 2022 Ordinary Council Meeting, Council resolved that the Chief Executive Officer (CEO) investigate the feasibility and implementation (including costs) for the following lighting projects:
  - i) A street decorative lighting projects for:
    - a. Albany Highway; and
    - b. Key local activity centres such as Etwell St, Archer St, Oats St, Gallipoli St and Burswood Rd;
  - ii) A Tree Canopy uplighting project for
    - a. the gum trees in GO Edwards Park;
    - b. Duncan Street (from Kitchener Street to Shepperton Street);
    - c. Jarrah Road (between Kent Street and Hillview Terrace).
  - iii) A Park tree decorative lighting project for key locations;
  - iv) Installation projection lighting projects for town buildings and/or public open spaces.
- Town Officers sought input from an experienced electrical contractor to provide information.
- The March 2023 report provided a preliminary assessment and proposed further investigation into four locations:
  - i) GO Edwards – line of eucalyptus trees
  - ii) Archer St
  - iii) Etwell St
  - iv) Albany Hwy.

### Background

1. Over the last couple of years, there have been various suggestions from the Town proposing lighting activation projects. Due to competing priorities and resourcing, such projects have not advanced into the budget.
2. Following the Council Resolution (281/2022) in December 2022, Town officers further investigated the matter and included input from an experienced electrical contractor on feasibility of sites and different lighting treatments.

3. Various factors were considered including visual impact, maintenance, anticipated difficulty in installation, exposure, access to power and Western Power requirements. Also considered were the proposed upgrades to Christmas decorations, and how the two projects may interact.
4. The following sites were considered for further investigation:
  - a) GO Edwards – line of eucalyptus trees
    - i. Ensure ToVP are able to control in house
    - ii. Coloured programmable LED uplights
  - b) Archer St
    - iii. Two roundabouts
    - iv. London planes in between
    - v. Coloured programmable LED uplights
  - c) Etwell St
    - vi. Roundabouts
    - vii. Coloured programmable LED uplights
  - d) Albany Hwy
    - viii. 4-6 London Planes in each town centre - East Vic Park, Vic Park and St James
    - ix. Coloured programmable LED uplights
5. Since the March 2023 Council report, the Town has changed electrical contractors, requiring new pricing information and feasibility to be sourced.
6. Recommendations are based on the review of this combined information.

## Strategic alignment

Economic	
Community Priority	Intended public value outcome or impact
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	Creating attractive and enticing opportunities for people to be outside at night within the town is beneficial for community and business alike.

Environment	
Community Priority	Intended public value outcome or impact
EN4 - Increasing and improving public open spaces	Providing additional as well as decorative lighting helps activate sites and make the area more usable and desirable at night.

Social	
Community Priority	Intended public value outcome or impact
S1 - Helping people feel safe.	Additional lighting, even in the form of decorative lighting, illuminates dark places, and will create more opportunities for passive surveillance.

## Engagement

Internal engagement	
Parks	Review of electrical contractor(s) information and discussions on individual sites. Provide direction on recommendations

Engineering	Review of electrical contractor(s) information and discussions on individual sites. Provide direction on recommendations
Place Planning	Review of electrical contractor(s) information and discussions on individual sites. Provide direction on recommendations, including feedback from the Public Places Program.
Stakeholder Relations	Provide feedback on proposals

Other engagement	
Specialist contractor	Initial information on sites including potential Western Power implications
Town's current electrical contractor	Review of sites and provide for cost estimates.

## Legal compliance

Not applicable

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Proposed lighting projects not properly budgeted for.	Moderate	Likely	High	Low	TREAT risk by getting detailed estimates on installation and ongoing costs of lighting maintenance.
Environmental	Lighting in trees pose risk to local fauna.	Moderate	Possible	Medium	Medium	TREAT risk by ensuring minimal impact into ecologically important trees.
Health and safety	Lighting in trees pose risk to public.	Moderate	Possible	Medium	Low	TREAT risk by ensuring lighting installed by qualified electrical contractor.
Infrastructure/ ICT systems/ utilities	Unable to access and control lighting program.	Low	Possible	Low	Medium	TREAT risk by ensuring any control system installed are

						programmable in house.
Legislative compliance	Not applicable.				Low	
Reputation	Not applicable.				Low	
Service delivery	Lights fall into disrepair.	Moderate	likely	High	Medium	TREAT risk by having regimented testing regime by authorized contractor.

## Financial implications

<b>Current budget impact</b>	No impact on current budget.
<b>Future budget impact</b>	Any future lighting upgrades through either the Public Places Program or maintenance budget will require future funding of at least \$1.4M and can be considered within the annual budget process and long-term financial plan.

## Analysis

7. Town Officers inspected proposed sites, and reviewed the information provided by the contractor(s).
8. There are 3 main different lighting treatments, fairy lighting, projections and uplighting.
9. **Fairy or twinkle lighting** – Generally refers to lines of small globes wrapped around infrastructure or in trees. There may be hundreds of globes in one line. It can be run off a transformer, making the lights themselves low voltage. The Town previously had some of this style of lighting in Albany Highway many years ago. It proved to be problematic, susceptible to vandalism and the weather. If used in trees it has the added issue of tree growth around the cables and can be easily damaged during required tree pruning activities. While it can be visually appealing, we would recommend that this type of lighting only be used for short term events in parks, or on unreachable hard infrastructure, and not on street trees. Installation in street trees would have the extra cost of traffic management and difficulty connecting to a suitable power source. This would not be an issue in short-term park installations.
10. **Projections onto walls or council buildings** - This is where an external projector is used to put a large image on a wall or council building. The technique has previously been used at the Town for specific events, but not regularly. The projector would have to be well secured against interference, and there would need to be a suitable blank wall to carry this out. The specification of projector needed, as well as the required secure housing, are cost prohibitive for the Town. Should the Town wish to proceed with projections, it would be recommended that this would be for a specific event or date, and a short term display, similar to the large scale community event of projected images run by the City of Perth.
11. **Uplighting** – The Town already has some locations with uplighting into trees at Rayment Park, Isiah Park, GO Edwards and the lake aerators on GO Edwards. The Towns preference is for Light Emitting Diode (LED) uplighting with programable colours. Our experience with coloured uplighting is that it displays best on large trees with light coloured trunks and branches, and a more open canopy. Large

Corymbia and Eucalypt trees are most effective. The current display at Kings Park is a good example of the use of coloured LED's. The aerators on GO Edwards lake are easily programmed inhouse. The Town has previously changed the colour of these for specific events/requests. Due to the funeral of a Police Officer a few weeks ago, we were requested to turn them blue. During Safety Week, they turn yellow, and programmed red for NAIDOC week.

12. Cost estimates for the inclusion of coloured programable LED uplighting was considered at the following locations as the most viable due to visual impact, suitable tree species and power access -
  - GO Edwards and Charles Paterson Park – Due to being an entry point to the Town on Gt Eastern Hwy. Selection of Corymbia and Eucalyptus trees. For safety reasons, need to be away from the path lighting for the Principal Shared Path (PSP).
  - Archer St - Shopping hub, uplighting of 2 roundabouts and selected London Plane trees in between.
  - Etwell St - Shopping hub, uplighting of mature palms in the roundabouts.
  - Albany Hwy – Main Café strip. Uplighting of 4 – 6 London Plane trees in each town centre - East Vic Park, Vic Park and St James.
13. The brief provided to the contractor is an attachment to this report.
14. The estimate for works on the various sites are listed below -
  - GO Edwards Park - estimate over \$160,000. Advantages were an existing power supply and cabinet. No traffic management or horizontal boring required. Cost was in the length of the cabling and cost of the high spec programable lights.
  - Charles Paterson Park – estimate over \$180,000. Advantages were an existing power supply and cabinet. No traffic management or horizontal boring required. Cost was in the length of the cabling and cost of the high spec programable lights.
  - Archer St shopping area – estimate near \$200,000. The advantages are being a smaller area, will get a lot of effect in a short space. The cost is due to the amount of horizontal boring and paving lifting that may be required as well as the high spec programmable lights. We would have to get a new power supply. Based on current information, there is the potential for a long wait for Western Power.
  - Etwell St shopping area – estimate over \$270,000. The advantages are being a smaller area, will get a lot of effect in a short space. The cost is due to the amount of horizontal boring and paving lifting that may be required as well as the high spec programmable lights. We would have to get a new power supply. Based on current information, there is the potential for a long wait for Western Power.
15. Albany Hwy –The Town's contractor has carried out onsite assessment including current and potential power connections, potential lighting options, as well as existing uplighting that has been discovered which is currently not working. Information on the proposal is an attachment to this report. Albany Hwy is difficult due to traffic management required, existing services and a busy coffee strip. Cost summary for sites as below.
  - Harvey St/Mcmaster St area – estimate over \$150,000.
  - Harper St intersection – estimate over \$130,000.
  - Leonard St intersection – estimate over \$70,000.
  - Duncan St intersection – estimate over \$55,000.
  - Sussex St intersection – estimate over \$70,000.
  - Right of way 52 – estimate over \$70,000.
  - Hampshire St intersection – estimate over \$70,000
16. Improvements to existing or new lighting infrastructure will be identified in the Public Places Program and coordinated with the Lighting Plan. If considered a high priority, they will then be proposed through the Town's budget process where the proposals will be evaluated and prioritised against all other Town initiatives and projects. If they are endorsed internally, they can then be included in next financial year's Annual Budget for consideration by Elected Members (or a future year via the Long-

Term Financial Year). Either way Elected Members will be able to see the proposal(s) for lighting projects and their associated budget during the next budget process.

