



TOWN OF  
VICTORIA PARK



# Agenda Briefing Forum

## Agenda – 3 December 2019

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**WE'RE OPEN**  
**VIC PARK**

Please be advised that an **Agenda Briefing Forum** will be held at **6:30 pm** on **Tuesday 3 December 2019** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

**Mr Anthony Vuleta – Chief Executive Officer**  
28 November 2019



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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 any of the following methods.

## 1. Deputation

A deputation is a presentation made by a group of between two and five people affected (adversely or favourably) by a matter on the agenda. 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.

## 2. Presentation

A presentation is a submission made by an individual affected (adversely or favourably) by a matter on the agenda. A [Presentation 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

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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**

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

I am not a Nyungar woman, I am a non-Indigenous woman. I am honoured to be standing on Whadjuk - Nyungar country on the banks of the Swan River.

*Ngany yoowart Noongar yorga, ngany wadjella yorga. Ngany djerapiny Wadjak – Noongar boodja-k yaakiny, nidja bilya bardook.*

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

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

## **3 Announcements from the Presiding Member**

### **3.1 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.

### **3.2 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.

### **3.3 Public participation time**

There are two opportunities to ask questions and make statements at the beginning and at the end of the meeting. Each public participation time will be held for 30 minutes.

## **4 Attendance**

**Mayor**

Ms Karen Vernon

**Banksia Ward**

Cr Claire Anderson  
Cr Ronhhda Potter  
Cr Wilfred Hendriks

**Jarraah Ward**

Deputy Mayor Bronwyn Ife  
Cr Brian Oliver  
Cr Jesvin Karimi

**Chief Executive Officer**

Mr Anthony Vuleta

**Chief Operations Officer**

Mr Ben Killigrew

**Chief Financial Officer**

Mr Michael Cole

**Chief Community Planner**

Ms Natalie Martin Goode

**Manager Development Services**

Mr Robert Cruickshank

**Manager Governance and Strategy**

Ms Danielle Uniza

**Secretary**

Ms Amy Noon

### **4.1 Apologies**

### **4.2 Approved leave of absence**

**Jarraah Ward**

Cr Vicki Potter

## **5 Declarations of interest**

Declarations of interest are to be made in writing prior to the commencement of the meeting.

### **Declaration of financial interests**

A declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration. 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. Employees are required to disclose their financial interests where they are required to present verbal or written reports to the Council. Employees can continue to provide advice to the Council in the decision-making process if they have disclosed their interest.

### **Declaration of proximity interest**

Elected members (in accordance with Regulation 11 of the Local Government [Rules of Conduct] Regulations 2007) and employees (in accordance with the Code of Conduct) are to declare an 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 land that adjoins the persons' land.

Land, the proposed 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.

### **Declaration of interest affecting impartiality**

Elected members (in accordance with Regulation 11 of the Local Government [Rules of Conduct] Regulations 2007) and employees (in accordance with the Code of Conduct) are required to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process. The Elected Member/employee is also encouraged to disclose the nature of the interest.



- 6 Public participation time**
- 7 Presentations**
- 8 Deputations**
- 9 Method of dealing with agenda business**

## 10 Chief Executive Officer reports

### 10.1 Corporate Business Plan review

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Joshua Norris
<b>Responsible officer</b>	Danielle Uniza
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Corporate Business Plan Draft [<b>10.1.1</b> - 103 pages]</li><li>2. Corporate Business Plan Draft Track Changes [<b>10.1.2</b> - 120 pages]</li><li>3. Corporate Business Plan Action List [<b>10.1.3</b> - 22 pages]</li></ol>

#### Recommendation

That Council endorses the amended Corporate Business Plan 2017-2022 resulting from the review conducted in accordance with regulation 19DA of the Local Government (Administration) Regulations 1996.

#### Purpose

To present proposed changes resulting from the review of the Corporate Business plan for consideration by Council.

#### In brief

- In accordance with regulation 19DA of the Local Government (Administration) Regulations 1996, "A local government is to review the current corporate business plan for its district every year" and "A local government may modify a corporate business plan, including extending the period of the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan".
- The Town has conducted a review of the Corporate Business Plan and have made changes to the structure and content of the document.