## **Relevant documents**

Nil



### 13.3 Bulk Green Waste Kerbside Collections

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Project Officer
<b>Responsible officer</b>	Manager Technical Services
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	Nil

<b>Recommendation</b>	
<p>That Council:</p> <ol style="list-style-type: none"> <li>Notes the remaining Verge Green Waste Collection in December for the 2023/2024 financial year.</li> <li>Endorses the two Verge Green Waste Collections for the 2024/2025 financial year in July and December or in other months as determined by Administration subject to contractor availability.</li> <li>Endorses having two Verge Green Waste Collections per financial year in line with current contract arrangement.</li> </ol>	

### Purpose

This report is prepared in response to Council Resolution (125/2023) which was to amend the Verge Green Waste Collections for 2023/2024 and the future.

### In brief

- Note the current adopted Verge Green Waste Collection in December for the 2023/2024 financial year.
- Endorse the two Verge Green Waste Collections for the 2024/2025 financial year in July and December or in other months as determined by Administration subject to contractor availability.
- Justification for not amending the current Verge Green Waste Collection for the financial years of 2023/2024, 2024/2025 and for any collections already scheduled on the contract.

### Background

- Council requested the Chief Executive Officer to provide a report to Council by November 2023 about the future management of the Verge Green Waste Collection, including:
  - the most appropriate service levels (i.e. number of collections per year);
  - the most appropriate timing of collections throughout the year having regard to the optimal seasons for large scale pruning and to avoid unnecessary costs;
  - the most appropriate timing of the remaining collection during 2023/2024 financial year having regard to Council’s recent decision to cancel the June 2023 collection dates and substitute July 2023 collection dates and the optimal seasons for large scale pruning.

### Strategic alignment

<b>Civic Leadership</b>	
<b>Community Priority</b>	<b>Intended public value outcome or impact</b>
CL1 – Effectively managing resources and performance.	Having a verge green waste pickup just prior to the peak of summer when one is not required for heavy pruning is not the best use of the Town’s resources

Environment	
Community Priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	Verge green waste collection can lead to trees and shrubs being heavily pruned just prior to the peak of summer which can have a detrimental effect on their health.
EN2 - Facilitating the reduction of waste.	By encouraging people to opt into receiving GO bins, residents will be able to remove green waste all year round and not have to wait for the bulk green waste collection.

## Engagement

Internal engagement	
Stakeholder	Comments
Infrastructure Operations	Supportive of the recommendations in this report
UFS team	No comments
Communications team	Supportive of not changing the 23/24 collections dates.
Finance	Finance supports the allocation of budget for the annual collections of verge green waste
Customer Service	The statistics collected by the Town's customer Service Management System has been analysed and it demonstrated that after the completion of the July 2023 verge collection, no residents had made complaints about the timing for the next verge green waste collection.

External engagement	
Stakeholders	Residents and business owners
Period of engagement	28 October 2023 9.30am
Level of engagement	Consulted stakeholders in the Makuru room - 26 community members attended
Methods of engagement	Administration presented information on the current status and future direction of waste management practices being implemented or considered by the Town and sought comments from the attendees of this community workshop.
Advertising	The public invitation for this workshop was posted on the Town's website.
Submission summary	Many comments were received from the workshop participants including some seeking advice on how to encourage other Councils to provide a similar forum. No comments were raised by the participants regarding timing of green waste collection. The input from this forum is being added to the draft 5-year Strategic Waste Management Plan.

Key findings	No concerns raised by the stakeholders on the current verge green waste collection timing
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Other engagement	
Stakeholder	Comments
Current verge collection contractor	Discussions held with the verge collection contractor revealed that the risk of losing the service of this contractor in future was very high due partly to the difficulty in securing the required skilled resources at a competitive rate. The Administration expressed its appreciation for the contractor's agreement to only collect 2 rounds of green waste per year.

## Legal compliance

Not applicable.

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Changing the collection dates for 23/24 will result in additional expenditure associated with cost items such as printing of the Waste and Recycling Guide (calendars) and rescheduling with contractor and potentially sub-contractors if one is available for the required services.	Moderate	Likely	High	Low	TREAT risk by adopting the recommendation to not change the 23/24 collection dates.
Environmental	There may be a view from some residents that the Town is not doing enough to improve diversion of	Minor	Possible	Medium	Medium	TREAT risk by continuing with the provision of waste management related education online and in

	organic waste materials from landfill.					person including support for opt in GO bin service and home composting community workshops.
Health and safety	Tree pruning during winter months may be considered by some residents to be of higher risk due to potential wet and windy conditions.	Minor	Possible	Medium	Low	TREAT risk by continuing with 2 verge green waste collection rounds per year and continue to advocate for the use of the Garden Organics (GO) bins throughout the year.
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Not applicable.				Low	
Reputation	The current contractor may decide to not tender for future services and the Town may in future struggle to attract tender submissions.	Moderate	Likely	High	Low	TREAT risk by endorsing the recommendations and tailoring collection timing to suit contractor availability.
Service delivery	Potential for delays in services due to the date change.	Moderate	Possible	Medium	Medium	TREAT risk by adopting the recommendation to not change the 23/24 collection dates.

## Financial implications

<b>Current budget impact</b>	There is no budget allocated for the reprinting and posting of the 23/24 waste and recycling guide (waste calendars).
<b>Future budget impact</b>	There are no budget implications.

## Analysis

2. Administration has investigated the scenarios involving various collection rounds per year and timing throughout the year. A general review of the level of service provided by other metropolitan Councils indicated that 2 rounds per year is common. For example, the City of Canning does not have a 3 bin system and it offers 2 rounds of verge green waste collections per year. The investigation also considered the effects of overservicing and underservicing of the various services provided by the Town while keeping in mind the need to minimise the impact of the increasing contract cost associated with waste management.
3. Timing of collections:
  - (a) A review of the July 2023 collection round indicated that it was well received by the community and the amount of green waste collected was manageable.
  - (b) During June and July 2023, as the June green waste collection round was cancelled, a number of complaints were received by Administration mainly citing inconvenience caused by delaying the collection by about a month and the difficulty experienced by some residents having to reschedule pruning dates with their contractors.
  - (c) In terms of community sentiment post July 2023, no complaints have been received regarding the timing of future collection rounds.
  - (d) Administration has been in discussions with the current green waste collection contractor and due to the lack of skilled resource in the various industry sectors affecting local government, Administration is mindful that the Town has been fortunate to be able to attract one offer for this tender. Any further changes proposed by the Town may not be acceptable to the current contractor due to various reasons including resource availability.
  - (e) Administration had considered the various times of the year that could be more suited to pruning and agreed that the months outside of the summer season would be more favourable. However, those are also the months that are most difficult to secure collection contractors. At this stage, the contractor is agreeable to servicing the Town in July and December. Administration will continue to negotiate with the contractor and if there is a window of opportunity for alternative dates before the next waste calendar is printed, it will be explored for possible implementation.
  - (f) As the Town's residents have been actively utilising the new 3 bin system since August 2022, a significant amount of green waste has been collected using the Garden Organics (GO) bins. It is anticipated that the tonnage of green waste collected using the GO bins will increase in future as people become more accustomed to the use of the GO bins and as such, Administration currently does not foresee the need to increase the number of annual collection rounds. In addition, as most residents are now able to undertake minor and low impact pruning throughout the year to keep vegetation growth in a more manageable manner, there would be less need for major annual pruning by their contractors.
4. Any proposed change to the verge green waste collection dates should only be considered after the 2023/2024 financial year as calendars have been distributed, contractor availability is limited, and collections budgeted for.

## Relevant documents

[Town's Waste and Recycling Guide 2023/2024](#)

### 13.4 Road Renewal Program - Advancement of Planned Projects

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Strategic Operations Officer
<b>Responsible officer</b>	Manager Technical Services
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	<ol style="list-style-type: none"> <li>Road renewal cost required to close the road renewal gap [<b>13.4.1</b> - 1 page]</li> <li>Road renewal projects proposed to be brought forward from road renewal program [<b>13.4.2</b> - 1 page]</li> </ol>

<b>Recommendation</b>	
<p>That Council:</p> <ol style="list-style-type: none"> <li>Approves \$2,248,135 capital expenditure budget for the 27 road renewal projects as listed in the attachment.</li> <li>Approves the transfer of \$2,248,135 from the Road Renewal reserve.</li> </ol>	

#### Purpose

To seek Council’s endorsement to bring forward several high priority road renewal projects from the road renewal program into the current financial year and approve the release of monies from the road renewal reserve to fund the projects.

#### In brief

- Council has approved the 2023-2024 budget including a program of approximately \$3.6 million worth of road renewal projects.
- Given the advanced status of the current approved road renewal program, and for several other reasons, an opportunity has arisen to use existing Road Renewal Reserve funds to bring forward high priority projects already included in the Road Renewal program into the current financial year.

#### Background

1. The Town’s road renewal gap has been growing for some years. During the last 2 financial years, the Town has implemented temporary solutions such as crack sealing of certain road sections to try to slow down the renewal gap growth.
2. The Town has analysed the required future annual funding requirements for road renewal based on various scenarios and the most sustainable approach considering the limited resource of the Town has been determined and summarized as shown in the graph in the attachment.
3. To ensure a more sustainable financial future for the Town, the Town has shifted more focus into asset renewal and smoothed out the long-term annual expenditure requirement wherever possible.
4. Note that a significant renewal expenditure spike is expected to occur within a few years. This analysis assumes that none of the road sections identified for renewal over the coming years will fail to the extent that significant road reconstruction works will be required (cost of which is at least 7 times more than that of just renewal of the asphalt surface layer).
5. The 2023-24 budget was adopted at the council meeting of 20 June 2023. It includes approximately \$3.6 million in municipal funding for 27 road renewal projects.