#### Background

1. The [Department of Local Government Sports and Communities \(DLGSC\) Integrated Planning and Reporting Framework and Guidelines](#) state that every two years, local governments are required to undertake a review of the Strategic Community Plan, alternating between a minor and major review. A minor review, according to the Departmental guidelines, is "primarily a desktop exercise and usually focuses on resetting the Corporate Business Plan".
2. Regulation 19DA of the Local Government (Administration) Regulations 1996 states "A local government is to review the current corporate business plan for its district every year". The Town's Corporate Business Plan 2017-2022 was endorsed in September 2017 and has not undergone a review since.
3. In June 2019, the Town endorsed a minor revision of the Strategic Community Plan 2017-2032. In line with the Departments Guidelines, the Town has reset the Corporate Business Plan to align with the reviewed Strategic Community Plan.
4. The Corporate Business Plan is an internal business planning tool that translates Council priorities into operations within the resources available. The plan highlights the services, operations, projects and initiatives a local government will deliver within a defined period. It also includes the measures associated with delivering services, operations and projects and the costs associated.

5. The Integrated Planning and Reporting Framework (IPRF), the overarching umbrella which encompasses both the Strategic Community Plan and Corporate Business Plan, is a set of strategic and operational documents that the Town is required by legislation to prepare to plan for the future of its community. These documents include:

Document	Purpose
Strategic Community Plan	The Strategic Community Plan is a strategic document that provides direction for the Town (and the community) over a 10 to 15-year period. The Town's Strategic Community Plan was last endorsed in June 2019.
Corporate Business Plan <b>This is the subject of review.</b>	The Corporate Business Plan is an operational document that activates the Strategic Community Plan over a four-year period. The Corporate Business Plan was last endorsed in September 2017.
Long-term Financial Plan	The Long-term Financial Plan is a document that shows how the Town will be able to pay for managing its assets, carrying out capital works, and providing services over a 10-year period. The Long-term Financial Plan was last endorsed in September 2017. In accordance with DLGSC guidelines, the plan should be reviewed annually and through both the minor and major strategic reviews.
Asset Management Plan	Asset planning is intended to integrate the expected cost of looking after assets with long term financial planning. The Town's Asset Management Plan was last endorsed in June 2017. In accordance with DLGSC guidelines, the plan should be reviewed regularly.
Workforce Plan	Workforce planning is intended to ensure that the Town employs the right people to deliver the right asset management, service provision and capital works. The Town's Workforce Plan was last endorsed in June 2017. In accordance with DLGSC guidelines the plan should be reviewed regularly. This document is currently under review.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Ensures legislative compliance, allows the Town to evaluate itself against the priorities set by the community and ensures the plan that translates the priorities of the Strategic Community Plan into operations remains effective and relevant.

## Engagement

### Internal engagement

Stakeholder	Comments
Elected members	Information was presented at Concept Forum regarding the review of the Corporate Business Plan and potential changes to be made. Following this, a draft CBP and list of 'Strategic Initiatives', with the proposed minor amendments, were made available to elected members to seek their proposed changes.
Staff	Internal workshops were held with staff to gather information on current and future projects, works or programs that were to be included within the Corporate Business Plan.
IPRF Steering Group	The IPRF Steering Group (comprised of C-Suite and relevant managers and officers) was regularly consulted on the direction and process for review of the CBP, in addition to acting as a sounding board for proposed changes.

## Legal compliance

[Legal compliance Section 5.56\(1\) of the Local Government Act 1995](#)

[Local Government \(Administration\) Regulations 1996 REG 19DA](#)

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Reputational</b> Negative public perception towards the Town may result if the review does not result in major changes.	Minor	Likely	Moderate	Education on the purpose of a minor review. Focus on engaging community mid-2020 for major changes.
<b>Legislative</b> The Town will not be able to meet the requirement of completing a minor review.	Minor	Moderate	Low	By seeking Council endorsement of the minor changes, this risk will be mitigated.

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	<i>Not applicable, with the consideration that this report only addresses the review of the Corporate Business Plan.</i>

## Analysis

- The main changes made to the Corporate Business Plan (CBP) during this review was: (1) a revision of the delivery legend; (2) the proposed addition of 'strategic initiatives'; (3) the proposed addition of new actions, where appropriate; and (4) the revision of existing actions and minor updates to information within the CBP. The proposed changes are explained in further detail below.

## Delivery legend

7. Through internal consultation and a Concept Forum, feedback was received that the timeline for deliverables (via 'ticks' and the use of the word 'review' – Refer to Diagram 1 below) within the existing Corporate Business Plan was difficult to interpret.

Key Deliverables	2018	2019	2020	2021	2022
• Community Health and Wellbeing Program	Review	✓	Review	✓	Review
• Healthy Communities Grants Program	✓	Review	✓	Review	✓
• Healthy Vic Park Plan	✓	✓	✓	✓	Review
• Internal Staff Wellness Program	Review	✓	Review	✓	Review
• Service Area Operations	✓	Review	✓	✓	✓

Diagram 1: Sample of delivery legend from existing Corporate Business Plan

8. To ensure that the status and delivery timeline for each of the Corporate Business Plan deliverables are easy to interpret, it is proposed that the Corporate Business Plan be amended to include a new legend. Such changes are outlined in Diagram 2 below.










<b>Ongoing:</b> This represents an ongoing action that the Town will deliver.							
 : This image represents an action that has been delivered.							
 : This image represents an action that is outstanding.							
<b>Strategic outcome</b>	S1 – A healthy community.						
<b>Strategic initiative</b>	<b>Action</b>	<b>Timeframe</b>					<b>Responsible area</b>
		17/18	18/19	19/20	20/21	21/22	
Positively impact the social health and well-being of the community	Develop a Local Public Health Plan (Healthy Vic Park Plan)						Healthy Community
	Conduct a review of the Local Public Health Plan (Healthy Vic Park Plan)						Healthy Community
	Deliver the Local Public Health Plan (Healthy Vic Park Plan) Action Plan	<b>Ongoing</b>					Healthy Community
	Review the Community Grants Program						Community Development
Improve the attendance and quality of the Town's leisure centres	Develop a Strategic Marketing Plan for the Town's leisure centres						Leisure Centres
	Participate in Leisure Facility benchmarking with other Local Governments	<b>Ongoing</b>					Leisure Centres
	Conduct a Leisure Facilities needs analysis						Leisure Centres
	Deliver the Leisure Facilities masterplan						Leisure Centres

Diagram 2: Sample of proposed legend from amended Corporate Business Plan

## Strategic Initiatives

8. During the minor review of the Strategic Community Plan, it was identified that most Strategic Community Plans included 'strategic initiatives' to support each 'strategic outcome'. In the report presented at the June Ordinary Council Meeting 2019, it was stated that these 'strategic initiatives' would be placed within the Corporate Business Plan to address this gap.
9. Strategic initiatives are plans of action which Town will use to achieve the Strategic Objectives contained within the Strategic Community Plan. Each 'strategic initiative' is made up of a set of deliverables that contribute towards the 'strategic outcome' (see Diagram 3 below). While the Strategic Community Plan referenced the

inclusion of 'strategic initiatives', these are not included within the current Corporate Business Plan. As such, the addition of 'strategic initiatives' have been included in the proposed amended Corporate Business Plan.

10. The Town's approach to developing these 'strategic initiatives' was discussed with elected members through two Concept Forums, the first in August and second in September. In the first instance, following the August Concept Forum, the draft Corporate Business Plan was placed on the Elected Member Portal for feedback with a proposed list of 'strategic initiatives'.
11. Following this, a second discussion was held with elected members through another Concept Forum in September. At the Concept Forum, elected members indicated that they would like to see proposed 'strategic initiatives' within the Corporate Business Plan. As such, the Town then held internal workshops with C-Suite, managers and relevant officers to dually review existing actions within the Corporate Business Plan and discuss proposed wording for 'strategic initiatives'.
12. Following the internal workshops, another draft of the Corporate Business Plan's proposed actions and 'strategic initiatives' was placed on the Elected Member Portal for elected member feedback. All feedback received has been incorporated into the review and is visible within the tracked changes in the document '*Corporate Business Plan Draft Track Changes*'.





Strategic outcome		S1 – A healthy community.						
Strategic initiative	Action	Timeframe					Responsible area	
		17/18	18/19	19/20	20/21	21/22		
Positively impact the social health and well-being of the community	Develop a Local Public Health Plan (Healthy Vic Park Plan)						Healthy Community	
	Conduct a review of the Local Public Health Plan (Healthy Vic Park Plan)						Healthy Community	
	Deliver the Local Public Health Plan (Healthy Vic Park Plan) Action Plan	<b>Ongoing</b>					Healthy Community	
	Review the Community Grants Program						Community Development	

Diagram 3: Link between Strategic initiative and Strategic outcome.