6. The rate of progress in the completion of the works during the current financial year has been extremely good. Around 50% of the 2023-2024 program has been completed to date, and it is expected that the remainder of the works will be finished by March 2024.
7. This provides an opportunity for the Town to consider bringing forward future road renewal projects from the overall Road Renewal program into the current financial year.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	To manage the capital works program to achieve the best result in cost and performance within resource constraints.

Environment	
Community Priority	Intended public value outcome or impact
EN5 - Providing facilities that are well-built and well-maintained.	To provide a road infrastructure network at the lowest all of life cost through the adoption of good asset management practices.

## Engagement

Internal engagement	
Stakeholder	Comments
Technical and Operational Services	Technical Services and Operational Services are supportive of the proposed amendments.
Finance	There is sufficient funds in the Road Renewal Reserve
SAAG	SAAG members have been consulted and there was general support for this approach. The scope of some of the projects could be adjusted if required to ensure optimal use of budget and minimised negative impacts such as any unexpected site interruptions due to non-asset renewal projects. Note that streets that might be affected by the Metronet project have been excised from the list.

Other engagement	
Stakeholder	Comments
Contractor (Asphaltech)	The Town has liaised with the contractor to confirm that the proposed extra works can be completed within the current financial year.

## Legal compliance

Not applicable.

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Impact to Long Term Financial Plan if road asphalt renewal intervention is not implemented within acceptable time frame.	Major	Almost certain	Extreme	Low	<i>Treat the risk by endorsing the recommendations. If the Town is unable to manage the increasing renewal gap for its critical assets, the estimated annual budget for road renewal cost in the LTFP will increase many folds due partly to the need to include pavement reconstruction (not just asphalt surface renewal). Somerset St road reinstatement is an example of the additional impact if road reconstruction became the required intervention. The annual road maintenance would also increase significantly due to more extensive pot holes and cracks.</i>
Environmental	Not applicable.				Medium	
Health and safety	Increased risk of road users especially pedestrians being injured due to tripping hazards and riders losing control of their bikes.	Moderate	Almost certain	High	Low	Treat risks by renewing the identified asphalt surfaces during the recommended intervention period to reduce the extent of



						hazardous road surface
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Not applicable.				Low	
Reputation	The Town becoming financially unhealthy to the extent that it could only afford to renew asphalt surfaces but not prevent pavement failures and as such the Town is seen as not being financially responsible in managing its critical assets	Major	Almost certain	Extreme	Low	Treat risk as per officer recommendation by renewing the identified asphalt surfaces within the intervention period before the underlying pavement deteriorate beyond intervention.
Service delivery	Increased road renewal program may impact on other capital road infrastructure works.	Moderate	Unlikely	Moderate	Medium	Treat by confirmation that proposed works will not impact other works and monitor for any conflicts.

## Financial implications

<b>Current budget impact</b>	An extra \$2,248,135 will be required to fund the road renewal projects and these funds can be drawn from the existing road renewal reserve.
<b>Future budget impact</b>	The reduction of the road reserve funds is not expected to adversely affect future road renewal programs.

## Analysis

- Following the Town's review of the Road Renewal program for road renewal projects, 27 high priority projects have been nominated to be brought forward to the current financial year. These are listed in the attachment.
- The basis for bringing the road renewal projects considers several factors as detailed in the following paragraphs.

10. The nominated higher priority projects are designed and ready to be issued for construction works to be scheduled and commenced.
11. This report's request allows the Town and the contractor to take advantage of the current capacity of the contractor to complete the works this financial year.
12. Bringing forward project works also allows the Town to keep the rates for resurfacing activities in line with the current contract rates. If the trend of inflation continues over a longer period, it is likely that retendered rates within the market for resurfacing will increase significantly from that point.
13. There is a longer-term advantage in line with the Town's asset management approach. Bringing forward works in the road renewal activity sphere reduces the likelihood of various parts of the road network being categorized as having to be reconstructed rather than being resurfaced. It is noted that reconstruction works for the road network are significantly more expensive than resurfacing works, so effort to maintain the road asset through renewal activities is seen as a much better asset management approach.
14. The Town and the current contractor are confident that the proposed works can be achieved within the current contract period.
15. Funding for the works is already available within the Road Renewal Reserve fund. The approved budget forecasts a balance of around \$2.9 million on 30 June 2024 for this reserve fund after completion of the 2023-2024 approved road renewal program.
16. Council approval is therefore sought to bring forward the road renewal projects as detailed in the attachment and release funds from the Road Renewal Reserve to meet the costs of the projects within the current financial year.

## **Relevant documents**

Not applicable.

## 13.5 Town of Victoria Park Environment Plan (FY 2023-2028)

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Environment Officer
<b>Responsible officer</b>	Manager Technical Services
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Town of Victoria Park Environment Plan ( FY 2023-2028) – Community Feedback and Response ( May 2023) [<b>13.5.1</b> - 11 pages]</li><li>2. Town of Victoria Park Environment Plan ( FY 2023-2028) [<b>13.5.2</b> - 73 pages]</li><li>3. Town of Victoria Park Environment Plan FY 2023 2028 TRACKED CHANGES (1) [<b>13.5.3</b> - 90 pages]</li></ol>

### Recommendation

That Council endorses the Town of Victoria Park Environment Plan (FY 2023-2028), as included in attachment one of this report.

### Purpose

To present to Council the Town of Victoria Park Environment Plan (FY 2023-2028) and seek endorsement.

### In brief

- Following consultation with Elected Members and Town staff, at the Ordinary Council meeting held on 18 April 2023, Council resolved to release the draft Town of Victoria Park Environment Plan for community consultation.
- In May 2023 the Town released the draft Town of Victoria Park Environment Plan for community consultation.
- The outcome of this consultation has directly informed the revised Town of Victoria Park Environment Plan (FY 2023-2028).
- The Town is now seeking Council endorsement of the Town of Victoria Park Environment Plan (FY 2023-2028).

### Background

1. The Town of Victoria Park is committed to conserving, enhancing and rehabilitating the Town's natural assets to ensure the long-term protection of the environment for future generations. Environmental management is a key role of local government. Whilst the responsibility is shared with other spheres of government, the Town of Victoria Park implements programs, strategies and policies in partnership with stakeholders and the community, to ensure the sustainable use of natural resources, biodiversity conservation, energy, and water efficiency, and to raise awareness of environmental issues within the Town.
2. In 2013, the Town developed the Environmental Plan 2013-2018. This was in response to the Town's Plan for the Future 2011-2026 whereby it was identified the need to document the environmental management activities being undertaken by the Town, identify any gaps and guide future environmental management activities.

3. Given that the Environmental Plan 2013-2018 has reached the end of its life and that the Town has a dedicated Environment mission under the Strategic Community Plan 2022 – 2032, a new guiding document is required.
4. The new Town of Victoria Park Environment Plan (FY 2023-2028) will be the main informing document directing environmental management by the Town. The purpose of this plan is to identify environmental focus areas and associated actions the Town aims to implement over the next five years.
5. The Community Priorities identified under the Town’s *Strategic Community Plan 2022 – 2032* have informed the focus areas of the Environment Plan 2023-2028. These focus areas, together with the Community Priorities with which they align, are:
  - a. Climate Change (EN1, EN2, EN3, EN5, EN6).
  - b. Water Management (EN1, EN3, EN4, EN5).
  - c. Land Use and Built Environment (EN1, EN3, EN4).
  - d. Natural Areas and Biodiversity (EN1, EN3, EN4).
  - e. Waste Management (EN2).
6. Each focus area is broken into:
  - a. Pressures
  - b. What have we done? (Previous activity and achievements)
  - c. Objectives and future actions
7. The objectives of the Environment Plan 2023-2028 include:

Focus Area	Climate Change	Water Management	Land Use and Built Environment	Natural Areas and Biodiversity	Waste Management
<b>Objectives</b>	<p>Reduce greenhouse gas emissions by achieving zero carbon emissions by 2030.</p> <p>Empower our community to take action on climate change action.</p>	<p>Protect and enhance surface and groundwater resources to achieve a high quality of natural water resources, thereby creating a healthier environment for our plants, animals and humans.</p> <p>Utilise water resources in a sustainable manner.</p> <p>Promote water management and water conservation.</p>	<p>To ensure planning decisions consider environmental impacts and outcomes.</p> <p>To encourage ecologically sustainable development to reduce greenhouse gas emissions, energy and water consumption, and increase local biodiversity.</p>	<p>Adopt a nature-positive approach, so that nature is protected, restored and renewed.</p> <p>Develop and implement biodiversity strategies and plans.</p>	<p>To encourage and implement projects and initiatives that reduce waste production, and hence of greenhouse gas emissions.</p> <p>To facilitate and implement projects and initiatives that aim to divert waste from landfill through repair, repurposing, reuse or recycling.</p>

8. The objectives of the Environment Plan 2023 – 2028 also give due regard to how the Town can contribute to the United Nations Sustainable Development Goals (SDGs) and align to these where possible or relevant.
9. To support the implementation of the objectives are a suite of associated actions that aim to affect greater management of natural areas, reduce our emissions, improve surface and ground water quality, conserve water use, manage land sustainably and reduce solid waste entering landfill. Each action under these respective focus areas has been assigned a responsible officer, an estimated cost and a timeframe, key performance indicator and the SDG(s) that the action relates to.