## Deliverables

13. During the review, it was identified that the way in which 'deliverables' have been included in the Corporate Business Plan made it difficult to interpret from a whole-of-organisation perspective. This is due to the segmenting of deliverables into different service areas – as deliverables of a strategic nature often require work to be done by more than one services area, its current format is not representative of a true corporate level planning document. Further to this, separating deliverables into different service areas meant that these actions often did not relate back to a 'strategic outcome' – as is the intent of a Corporate Business Plan. As part of this review, all existing deliverables have been collated into a single table and have been categorized in accordance with which 'strategic outcome' they most relate to.
14. Another issue identified as part of the review was that the Corporate Business Plan did not contain a true list of actions being done by the Town on a corporate level – for the purpose of meeting the strategic outcomes set by the Strategic Community Plan. In order to ensure that the list was comprehensive, several internal workshops were held for the purpose of: (1) ensuring that each deliverable and their proposed timelines are still relevant and correct; and (2) that any new deliverables being done by the Town is appropriately captured in its corporate planning document. Proposed new deliverables to be added to the CBP are supported through either resolutions made by Council since the last adoption of the CBP in 2017 or any other informing strategies and plans.
15. These new deliverables can be found in the '*Corporate Business Plan Action List*'. Each change can be found under the 'Change' column.

## Other minor changes to the Corporate Business Plan

16. Aside from the key changes above, some minor changes have also been made to the Corporate Business Plan as follows:

Page	Page section	Change made
Page 3	Message from the CEO	Updated message with added section to reflect draft CBP structure
Page 5	A little bit about the Town (continued)	Updated population data
Page 6	A little bit about the Town (continued) – State and Regional context	Updated state plans to align with SCP information.
Page 8	Process and themes – Our Engagement Process	Added section referencing Strategic Community Plan minor review
Page 11	Legend for deliverables (new page)	New page – provides an overview of the legend for CBP deliverables.
Page 13-26	New section (Deliverables)	New section with restructured deliverables from existing CBP. Aligned to Strategic outcomes and have Strategic initiatives. Various changes to deliverables as noted in the attachments to this report.
Page 29-30	Understanding our Service Area Summaries	Removed no longer relevant sections of Service Area overview breakdown: Service Area Performance Measures (Captured in Service Delivery Plans) Key Deliverables (Captured in new section)
Page 32-85	Service Area Summaries	Entire section now sorted alphabetically. See attachment for full detail of changes
Page 87-89	Key Projects	Added: Aqualife & Leisurelife Masterplan Edward Millen Heritage Precinct Masterplan Higgins Park Masterplan John Macmillan Precinct Masterplan  Updated: Underground Power project dates  Removed: Lathlain Redevelopment (Zone 8) – Project complete.
Page 90-91	Key Strategies	Added: Community Benefits Urban Forest  Updated: Employment Growth – Renamed to Workforce Plan
Page 93	Sustainability Ratios	Added note explaining below sustainability ratios are dependent upon other IPRF documents.

## Next steps

17. The Corporate Business Plan will be rebranded by the Communications and Engagement service area, bringing it in line with the Town's recent brand refresh.

18. The next step for the Town's IPRF is the commencement of a major review of the Strategic Community Plan through a robust community engagement process, much like Evolve, commencing mid-2020. This will include a major reset of the Corporate Business Plan.

## **Relevant documents**

[DLGSC IPR Framework and Guidelines](#)



## 10.2 Presentation of minutes for Tamala Park Regional Council

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Amy Noon
<b>Responsible officer</b>	Danielle Uniza
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. 2019 11 07 MINUTES - Special Meeting of Council [10.2.1 - 10 pages]

### Recommendation

That Council:

1. Receives the minutes of the Tamala Park Regional Council Special Council Meeting held on 7 November 2019, as attached.
2. Resolves to add 'Presentation of minutes from external bodies' to the order of business for all future Ordinary Council Meetings.

### Purpose

For Council to receive the minutes of the Tamala Park Regional Council Special Council Meeting held on 7 November 2019 and introduce a new method by which minutes from external bodies can be presented to Council.

### In brief

- Council resolved to require the minutes of external bodies to be presented to Council at the Special Council Meeting held on 29 October 2019.
- The minutes of the Tamala Park Regional Council Special Council Meeting held on 7 November 2019 are attached to this report.
- Council are requested to consider adding an item to the order of business for all future Ordinary Council Meetings, to receive the minutes from external bodies.

### Background

1. At the Special Council Meeting held on 29 October 2019, Council resolved "to have the minutes or records of meetings of all external bodies (except those private organisations who do not agree for confidentiality reasons) presented and received by Council each month at the OCM". This was done "to ensure that all elected members and the community are kept regularly up to date on the activities of these committees".
2. The Town has Council representatives on eight external bodies. These are two regional Councils, Mindarie Regional Council and Tamala Park Regional Council, the Metro Central Joint Development Assessment Panel, Harold Hawthorne Senior Citizens' Centre and Homes Inc. Association, Canning College Board, the Perth Airports Municipalities Group Inc., the South East Metropolitan Zone for the Western Australian Local Government Association and the South East Metropolitan Regional Road Sub-Group.
3. The frequency of these meetings included in the table below.

**External body**

**Meeting frequency**

Mindarie Regional Council	Every second month
Tamala Park Regional Council	Every second month
Metro Central Joint Development Assessment Panel	As required
Canning College Board	Quarterly
Perth Airports Municipalities Group Inc.	Quarterly
South East Metropolitan Zone – Western Australian Local Government Association	Quarterly
South East Metropolitan Regional Road Sub-Group	At least twice per year
Harold Hawthorne Senior Citizens' Centre and Homes Inc. Association	Monthly

4. The Tamala Park Regional Council held a Special Council Meeting on 7 November 2019.

## Strategic alignment

Social	
Strategic outcome	Intended public value outcome or impact
S02 - An informed and knowledgeable community.	The presentation of minutes to Council in the form of the Council agenda will help to inform the community of what the Council's involvement is in external bodies and how this involvement benefits the community.

## Engagement

Not applicable.

## Legal compliance

[Section 22 of the Meeting Procedures Local Law 2019](#)

## Risk management consideration

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

5. The minutes of the Tamala Park Regional Council Special Council Meeting, held on 7 November 2019, are attached to this report for Council to receive.
6. In addition to this, it is being requested that Council add an item to the order of business for all future Ordinary Council Meetings, to receive the minutes from external bodies. It is proposed that this be added after the confirmation of Council minutes and Agenda Briefing Forum notes as this is a similar item of business where minutes are received by the Council. The *Meeting Procedures Local Law 2019* states that "Unless otherwise decided by the council, the order of business at any ordinary meeting of the council is to be as follows..." This means that Council can add an item to the order of business without amending the local law.
7. The receiving of minutes for external bodies does not result in a Council decision and is simply a method of providing easier access to the information contained within them in a public forum. Adding the item to the order of business will create an administrative efficiency, allowing for the minutes of meetings to be included in the Council agenda without having to prepare a Council report each time. This will still allow the Town to meet the intended purpose of the minutes being presented and received.

## Relevant documents

Not applicable.

## 10.3 Development of policies required under the Local Government Legislation Amendment Act 2019

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Amy Noon
<b>Responsible officer</b>	Danielle Uniza
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	Nil

### Recommendation

That Council requests that the Chief Executive Officer develop and present the following policies to the Policy Committee by March 2020:

- a. Elected Member Professional Development Policy
- b. Filling a Temporary Chief Executive Officer Vacancy Policy
- c. Attendance of Council Members and the Chief Executive Officer at Events Policy

### Purpose

For Council to request the Chief Executive Officer to develop the legislatively required policies relating to elected member professional development, filling a temporary Chief Executive Officer vacancy and the attendance of Council members and the Chief Executive Officer at events.

### In brief

- The Local Government Legislation Amendment Act 2019 has been passed by the Western Australian Parliament.
- This Act requires Councils to adopt policies relating to elected member professional development, filling a temporary Chief Executive Officer vacancy and the attendance of Council members and the Chief Executive Officer at events.
- It is recommended that Council request that the Chief Executive Officer develops these policies and present them to the Policy Committee by March 2020.

### Background

1. On 27 June 2019, the *Local Government Legislation Amendment Act 2019* was passed by the Western Australian Parliament, coming into effect on 6 July 2019.
2. Section 61 of the *Local Government Legislation Amendment Act 2019* came into operation on 9 August 2019, requiring local governments to develop a policy relating to elected member professional development.
3. Section 26 of the *Local Government Legislation Amendment Act 2019* came into operation on 18 October 2019, requiring local governments to develop a policy relating to the attendance of Council members and Chief Executive Officers at events.
4. Section 22 of the *Local Government Legislation Amendment Act 2019* has not yet come into operation. However, with the Department of Local Government, Sport and Cultural Industries releasing the consultation on the proposed code of conduct and CEO standards covered by the same section in September 2019, it is expected that this will occur early in 2020.