10. Following initial consultation with Elected Members and Town staff, at the Ordinary Council meeting held on 18 April 2023 Council resolved to release the draft Town of Victoria Park Environment Plan (FY 2023-2028) for community consultation.
11. The feedback received from this consultation has directly informed the revised Town of Victoria Park Environment Plan (FY 2023-2028).
12. The Town is now seeking Council endorsement of the Town of Victoria Park Environment Plan (FY 2023-2028).
13. NOTE: Initially, the Town had anticipated that the revised Town of Victoria Park Environment Plan (FY 2023-2028) would be presented to Council in August 2023. However, due to competing priorities and temporary changes in role, the Environment Officer was unable to complete the revisions in time for the August Council meeting. Additionally, the caretaker period during the 2023 Council elections (September-October) meant that the Town of Victoria Park Environment Plan (FY 2023-2028) is presented to Council in November 2023.

## Strategic alignment

Environment	
Community priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	The Natural Areas and Biodiversity focus area aims to adopt a nature-positive approach to protect, restore and renew nature; and develop and implement biodiversity strategies and plans.
EN2 - Facilitating the reduction of waste.	The Waste Management focus area aims to encourage and implement projects and initiatives that reduce waste production and greenhouse gas emissions. Facilitation and implementation of projects and initiatives that aim to divert waste from landfill through repair, repurposing, reuse or recycling is also a focus.
EN3 - Enhancing and enabling livability through planning, urban design and development.	Land Use and Built Environment focus area has the following aims: <ul style="list-style-type: none"> <li>• To ensure planning decisions consider environmental impacts and outcomes.</li> <li>• To encourage ecologically sustainable development, reduce greenhouse gas emissions, energy and water consumption, and increase local biodiversity.</li> <li>• Provide integrated and sustainable transport options.</li> </ul>
EN4 Increasing and improving public open spaces.	As above.
EN5 - Providing facilities that are well-built and well-maintained.	As above.
EN6 - Improving how people get around the Town.	The Town of Victoria Park Environment Plan (FY 2023-2028)

## Engagement

Internal engagement	
Stakeholder	Comments
Town staff and Elected Members - Initial draft Town of Victoria Park Environment Plan - March 2023	Details of the commentary and Town response on the initial iteration of the Town of Victoria Park Environment Plan can be found in the 18 April 2023 OCM report. For reference, this can also be found in attachments (See: Environment Plan Community, Elected Member and Staff Feedback – March 2023).
Town staff and Elected Members - Town of Victoria Park Environment Plan - May 2023	No further comments received.

External engagement	
Stakeholders	<ul style="list-style-type: none"> <li>• Town Community</li> <li>• Friends of Jirdarup Bushland</li> <li>• Mindeera Advisory Group</li> <li>• Urban Forest Implementation Working Group</li> <li>• Department of Biodiversity, Conservation and Attractions</li> <li>• Department of Water and Environment Regulation</li> <li>• City of South Perth</li> </ul>
Period of engagement	26 April – 22 May 2023.
Level of engagement	2. Consult
Methods of engagement	<ul style="list-style-type: none"> <li>• Your Thoughts engagement page with project summary, resources and online survey</li> <li>• Website news article</li> <li>• Local newspaper advertisement</li> <li>• Organic social media</li> <li>• Digital advertisement</li> <li>• ToVP e-newsletter</li> <li>• Direct stakeholder email</li> <li>• Direct email marketing (previous survey respondents, community groups)</li> <li>• Hard copy surveys at library and administration building</li> <li>• Posters</li> <li>• TV sliders</li> </ul>
Submission summary	227 visits of the submission page (Your Thoughts). Five submissions received. All supportive of the Town of Victoria Park Environment Plan.

Key findings	<p>The community feedback that was received was supportive of the Town of Victoria Park Environment Plan.</p> <p>Most of the comments received were related to:</p> <ul style="list-style-type: none"> <li>• Historical information additions.</li> <li>• Additional actions or additions to existing actions. For example: <i>Review the Kensington Bushland Management Plan. This should incorporate the Jirdarup Bushland Precinct.</i></li> <li>• KPI edits, such as making some KPIs more specific. For example, how much carbon is offset annually; how many trees are planted annually; number of compost and bokashi bins distributed.</li> </ul> <p>Details of the commentary and Town response on the Town of Victoria Park Environment Plan (FY 2023-2028) can be found in the attachment to this report (See: Town of Victoria Park Environment Plan (FY 2023-2028) – Community Feedback and Response (May 2023)).</p> <p>Also included for information is a tracked-changes version of the Environment Plan. See: Town of Victoria Park Environment Plan (FY 2023-2028) - TRACKED CHANGES.</p>
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## Legal compliance

Not applicable.

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	The impact that the proposed commitments will have on the Town's future budgets.	Moderate	Likely	High	Low	<p>Treat: It is anticipated that many of the actions within the Environment Plan simply involve officer time to implement.</p> <p>Budget for 2023/24 is already allocated.</p> <p>The major unbudgeted expense area over the life of the Environment Plan is the implementation of the Kent St Sand Pit restoration project. This project is complementary to the Urban Forest</p>

						<p>Strategy, so a portion may be funded from this budget, as well as potential grant funding.</p> <p>Anticipated budget required for the next five years has been listed within the Long-Term Financial Plan (LTFP).</p>
Environmental	If the Town does not suitably manage our environment, then we are at risk of not meeting our obligation to contribute to the maintenance and protection of the environment for the benefit of current and future generations.	Moderate	Likely	High	Medium	Treat: Development of the Environment Plan will be the main informing directing environmental management by the Town over the next five years.
Health and safety	N/A				Low	
Infrastructure/ ICT systems/ utilities	N/A				Medium	
Legislative compliance	N/A				Low	
Reputation	May be a perception risk amongst some community members that the Town may be operating outside of its remit, with some of the focus areas or actions are not the role of Local Government.	Moderate	Likely	High	Low	The Town will attempt to bring our community along on the Town's journey through dedicated education and engagement.



Service delivery	The breadth of actions within the Environment Plan will require commitment from Council and a suite of organisational Service Areas to deliver those actions.	Moderate	Almost Certain	High	Medium	<p>Targeted engagement with Town Service areas to establish:</p> <ul style="list-style-type: none"> <li>• Lead responsibility</li> <li>• Support responsibility</li> <li>• Staged actions (e.g. to meet longer term targets)</li> <li>• Resource allocation</li> </ul> <p>This will be captured in an Implementation Plan.</p>
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## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	<p>Passing of the recommendation will result in funds being required to be approved in future budgets.</p> <p>The indicative costs to implement the proposed actions under the Environment Plan 2023-2028 are:</p> <ul style="list-style-type: none"> <li>• The implementation of the Kent St Sand Pit restoration project is estimated at \$1.6M and is already listed for inclusion in the LTFP and is complementary to the Urban Forest Strategy.</li> <li>• All other actions in the Plan are estimated at \$300k over the five years.</li> </ul>

## Analysis

14. Following the community consultation feedback, the below represents some of the actions that were added/adjusted:
- Review the Kensington Bushland Management Plan. This will be inclusive of the Jirdarup Bushland Precinct.
  - Investigate the feasibility of formally incorporating bush area behind the PCYC into the broader Jirdarup Bushland Precinct.
  - Review the effectiveness of dog control activities within Kensington Bushland and implement a dog owner behaviour change campaign.
  - Continue to provide collection facilities for recyclable materials, such as dry cell batteries, light globes, mobile phones and printer cartridge recycling, as well as other processable materials (e.g. masks, plastic lids).
15. Inclusive of the above, the Town of Victoria Park Environment Plan (FY 2023-2028) comprises 66 actions to be implemented over the life of the plan.

16. Implementation and monitoring of progress of the Town of Victoria Park Environment Plan (FY 2023-2028) will be assisted by the development of an implementation plan. This will breakdown the actions into steps or milestones and will expand on the timeframe and identify potential partners.
17. Should Council endorse the Town of Victoria Park Environment Plan (FY 2023-2028), the Town will populate the Implementation Plan and the implement the 2023/24 actions.
18. The Town of Victoria Park Environment Plan (FY 2023-2028) will be reviewed annually. Major reasons for this include:
  - a. Some of the projects included in this Plan will require more detailed costing. An annual review will ensure it reflects current funding and expenditure requirements.
  - b. Consideration must be given to the evolving nature of environmental systems.
  - c. Consideration must be given to any new strategic directions from State and Federal Governments that require effective implementation at a Local Government level.

## **Relevant documents**

Not applicable.

## 13.6 McCallum Park Active Area - Transfer of Reserve Funds from McCallum & Taylor Reserve to Project

<b>Location</b>	Victoria Park
<b>Reporting officer</b>	Chief Operating Officer
<b>Responsible officer</b>	Strategic Projects Manager
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	1. Mc Callum Park Active Area - Project Update Nov 2023 [ <b>13.6.1</b> - 5 pages]

### Recommendation

That Council:

1. Approves \$100,000 expenditure budget for the design component of McCallum Park Active Area project.
2. Approves the transfer of \$100,000 from the McCallum & Taylor reserve funds.

### Purpose

To consider and approve the transfer of funds from the McCallum & Taylor Reserve to enable the final design process for McCallum Park Active Area.

### In brief

- Officers have been working on the detailed design for the McCallum Park Active Area project. To progress this, the reserve funds of \$100,000 are required to appoint a consultant to finalise the detailed design plans.
- The McCallum & Taylor reserve account was created in the 2022/2023 financial year for the detailed design of the McCallum Park Active Area with available funds of \$150,000.
- Grant applications for the McCallum Park Active Area have been submitted and any design will align with the ultimate funding outcomes from these grants.
- The Town has applied for the Federal Investing in Our Communities (IIOC) Grant and Community Sports and Recreation Facilities Fund Forward Planning Grant 2024-25 (CSRFF) .
- The amount of each grant is \$2,500,000 and \$996,249 (exc GST) respectively.
- Design activity will be an initial development approval set of documentation and then detailed design to commence after the final grants outcomes are known.
- The allocated Reserve Funds will be utilised to deliver a detailed design that integrates and enhances the current active area to meet the future needs of the Active Area.