5. The Town already has [delegation 1.1.29](#) relating to the temporary appointment of a Chief Executive Officer. The delegation was adopted by Council and allows for the Chief Executive Officer to appoint an Acting Chief Executive Officer for a period of no more than three months.
6. At the Policy Committee meeting held on 11 November 2019, Council expressed that any proposal for the development of new policies should first be put to Council to consider, before a draft policy is developed. Following this, Council then has the opportunity to decide whether a policy should be presented to the Policy Committee for consideration and a recommendation to Council, or whether it is appropriate for a policy to be presented straight to Council.
7. The terms of reference for the Policy Committee state that *"The role of the Committee is to provide guidance and assistance to Council in fulfilling its legislative responsibilities in relation to the following key areas:... (2) Making recommendations to Council on proposed policies as a result of the policy development, review or evaluation process."* This suggests that Council may wish for the Policy Committee to consider the proposed policies before they are presented to Council.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	The development of these policies is a legislative responsibility for all local governments.

## Engagement

Not applicable.

## Legal compliance

Role of Council

[Section 2.7 of the Local Government Act 1995](#)

Elected Member Professional Development Policy

[Section 61 of the Local Government Legislation Amendment Act 2019](#)

Filling a Temporary Chief Executive Officer Vacancy Policy

[Section 22 of the Local Government Legislation Amendment Act 2019](#)

Attendance of Council Members and the Chief Executive Officer at Events Policy

[Section 44 of the Local Government Legislation Amendment Act 2019](#)

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Compliance</b> Development of the policies is required by legislation.	Minor	Unlikely	Low	Council request the Chief Executive Officer to develop the policies for adoption.

## 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

8. Considering the policies that are the subject of this recommendation are legislatively required, it is proposed that Council request the Chief Executive Officer to draft the policies and present them to the Policy Committee for consideration and a recommendation to Council by March 2020.

## Relevant documents

[Departmental circular 8 2019 – Council member training and candidate induction](#)

[Departmental circular 11 2019 – New gifts framework](#)

[Local Government Legislation Amendment Bill 2019 Explanatory Memorandum](#)

[Policy 001- Policy management and development](#)

## 10.4 State Government target for employment of people with a disability

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Graham Olson
<b>Responsible officer</b>	Anthony Vuleta
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Attachment 10.4.1 EOE 2019 Report Dashboard [<b>10.4.1</b> - 1 page]</li><li>2. Attachment 10.4.2 Project Proposal 2.3% Disability Employment Target [<b>10.4.2</b> - 4 pages]</li><li>3. Attachment 10.4.3 DAI P-2017-2022 [<b>10.4.3</b> - 30 pages]</li></ol>

### Recommendation

That Council approves the proposed project strategies and initiatives to meet the 2.3% Disability Employment Target.

### Purpose

To approve the proposed workforce plan disability employment strategies and initiatives to achieve the 2.3% disability employment target set by the Council at its August 2019 Ordinary Council Meeting (OCM).

### In brief

- At its August 2019 OCM, Council resolved to adopt the State Government's 2.3% employment target of people with a disability in the public sector.
- The Town currently has a disability employment percentage of 0.9%. This figure is based on 4 employees out of a total workforce of 422, as of the March 2019 Equal Opportunity Employment Survey included as Attachment 10.4.1.
- At the August meeting, the Council also requested the CEO investigate and implement workforce strategies and initiatives to meet the disability employment target by December 2021.
- A project plan (Attachment 10.4.2) has been developed outlining the workforce initiatives that will be implemented to achieve the required employment target.

### Background

1. At its meeting held on August 2019, Council made the following resolution:

*That Council:*

1. *Adopts the State Government target of a 2.3% employment of people with a disability in the public sector.*
2. *Requests that the Chief Executive Officer investigates, and implements, strategies and initiatives, to achieve the 2.3% employment target of people with a disability by December 2021, for the Town of Victoria Park's total workforce (FTE equivalent) as outlined in the Long-Term Financial Plan.*
3. *Requests that the Chief Executive Officer provides a further report back to Council on the investigation into strategies and initiatives to achieve the 2.3% target, conducted in line with point 2, by December 2019.*

- In response to these resolutions, the CEO has reviewed the current Town of Victoria Park Workforce Plan and developed appropriate strategies and initiatives that will deliver the targets set by the Council resolution (Attachment 10.4.2).
- The Workforce initiatives developed for the achievement of the disability employment target have been developed around the strategies identified in Outcome 7 of the Town's Disability Access & Inclusion Plan (DAIP) 2017-2022 (Attachment 10.4.3).

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL05 - Innovative, empowered and responsible organisational culture with the right people in the right jobs.	The Town's reputation instils confidence in people with a disability to seek and secure employment with the Town.