### Background

3. The McCallum Park Active Area has been developed as a key strategic project for the Town.
4. The Active Area was announced as a Federal Government commitment in the lead up to the previous Federal election, and as such a non-competitive and closed grant invitation was received by the Town of Victoria Park in February 2023. This grant was the Investing in Our Communities (IIOC) grant and an application was subsequently submitted to the Department of Infrastructure, Transport, Regional Development Communications and the Arts .

5. An application has also been submitted to the Department of Local Government, Sport and Cultural Industries (CSRFF) for funding of \$996,249 (ex gst) to support the project. The funding from IoC will be utilised as our two-thirds contribution to the CSRFF.
6. The transfer of funds from the McCallum & Taylor reserve account will allow the final design to meet the \$3.5million and \$2.5million options dependent on funding outcomes
7. The design timing will allow construction to commence in 2024-2025 financial year.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Renewed facilities that meet current standards and maximised facility usage through a well-planned project management framework.

Economic	
Community Priority	Intended public value outcome or impact
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	The existing facilities are in poor condition and in certain areas not DAIP compliant. A refurbishment will address universal access and ensure equitable access to the facilities.

Environment	
Community Priority	Intended public value outcome or impact
EN4 - Increasing and improving public open spaces	The delivery of this project will result in the creation of a contemporary, high quality and an active park with a broad range of diversity that users can enjoy.
EN5 - Providing facilities that are well-built and well-maintained.	The project will deliver a sustainable built form outcome for the benefit of the community.

## Engagement

Internal engagement	
Stakeholder	Comments
Place Planning	Advice and assistance in the scope and development of the design elements
Finance	Agreement on the use of the funds and suitability of the proposed transfer from Reserve funds
Elected Members	A presentation of these was made at the May 2023 Concept Forum

Other engagement	
Stakeholder	Comments
Department of Infrastructure, Transport, Regional Development	Accepted invitation to apply for liOC funding

Communications and the Art	
Department of Local Government, Sport and Cultural Industries (CSRFF)	Current application submitted for funding

## Legal compliance

Section 6.8 of the Local Government Act 1995 (Expenditure from municipal fund not included in annual budget) states –

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government;
  - or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the Mayor or president in an emergency.

\* Absolute majority required.

(1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government’s annual budget.

(2) Where expenditure has been incurred by a local government —

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council’s risk appetite	Risk treatment option and rationale for actions
Financial	Insufficient funds are available in the current budget to proceed to the agreed timeframes.	Moderate	Likely	High	Low	Treat risk by the timely transfer of funds from the reserve
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	

Legislative compliance	Advice from DBCA indicates extended approvals processes.	Low	Treat risk by undertaking design to support approvals.
Reputation	Inability to meet the proposed timelines outlined in grant.	Low	Treat by seeking the funding to commence design in line with the previously proposed milestones.
Service delivery	Not applicable.	Medium	

## Financial implications

<b>Current budget impact</b>	<p>Sufficient funds do not exist within the annual budget. It is proposed that funding will be acquired through:</p> <ul style="list-style-type: none"> <li>transfer \$100,000 from the reserve account, McCallum &amp; Taylor reserve.</li> </ul>
<b>Future budget impact</b>	Nil.

## Analysis

8. The design considerations and related project updates are contained in the confidential attachment.
9. The design elements are required to be modified to allow the construction to meet a potential 2024/2025 timeline, including the required approvals.
10. The design activities are on the critical path to ensure that the Town meets the proposed timelines in the Grant applications, and as such the transfer of funds of the value of \$100,000 is sought from the McCallum and Taylor reserve account to commence.

## Relevant documents

Not applicable

## 13.7 TVP/23/07 Archer Mint Revitalization Stage 2 Protected Bike Lane Construction - Award of Tender

<b>Location</b>	Carlisle
<b>Reporting officer</b>	Strategic Project Manager
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. CONFIDENTIAL - TV P-23-07 Evaluation Report [13.7.1 - 11 pages]

### Recommendation

That Council awards the contract associated with Archer Mint Revitalization Stage 2 Protected Bike Lane Construction to Bos Civil Pty Ltd for Stage 2A, with the terms and conditions as outlined in the contract.

### Purpose

For the Council to accept the tender submitted by Bos Civil for the Archer Mint bike lane between Gemini Way and Star Street.

### In brief

- The Public Tender TVP /23/07 consists of two separable works packages (Stage 2A: Gemini Way to Star Street and stage 2B: Raleigh to Hubert Street). The project is a continuation of the recently completed bike lane section between Mars and Star Street and forms part of the overall Archer Mint streetscape improvement plan between Orrong Road and Albany Highway.
- Due to construction costs escalation and construction impacts with the Carlisle train station project, the tender document is staged in two separable works packages to enable the delivery of a section of the project within the current budget of the grant agreement.
- The public tender was published through Tenderlink on 15 September 2023 and closed on 3 October 2023
- Suppliers were requested to provide two lump sum prices for separable portions 2A and 2B.
- The approved budget is \$1,552,000 in FY23/24 including a grant funding from the Department of Transport of \$830,000.
- The Town received 1 submission and deemed it to be compliant.

### Background

1. A street improvement plan for Archer Mint Street was prepared between Orrong Road and Albany Highway, which includes a concept design of the streetscape as well as a staging plan.
2. The Plan was subsequently endorsed by Council at the September 2020 meeting - Council Resolution (508/2020).
3. The protected bike lane project, part of the street improvement plan is co funded by Department of Transport via the WABN grant (Western Australian Bicycle Network).
4. The initial stages of the street improvement plan were delivered in December 2022 for the streetscape works between Planet and Bishopsgate Street and February 2023 for the protected bike lane section between Mars and Star Street (Stage 1a).

- The current stage 2 section of the bike lane aims to link the residential areas to the Town Centre and future Carlisle train station.

## Compliance criteria

- Tender submissions must comply with the advice provided under the compliance criteria, as indicated in the tender documents.
- The Town's Procurement & Contracts Officer assessed all submissions for compliance against the compliance criteria.
- The submission was deemed compliant.

## Evaluation process

<b>Relevant experience</b> Details of similar works Details of issues related to previous project and their management	Weighting 25%
<b>Capacity</b> Role in the contract Resume Membership and qualifications List of plant and equipment's	Weighting 10%
<b>Methodology</b> Project timeline Traffic management approach Methodology details to minimize construction impacts	Weighting 20%
<b>Sustainability</b> Social, indigenous Economic benefits Environmental impacts Support to local businesses	Weighting 5%
<b>Price</b>	Weighting 40%

## Strategic alignment

Economic	
Community Priority	Intended public value outcome or impact
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	Building a protected cycle lane along Archer and Mint Street will provide a more comfortable and inviting experience for visitors to the Town Centre and improve the likelihood of businesses' 'coming out' onto the street and upgrading their shopfronts

Environment	
Community Priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	The design includes additional trees along the verges and vegetations in the median buffers which represents an opportunity to increase the Town Urban tree canopy in line with the Urban Forest Strategy and Public open space strategy.



EN3 - Enhancing and enabling liveability through planning, urban design and development.	The protected will encourage more people with various cycling abilities to ride and improve their general wellbeing. Additionally, trees planted on the verge will increase the tree canopy which will contribute to the Town Urban Urban Forest Strategy.
EN6 - Improving how people get around the Town.	Creation of a slow speed pedestrian focused precinct with shared space where various transport modes such as public transport, walking and cycling can interact.

## Social

Community Priority	Intended public value outcome or impact
S1 - Helping people feel safe.	The protected bike lane with raised intersections and adequate signs prioritizes pedestrians and cyclists over vehicles aiming to improve road safety.

## Engagement

Internal engagement	
Stakeholder	Comments
Procurement	Provided advice and acted as a probity advisor throughout the public tender process from public tender preparation to evaluation.
Internal staff	The Team provided comments included in the design.
Street Improvement	The team provided technical advice and support to inform the design.
Place Planning	The officer provided comments regarding landscaping and general alignment of the bike lane.
Operations	Location of new trees on verge were reviewed to maximize sightlines and canopy cover.
Parking Team	Impact on parking was also reviewed by the team.
Communication Team	Communication officer was consulted to prepare the various updates on the Town website and provided updates to the community.

External engagement	
Stakeholder	Comments
Community	Residents, business owners and elected members were consulted during the design process.
Other engagement	Western Power, Public Transport Authority (PTA) and Department of Transport (DoT) and other relevant utility services were actively engaged during the process.

Method of engagement	<ul style="list-style-type: none"> <li>• One-on-one meetings with impacted business owners</li> <li>• On-site signage plan</li> <li>• Your Thoughts feedback site</li> <li>• Post cards drop to nearby residents and landowners</li> <li>• Regular updates via the Towns digital channels on the project</li> <li>• Regular meetings with external agencies.</li> </ul>
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## Legal compliance

[Section 3.57 of the Local Government Act 1995](#)

[Part 4 Division 2 of the Local Government \(Functions and General\) Regulations 1996](#)

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Failure to comply with financial requirements under the Act in relation to Procurement.	Moderate	Likely	Medium	Low	TREAT – Go through a public tender process
Financial	Insufficient funds to deliver the project	Low	Unlikely	Low	Low	TREAT- current budget has sufficient contingency given the construction price. Additionally, the tender is divided into 2 separate works packages to award the contract within the budget.
Health and safety	Potential injuries from works	Moderate	Possible	Medium	Low	SHARE- Review Contractor's documentation methodology, risk and controls prior to starting work.
Environmental	Failure to comply with environmental	Moderate	Possible	Medium	Medium	SHARE- Review Contractor's construction

	requirements of the work.					methodology, risk and controls prior to starting work.
Legislative compliance	Not applicable					
Reputation	residential and business complaints during the work.	Moderate	Likely	Moderate	Low	TREAT- Notify residents via the website social media and 7 of 9 Letter-drop prior to construction start. Engage with the contractor during regular project control group meetings to monitor construction impacts.
Service delivery	Project completion delay	Moderate	Possible	Medium	Low	SHARE- Continuous review of the Construction program and identification of key project milestones.