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	The Town's reputation instils confidence in people with a disability to seek and secure employment with businesses within the Town.

## Engagement

Internal engagement	
Stakeholder	Comments
People & Culture	Development of framework and links to workforce plan
Community Development	Workshop outline for Business engagement

## Legal compliance

Not applicable.

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Compliance</b> Perception by staff that the merit process is not being applied to the selection process	Moderate	Likely	Low	Clarification of new recruitment and selection procedures through staff and manager education. Informing staff of the reasons for the selection of the preferred



## Financial implications

### Current budget impact

Sufficient funds exist within the annual budget to address the employment target if all recruitment is against the currently funded approved FTE and employment costs.

The development of new positions specific to this project and in addition to the current FTE will have an impact on the existing budget.

### Future budget impact

If approved, this proposal will have budgetary implications for the 2020/21 budget (and the following 3 yearly budgets) regarding the proposed traineeship and work experience programs.

Based on the current apprenticeship rates included in the current Town's enterprise agreement, an apprenticeship position would equate to approximately \$50,000 per annum (plus approximately 25% for additional staffing costs).

## Analysis

4. The Western Australian State Government has adopted a 2.3% target for the employment of people with a disability across the Public Sector.
5. The diversity profile for Local Governments is currently:

### People with Disability

	2015 %	2016 %	2017 %	2018 %	2019 %
Total	1.5	1.6	1.2	1.2	1.4
Indoor	1.3	1.3	0.9	1.0	1.1
Outdoor	2.4	2.5	2.2	1.7	2.2

- The Town of Victoria Park currently has a disability employment percentage of 0.9%. This figure is based on 4 employees out of a total workforce of 422, as of the March 2019 Equal Opportunity Employment Survey included as Attachment 10.4.1.
6. An increase from 0.9% to 2.3% disability employment for the Town based on the total workforce will involve the recruitment of an additional 5 employees with a disability based on the current workforce of 396.
  7. Should the Town's approved FTE (Full Time Equivalent) be used as a basis for the target of 2.3% disability employment, the current employee number of 4 staff would equate to a disability employment percentage of 1.9%.

8. An increase from 1.9% to 2.3% disability employment for the Town will involve the recruitment of an additional 1 employee with a disability (*based on the current FTE of 213*).
9. For the Town to achieve the target of 2.3% employment, several changes to the approved Workforce Plan 2017-2022 are being proposed in the project initiatives.
10. These changes to the Workforce Plan 2017-2022 include the development of an integrated diversity employment strategy inclusive of the disability employment initiatives outlined in the "*2.3% Disability Employment*" project outline (Attachment 10.4.2).
11. The project initiatives developed in the "*2.3% Disability Employment*" project are also linked to the Town's Disability Access and Inclusion Plan 2017-2020 Outcome 7 Employment Strategies 27 to 31. (Attachments 10.4.2 & 10.4.3)
12. To support these initiatives several management practices and procedures will be reviewed and updated to ensure they align to the objectives of the "*2.3% Disability Employment*" project framework.
13. Following the development of the management practices, all managers and leaders will be provided with training and development in the new practices and supporting procedures.
14. The project plan also proposes that the Town partner with disability service providers to assist the Town with the recruitment initiatives that will be developed in the supporting management practices.
15. Included in the strategies are initiatives focused on building relationships with local businesses and continuing the awareness of employing people with disabilities workshops currently being presented by the Town.
16. Progress and effectiveness of the implementation of this project will be included in the Towns Biennial Staff survey scheduled for March 2021.

## **Relevant documents**

- *Disability Access & Inclusion Plan 2017-2022*
- *See my Abilities: An employment strategy for people with disability (Public Service Commission)*
- *Time For action: Diversity and inclusion in public employment*
- *Equal Employment opportunity survey 2019 dashboard*
- *Town of Victoria Park Workforce Plan 2017-2022*

## 10.5 Memorandum of Understanding update

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Bella I
<b>Responsible officer</b>	Anthony Vuleta
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	Nil

### Recommendation

That Council notes the annual Memorandum of Understanding (MoU) update report relating to the:

- a. Shire of Morawa
- b. City of South Perth
- c. Inner-City Councils Group

### Purpose

To provide Council an update relating to the Town's Memorandum of Understandings (MoU) and working relationships with the City of South Perth, the Shire of Morawa and the Inner-City Councils Group.