## Financial implications

<b>Current budget impact</b>	<p>As the value of the contract exceeds \$250,000, the acceptance of the offer/tender and subsequent award of any such contract is to be determined by Council.</p> <p>Sufficient funds exist within the annual budget to address this recommendation.</p>
<b>Future budget impact</b>	Not applicable.

## Relevant documents

[Policy 301 – Purchasing](#)

## Analysis

9. The assessment of the submissions was formally undertaken by a panel that included:
  - Strategic Project Manager
  - Strategic Project Manager

- Place Planner
  - Communication Officer
10. The Town received one submission, which was deemed compliant.
  11. An evaluation of submission against the qualitative criteria was conducted as per the evaluation Plan.
  12. The evaluation of the submission against the quantitative and qualitative criteria resulted in BOS Civil Pty Ltd being the recommended tenderer based on the following points:
    - a. Previous experience on complex streetscape projects with the Town (Archer Mint streetscape stage 1 and Protected bike lane stage 1A)
    - b. Strong understanding of vehicles and traffic movement along Archer Mint with a detailed staging plan
    - c. A reputable project team with sound experience in complex projects.

## 14 Chief Financial Officer reports

### 14.1 Schedule of Accounts - September 2023

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Financial Services Controller
<b>Responsible officer</b>	Chief Financial Officer
<b>Voting requirement</b>	Simple Majority
<b>Attachments</b>	1. Payment Summary - September 2023 [ <b>14.1.1</b> - 9 pages] 2. Credit Card Transactions - September 2023 [ <b>14.1.2</b> - 1 page]

#### Recommendation

That Council:

1. Receives the accounts for September 2023, as included in the payment summary attachment, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.
2. Receives the direct lodgement of payroll payments to the personal bank accounts of employees, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.
3. Receives the accounts for September 2023, as included in the credit card transactions attachment, pursuant to Regulation 13A of the *Local Government (Financial Management) Regulations 1996*.

#### Purpose

To present the payments made from the municipal fund and payments by employees via purchasing cards for the month ended September 2023.

#### In brief

- Council is required to confirm payments made from the municipal fund and payments by employees via purchasing cards each month, under Section 13 and 13A of the *Local Government (Financial Management) Regulations 1996*.
- The information required for Council to confirm the payments made is included in the attachment.

#### Background

1. Council has delegated the Chief Executive Officer the authority to make payments from the municipal and trust funds in accordance with the *Local Government (Financial Management) Regulations 1996*.
2. Under Regulation 13(1) and 13A(1) of the *Local Government (Financial Management) Regulations 1996*, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or authorised an employee to use a credit, debit or other purchasing card, each payment is to be noted on a list compiled for each month showing:
  - a. the payee's name
  - b. the amount of the payment
  - c. the date of the payment
  - d. sufficient information to identify the transaction
3. That payment list should then be presented at the next ordinary meeting of the Council, following the preparation of the list, and recorded in the minutes of the meeting at which it is presented.

4. The payment list and the associated report was previously presented to the Finance and Audit Committee. Given this Committee's scope has changed to focus more on the audit function, the payment listings will be forwarded to the Elected Members ahead of time. Any questions received prior to the finalisation of the report will be included along with the responses within the Schedule of Accounts report for that month.
5. The list of accounts paid in accordance with Regulation 13 and 13A of the *Local Government (Financial Management) Regulations 1996* is contained within the attachment and is summarised below.

Fund	Reference	Amounts
<b>Municipal Account</b>		
Automatic Cheques Drawn	608909	\$465.20
Creditors – EFT Payments		\$8,792,905.27
Payroll		\$1,236,506.81
Bank Fees		\$18,526.56
Corporate MasterCard		\$18,648.72
<b>Total</b>		<b>\$10,067,052.56</b>

## Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	The monthly payment summary listing of all payments made by the Town during the reporting month from its municipal fund and trust fund provides transparency into the financial operations of the Town.
CL3 - Accountability and good governance.	The presentation of the payment listing to Council is a requirement of Regulation 13 & 13A of <i>Local Government (Financial Management) Regulation 1996</i> .

## Legal compliance

[Section 6.10\(d\) of the Local Government Act 1995](#)

[Regulation 13 of the Local Government \(Financial Management\) Regulation 1996](#)

[Regulation 13A of the Local Government \(Financial Management\) Regulation 1996](#)

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Misstatement or significant	Moderate	Unlikely	Medium	Low	Treat risk by ensuring daily and monthly

	error in financial statements.					reconciliations are completed. Internal and external audits.
Financial	Fraud or illegal transaction.	Severe	Unlikely	High	Low	Treat risk by ensuring stringent internal controls, and segregation of duties to maintain control and conduct internal and external audits.
Environmental	Not applicable.					
Health and safety	Not applicable.					
Infrastructure/ICT systems/utilities	Not applicable.					
Legislative compliance	Council not accepting financial statements will lead to non-compliance.	Major	Unlikely	Medium	Low	Treat risk by providing reasoning and detailed explanations to Council to enable informed decision making. Also provide the Payment summary listing prior to preparation of this report for comments.

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	Not applicable.

## **Analysis**

6. All accounts paid have been duly incurred and authorised for payment as per approved purchasing and payment procedures. It is therefore requested that Council confirm the payments, as included in the attachments.

## **Relevant documents**

[Procurement Policy](#)



## 14.2 Financial Statements - September 2023

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Financial Services Controller
<b>Responsible officer</b>	Chief Financial Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Sept 23 - Monthly Financial Report - 2024 FY [14.2.1 - 23 pages]

### Recommendation

That Council receives the Financial Activity Statement Report – 30 September 2023, as attached.

### Purpose

To present the statement of financial activity reporting on the revenue and expenditure for the period ended 30 September 2023.

### In brief

- The financial activity statement report is presented for the month ending 30 September 2023.
- The report complies with the requirements of Regulation 34 (financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*.
- The financial information for 30 June 2023 as shown in this report is not yet confirmed and is yet to be approved by the Auditor. The figures stated should therefore not be taken as the Town's final financial position for the period ended 30 June 2023.

### Background

1. Regulation 34 of the *Local Government (Financial Management) Regulations 1996* states that each month, officers are required to prepare monthly financial reports covering prescribed information, and present these to Council for acceptance. Number all paragraphs from here on, not including tables.
2. As part of the monthly financial reports, material variances are reported. Thresholds are set by Council and are as follows:

#### Revenue

Operating revenue and non-operating revenue – material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) \$50,000 or 10% and, in these instances, an explanatory comment has been provided.

#### Expense

Operating expense, capital expense and non-operating expense – material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) \$50,000 or 10% and in these instances, an explanatory comment has been provided.

3. For the purposes of explaining each material variance, a three-part approach has been applied. The parts are:

#### Period variation

Relates specifically to the value of the variance between the budget and actual figures for the period of the report.

**Primary reason(s)**

Explains the primary reason(s) for the period variance. Minor contributing factors are not reported.

**End-of-year budget impact**

Forecasts the likely financial impact on the end-of-year financial position. It is important to note that figures in this part are 'indicative only' at the time of reporting and may subsequently change prior to the end of the financial year.

**Strategic alignment**

Civic Leadership	
Community priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	To make available timely and relevant information on the financial position and performance of the Town so that Council and public can make informed decisions for the future.
CL3 - Accountability and good governance.	Ensure the Town meets its legislative responsibility in accordance with Regulation 34 of the <i>Local Government (Financial Management) Regulations 1996</i> .

**Engagement**

Internal engagement	
Service Area Leaders	All Service Area Leaders have reviewed the monthly management reports and provided commentary on any identified material variance relevant to their service area.

**Legal compliance**

[Regulation 34 of the Local Government \(Financial Management\) Regulations 1996](#)

**Risk management consideration**

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Misstatement or significant error in financial statements.	Moderate	Unlikely	Medium	Low	Treat risk by ensuring daily and monthly reconciliations are completed. Internal and external audits.

Financial	Fraud or illegal transaction.	Severe	Unlikely	High	Low	Treat risk by ensuring stringent internal controls, and segregation of duties to maintain control and conduct internal and external audits.
Environmental	Not applicable.					
Health and safety	Not applicable.					
Infrastructure/ICT systems/utilities	Not applicable.					
Legislative compliance	Council not accepting financial statements will lead to non-compliance.	Major	Unlikely	Medium	Low	Treat risk by providing reasoning and detailed explanations to Council to enable informed decision making. Also provide the Payment summary listing prior to preparation of this report for comments.

## Financial implications

<b>Current budget impact</b>	Commentary around the current budget impact is outlined in the Statement of Financial Activity, forming part of the attached financial activity statement report.
<b>Future budget impact</b>	Commentary around the future budget impact is outlined in the Statement of Financial Activity, forming part of the attached financial activity statement report.

## Analysis

- The Financial Activity Statement Report – 30 September complies with the requirements of Regulation 34 (Financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*. It is therefore recommended that the Financial Activity Statement Report September 2023 be accepted.

## Relevant documents

Not applicable.

### 14.3 Ranger Fees and Charges Amendment

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Coordinator Parking and Rangers
<b>Responsible officer</b>	Manager Business Services
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	1. Ranger Services Fees and Charges [14.3.1 - 1 page] 2. Amended Schedule of Fees and Charges - 2023-2024 [14.3.2 - 21 pages]

<b>Recommendation</b>
That Council adopts the Amended Schedule of Fees and Charges for 2023-2024.

#### Purpose

Amendments to the adopted fees and charges for 2023-2024 are required for the installation of fire breaks and, changes in fees related to the collection, storage and impound of vehicles.

#### In brief

- Where landowners fail to install firebreaks or reduce inflammable material, the Town arranges a contractor to undertake these works to mitigate the risk of fire.
- The contracted rates are favorable when compared to individual rates and some landowners prefer to defer to Council to arrange for these works to be complete on their behalf, which increases the resource burden (administrative and financial) on the Town.
- Due to an administrative error when compiling the fees and charges 2023-2024, the proposed fee for "Install fire breaks" was incorrectly inputted.
- A change in the Town's service provider for the collection, storage and impound of vehicles has resulted in higher fees being applied.

#### Background

1. Each summer the Town issues a bushfire notice requiring landowners to install firebreaks and/or reduce inflammable material by no later than 1 November each year, to reduce the risk of bush fire within the Town.
2. In some instances, landowners defer engaging a contractor through inaction, to Council as this represents a cheaper, easier alternative.
3. Manheim has traditionally provided collection, storage and sale services for multiple local governments in the Perth Metro region. Towards the end of the 2022/2023 financial year, Manheim advised all LGA's that they will no longer be providing this service.

#### Strategic alignment

<b>Civic Leadership</b>	
<b>Community Priority</b>	<b>Intended public value outcome or impact</b>
CL3 - Accountability and good governance.	Ensure the Town meets its legislative responsibility in accordance with Section 6.16 of the Local Government Act 1995.

## Engagement

Internal engagement	
Parking and Rangers	Comments.

## Legal compliance

[Regulation 34 of the Local Government \(Financial Management\) Regulations 1996](#)

[Section 6.16 of the Local Government Act 1995](#)

[Section 67 of the Waste Avoidance and Resources Recovery Act 2007](#)

[Regulation 53\(2\) of the Building Regulations 2012](#)

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	<p>Inability to recover costs for fire mitigation activities and diversion of human and administrative resources towards fire break inspection and mitigation activities.</p> <p>Inability to recover costs for the collection, storage and sale of abandoned vehicles.</p>	Insignificant	Almost certain	Medium	Low	TREAT risk by Ensuring elected members have been involved in the annual budget process to ensure understanding and collaboration in order for the budget to be understood and adopted.
Environmental	Not applicable.				Medium	
Health and safety	Non-compliance by the property owner with the requirements to install a firebreak or reduce fuel load by the due date will delay fire risk	Severe	Possible	High	Low	TREAT risk by approving the proposed fee to encourage property owner compliance by 1 November each year.

	mitigation works. This may increase the risk of bush fire resulting in single or multiple fatalities.					
Infrastructure/ICT systems/utilities	Not applicable.				Medium	
Reputation	Additional staff and administrative load required to reinspect, correspond with and arrange contractor fire mitigation works may increase the risk of customer complaints regarding delays in service delivery.	Insignificant	Possible	Low	Low	
Legislative compliance	Not applicable.				Low	
Service Delivery	Additional staff and administrative load required to reinspect, correspond with and arrange contractor fire mitigation works may increase the risk of some essential tasks not being completed in a timely manner or at all during the peak activity period.	Moderate	Possible	Medium	Medium	TREAT risk by approving the proposed fee to encourage property owner compliance by 1 November each year.

## Financial implications

<b>Current budget impact</b>	A cost burden to the town in each instance a contractor is engaged to ensure compliance with the Towns annual bush fire notice and each time a vehicle is collected, stored and sold.
<b>Future budget impact</b>	Unless corrected, continuing loss on an ongoing basis.

## Analysis

4. The firebreak inspection process is resource intensive from a personnel and administrative perspective during the summer peak period. Cost recovery only covers the external contractor expense and does not recover costs for internal staff resources.
5. Deferring these legislated and safety minded fire risk mitigation works to council also extends the period of non-compliance and increases the risk of fire well into the fire season.
6. To encourage landowners to arrange contractors themselves and on the due date, the fee was intended to be:
  - a. At cost, plus \$500
7. Due to an administrative oversight whilst compiling the fees and charges, the fee listed and endorsed by Council was \$150. This fee will result in a financial loss in every instance the contractor is engaged to clear a fire break/reduce inflammable material. In addition, this low fee will increase the incentive for landowners to defer to Council to arrange these works, further increasing the resource burden on the Town.
8. On engagement of a new supplier for collection, storage and sale of vehicles, the current rates are not sufficient to ensure cost recovery.
9. Currently the fees for vehicle impounds sit at
  - a. Towing of vehicle: At cost
  - b. Impound and release fee: \$160
  - c. Abandoned vehicle daily fee: \$40
10. Sale of impounded vehicles: at auction
11. The approved schedule of fees:
  - a. Towing of vehicle: At cost
  - b. Impound and release fee: At cost
  - c. Daily impound fee: \$20
  - d. Sale of vehicle at impound: At auction

## Relevant documents

Not applicable.



## 14.4 TVP/23/04 Central Parking Management System and Pay-By-Plate Parking Meters - Award of Tender

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Manager Business Services
<b>Responsible officer</b>	Manager Business Services
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. CONFIDENTIAL - TVP 23 04 RFT Evaluation Report DRAFT [<b>14.4.1</b> - 23 pages]</li> <li>2. CONFIDENTIAL - TV P-23-04 EOI Evaluation Report - signed [<b>14.4.2</b> - 15 pages]</li> </ol>

### Recommendation

That Council:

1. Awards the contract associated with TVP/23/04 Central Parking Management System and Pay-By-Plate Parking Meters, to Orikan Australia Pty Ltd (ABN: 73 075 154 755), for the replacement of the Town's Central Parking Management System (CPMS) and Pay-By-Plate Parking Meters (Parking Meters), as outlined in the contract.
2. Approves \$60,000 capital expenditure for the parking meter replacements.
3. Approves the transfer of \$60,000 from the Parking Benefit reserve.

### Purpose

The Town currently has 137 meters with Pay-and-Display ticket parking machines to pay for on- and off-street parking. These machines have reached the end of their usable life and will not be able to operate once the 3G network is shut down in June 2024. The existing machines also do not provide the user experience drivers expect or the real-time data integrations required to fully optimize the Town's other parking management systems.

### In brief

- Expression of Interest (EOI) TVP/23/04 for a Central Parking and Infringement Management System (CPMS) was publicly advertised on 21 April 2023. Ten EOI submissions were received and five suppliers were shortlisted to progress to the Request for Tender (RFT) stage.
- RFT TVP/23/04 was subsequently sent to the shortlisted suppliers requesting to provide a lump sum cost for the supply and installation of CPMS and Parking Meters, along with yearly maintenance costings. Two tender submissions were received.
- The approved municipal funding allocation for this item is \$600,000 for the CPMS and Parking Meters, is to be funded through the Parking Benefit reserve fund, current balance is \$773,583.36. The \$60,000 budget variance is recommended to be funded from the same reserve.
- An evaluation of the tender submissions against the prescribed criteria has been completed and it is recommended that the Council accepts the submission made by Orikan Australia Pty Ltd and enter into a contract to supply and install a CPMS and Parking Meters, along with yearly maintenance costings.

## Background

1. In July 2015, the Town installed and commissioned 137 pay-and-display parking meters strategically across five primary activity hubs: Oats Street, East Victoria Park, Victoria Park, Burswood South, and Raphael Park. The comprehensive setup encompasses a total of 5,100 parking bays distributed across these centers, which collectively register approximately 1.5 million transactions every year during the operating hours of Monday to Sunday, between the hours of 8 AM to 8 PM.
2. In April 2022, the Town developed a new Integrated Transport Strategy and Parking Management Plan. This included the Parking Management Sub-Program consisting of the actions in the Parking Management Plan. The tender aims to address some of these actions which include:
  - (a) Implement appropriate technology to benefit drivers and to provide responsive and informed parking management.
  - (b) Integrate technologies for the management of parking operations, enforcement, and communication.
  - (c) Improve the collation and analysis of parking-related information.
  - (d) Continually monitor global transport technology changes.
3. In January 2023, the supplier of the parking meters informed the Town that the infrastructure was nearing the end of its operational lifespan and would become inoperable with the planned shutdown of the 3G network in June 2024.
4. In March 2023, the Town engaged with Telstra Purple, an arm of the Telstra Corporation that specializes in business technology solutions consultancy, to conduct a discovery exercise on the current Central Parking Management System (CPMS), which provided valuable technology and industry insights that informed the expression of interest process. After conducting research and analysis, the report recommended the following factors when selecting a vendor for a parking management system.
  - (a) Provide a Software as a Service (SaaS) parking and infringement management system.
  - (b) Improve data accessibility by choosing a vendor that openly allows access to data through the means of a dashboards and filtered reports.
  - (c) Integrate with existing systems for the seamless flow of information, reduce errors and inconsistencies of data, and increase productivity by reducing manual processes.
  - (d) Improve self-service reporting capabilities, provides adequate out of the box reporting features, with the ability to create and share custom reports.
  - (e) Avoid vendor lock in by adopting an approach that allows the best of breed technologies and integration of new technologies in the future.
  - (f) Provides consolidation and integration system to create a single source of truth for all data.
  - (g) Data retention to comply with the State Record Act 2000.
  - (h) Streamline process for vehicle license plates details from the Department of Transport.
  - (i) End-to-end self-managed infringement management system, that will allow users to easily view and manage their infringements online.
5. In April 2023, the Town advertised an Expression of Interest (EOI) phase before the tender process to better understand the latest parking-related infrastructure and systems, and vendor capabilities within the Australian market. Vendors showcased their capabilities, qualifications and experience in the provision of all materials, labour, equipment, ongoing service/maintenance/support, warranties, and training necessary to install and operationalise one or all the following key elements:
  - (a) Central Parking Management System (CPMS)
  - (b) Infringement Management System (IMS)
  - (c) Pay-by-Plate (PbP) Parking Meters
  - (d) Parking Guidance System (PGS)
  - (e) Mobile Parking Application (App)
  - (f) E-Permit System

(g) Device, Payment, and Security Management

6. In May 2023, a thorough analysis of the current parking meter's locations was conducted internally. Based on historical data, the review considers factors such as transaction volume, payment methods, nearby amenities, and the use of more efficient technologies to identify locations, to consolidate the number of parking meters required. The review provides a preliminary base to reduce the 137 pay-and-display to 81 pay-by-plate parking meters to collectively service the five activity hubs.
7. In June 2023, a budget of \$600,000 was approved for the replacement of the Town's Central Parking Management System (CPMS) and Parking Meters (TVP/23/04 Central Parking Management System and Pay-By-Plate Parking Meters) as part of the 2023/24 annual budget.
8. In August 2023, shortlisted suppliers from the EOI process were invited to provide a lump sum cost and ongoing servicing costs for the supply, installation, and maintenance of a CPMS and Parking Meters, as part of RFT TVP/23/04.

**Compliance criteria**

9. The RFT compliance criteria include:
  - (a) Completeness of tender submissions;
  - (b) Attendance at a mandatory briefing;
  - (c) Supply of a functioning demonstration of the proposed CPMS and a Parking Meter sample.
10. Additionally, reference checks and external detailed financial and performance reports will be obtained as part of the tender evaluation.

**Evaluation process**

The Town conducted a two-stage selection process, the EOI was the first stage which identified acceptable vendors before inviting them to a restricted Request for Tender (RFT) process.

<p><b>Demonstrated Understanding</b></p> <ol style="list-style-type: none"><li>i. Demonstrated understanding of the scope of works;</li><li>ii. Provide a comprehensive timeframe for delivering the proposed Goods and Services related to this document. Including timeframes and the estimated number of days required to complete each component of the requirements specified in 'Part 2 – Specification'.</li></ol>	Weighting - 10%
<p><b>Organisational Capacity</b></p> <ol style="list-style-type: none"><li>i. Describe your organisation's structure, project team structure, names, and functions departments;</li><li>ii. Personnel technical skills and expertise (CV's to be provided);</li><li>iii. Describe your organisation's capacity to perform the requirements specified in Schedule 2;</li><li>iv. Describe your contingency measures or backup of resources, including personnel/subcontractors (where applicable) to ensure the delivery of all requirements in 'Part 2 – Specification'.</li></ol>	Weighting - 10%
<p><b>Relevant Experience</b></p> <ol style="list-style-type: none"><li>i. Describe your experience and track record of achieving similar projects/requirements as this document;</li><li>ii. Provide details of issues that arose during the similar projects/requirements and how these were managed;</li><li>iii. Provide details of all vendor relationships and agreements. Including the subcontractors, the scope of their involvement, responsibilities, and outcomes.</li></ol>	Weighting - 10%

<p><b>Training, Service and Maintenance</b></p> <ul style="list-style-type: none"> <li>i. Availability of training and the nature of the proposed training;</li> <li>ii. Warranty provisions including inclusions and exclusions and response times for warranty repairs;</li> <li>iii. The availability of spare parts for the proposed Goods in Western Australia;</li> <li>iv. The frequency of servicing requirements for the proposed Goods;</li> <li>v. The arrangements for post warranty repairs and maintenance for the proposed Goods and related services, including response times.</li> </ul>	Weighting - 10%
<p><b>Environmental and Sustainability</b></p> <ul style="list-style-type: none"> <li>i. Technical responses, as enquired in 'Part 2 – Specification';</li> <li>ii. Project Team Structure, Names; Functions Departments;</li> <li>iii. How many Aboriginal employees or sub-contractors will be engaged under this contract;</li> <li>iv. Provide an overview of your Environmental Management System and outline what you believe are the key environmental management issues associated with this project;</li> <li>v. Provide details of any other sustainability practices that you think are relevant to this project.</li> </ul>	Weighting - 10%
<p><b>Suitability of Proposed Goods and Services</b></p> <ul style="list-style-type: none"> <li>i. Demonstrate how the proposed Goods and Services are suitable and fit for purpose, in accordance with the description set out in 'Part 2 – Specification';</li> <li>ii. Technical responses, as enquired in 'Part 2 – Specification';</li> <li>iii. Provide brochures, procedures, policies, and any relevant information detailing the features of the specified Goods and Services.</li> </ul>	Weighting - 50%

## Strategic alignment

<b>Civic Leadership</b>	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	A consolidation in parking meters and the use of the latest technology will reduce the initial and ongoing service costs significantly over the contract period.

## Engagement

<b>Internal engagement</b>	
Parking & Rangers	The internal review of the Town's existing parking management systems with Telstra Purple was conducted before the tender process to identify gaps in technology and services. The parking and ranger officers were involved in this process, which assisted with forming the report's recommendations and provided the basis for the EOI and tender process.
Procurement	Provided advice and acted as a probity advisor throughout the process.
Place Planning	Provided advice on adopting technologies to collect data on mobility to inform evidence-based decision making.
Finance	Provided advice as to where the budget variance could be funded from.

Community Development	Provided feedback via the Town's Access and Inclusion Advisory Group, and on the proposed project engagement approach.
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Other engagement	
Access & Inclusion Advisory Group	<p>Officers meet with the Town's Access and Inclusion Advisory Group on several occasions about the replacement of the parking meter and the use of new technologies. Feedback from the group and themes carried throughout the tender process, included.</p> <ul style="list-style-type: none"> <li>• Enhance the visibility of signs, car parks, and parking meters.</li> <li>• Enhance the visibility of available parking spaces via signage and mobile applications.</li> <li>• Consider multiple payment methods for users within phones.</li> <li>• Consider the replacement of the parking meters to other amenities, such as: <ul style="list-style-type: none"> <li>○ Consider the proximity to ACROD bays.</li> <li>○ Consider wheelchair accessible and visible to divers.</li> <li>○ Consider proximity to lighting on the street for safety reasons.</li> </ul> </li> </ul> <p>Attended meetings on the 15 March, 7 June, and 4 September 2023.</p>

## Legal compliance

[Section 3.57 of the Local Government Act 1995](#)

[Part 4 Division 2 of the Local Government \(Functions and General\) Regulations 1996](#)

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Financial loss that arises from not delivering the parking meters before the 3G network is closed.	Moderate	Likely	Medium	Low	Treat risk by ensuring a detailed project plan is obtained by the vendor.
Environmental	Not applicable.				Medium	
Health and safety	Failure to provide safe infrastructure.	Minor	Possible	Medium	Low	Treat risk by having a suitably qualified contractor, and that all personnel complete a contractor induction.

Infrastructure/ ICT systems/ utilities	Failure of infrastructure and systems.	Minor	Possible	Medium	Medium	Treat risk by having suitable contractor with availability to carry out maintenance in a timely manner.
Legislative compliance	Non-compliance with relevant regulations.	Moderate	Possible	Medium	Low	Treat risk by ensuring the contractor maintains accredited Quality, Work Health and Safety, and Information Security policies.
Reputation	Delaying or not progressing the project would not align with community expectations.	Moderate	Likely	Low	Low	Treat risk by ensuring a comprehensive communication plan is executed after contractual agreement has been signed.
Service delivery	Failure to carry out work in a timely manner.	Moderate	Likely	Moderate	Medium	Treat risk by ensuring that critical milestones are outlined within the contract key performance indicators.

## Financial implications

### Current budget impact

As the value of the contract exceeds \$250,000, the acceptance of the offer/tender and subsequent award of any such contract is to be determined by Council.

Pre-tender lump sum costs were estimated and approved for \$600,000 (June 2023). On receipt of Tender submissions, the lump sum costs have now been projected at \$660,000, which has created the need for budget variances. As such, the following additional funds are requested to be released to ensure project viability:

- Parking Benefit Reserve Fund - \$60,000

The Town's Parking Benefit Reserve has been approved as the funding source of this project. As defined in the Town's Parking Management Plan (endorsed by Council in August 2022), the Parking Benefit Reserve (\$773,583.26 currently available) has been specifically set aside to reinvest surplus paid parking revenue

	back into the community through improvements to parking-related infrastructure and place-based initiatives.
<b>Future budget impact</b>	Nil.

## Relevant documents

[Policy 301 – Purchasing](#)

## Analysis

11. The assessment of the submissions was formally undertaken by a panel that included:
  - Manager Business Services
  - Economic Development
  - Administration Officer
12. The Town received two submissions. Of these submissions, none were found to be non-compliant.
13. The evaluation of the submissions against the quantitative and qualitative criteria resulted in the rankings as shown below, with the first ranking scoring the highest.

Company Name	Orikan Australia Pty Ltd	Reino International Pty Ltd t/a Duncan Solutions Australia
Ranking	1	2

- 15 Committee reports**
- 16 Motion of which previous notice has been given**
- 17 Public participation time**
- 18 Questions from members without notice on general matters**
- 19 Confidential matters**
- 20 Closure**