### In brief

- The Town has entered into a number of MoUs with metropolitan and regional Councils since 2016, with collaborative focus on key themes of information and resource sharing, improving effectiveness and efficiency of common service delivery and combined advocacy for key projects and issues.
- As Council resolved for the Town to produce a report relating to the Shire of Morawa MoU, the Chief Executive Officer determined an update report on all Council endorsed MoU outcomes, was to be tabled.

### Background

1. At the [February 2019](#) Ordinary Council meeting, Council resolved to support 'in principle' the MoU between the City of Perth, City of South Perth, City of Subiaco, City of Vincent and the Town of Victoria Park for the purpose of joint collaboration opportunities on strategic issues impacting local government. It further requested an annual report be presented to Council regarding the effectiveness, adherence (or any modifications to) and outcomes, relating to the terms of the MoU.
2. At the [June 2018](#) Ordinary Council meeting, Council resolved to endorse the Memorandum of Understanding (MoU) between the Town of Victoria Park and the Shire of Morawa and requested the administration to produce an annual report on the effectiveness, adherence and outcomes of the working relationship.
3. At the [April 2016](#) Ordinary Council meeting, Council resolved to endorse the MoU between the Town of Victoria Park and the City of South Perth.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL01 – Everyone receives appropriate information in the most efficient and effective way for them	Timely reporting on outcomes and actions of collaborative working groups the Town has entered into agreements with.

## Engagement

Not applicable.

## Legal compliance

Not applicable.

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Reputational</b> Negative public perception should the MOUs entered into by the Town don't yield any results	Minor	Unlikely	Low	Continued relationship fostering and engagement with all stakeholders

## 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 establishment of the various MoU's has encouraged stronger collaborative ties between Councils and created opportunities for the Town to pursue and formulate joint initiatives, which are of strategic benefit to the Town and our community. Specific outcomes of the working relationships are noted below:

### Shire of Morawa

- To date the Town has hosted the Economic Development Officer and the Work Supervisor from the Shire of Morawa for 1 week period and are arranging for a reciprocal visit for an officer of the Town at the Shire.

3. The Community Development team have also provided a list of Community Development portfolios and templates, as a collaborative exercise with the Shire.
4. The Town is currently in discussion with the Shire regarding a governance service provision agreement which is anticipated to be piloted in 2020.
5. The Shire has also requested Place Planning advice around their Town Centre and it is anticipated that there may be a visit to Morawa in the new year.
6. The CEO's of each organisation have also discussed the possibility of a sustainable energy opportunity which maybe financially beneficial to both.

### **City of South Perth**

7. Rangers
  - a. The City of South Perth and the Town of Victoria Park collaborated to construct a new Animal Care Facility (ACF) in South Perth, officially opened on 17 December 2014
  - b. The City of South Perth and the Town of Victoria Park have finalised a "Management Service Agreement for Animal Care Facility", which recognizes and details the cost sharing arrangements for the operation of the Facility. The current agreement states that for the five (5) years, from 1st August 2018 to 31st July 2023, the City of South Perth and the Town of Victoria Park will each fund 15 hours per week for one Animal Care Officer position and contribute equally to the ancillary costs for this position
  - c. During FY 2018-19 the ACF housed 109 animals impounded by the Town of Victoria Park. On average the impounded animals spent eight (8) days at the facility before being returned to their owner, rehomed or euthanized
  - d. The ACF also stores deceased animals until their owners can be found. During FY 2018-19, the Town of Victoria Park stored five (5) deceased animals at the Facility.
8. Operations
  - a. The Manager Infrastructure Operations and the UFS Coordinator have met with staff from the City of South Perth. They have agreed in principal to draft an MOU for the City of South Perth to grow tree stock for the Town of Victoria Park. The City already grow the providence tube stock for bush regeneration, and the Town has an officer who works in their nursery once a fortnight. It is proposed the MOU once drafted would be for a 5 year period.
  - b. The Manager Technical Services is currently working with the City to review a draft MoU for cost sharing arrangements for boundary roads. This MoU is intended to formalise an existing practice where the Town shares, with its neighbouring Councils, resources including funding for activities such as road upgrades, road renewal works and road maintenance works.

### **Inner City Councils**

9. CEOs Working Group
  - a. The Chief Executive Officer and the Mayor, have attended various meetings throughout 2019 with short term focus of the group centering on:
    - b. Developing an implementation plan for MOU
    - c. Identifying mutual strategic priorities
    - d. Ensuring adequate resources are provided to support MOU activities
    - e. Promoting ICG cooperation through-out LGAs
    - f. Liaising with key joint stakeholders.
10. Infrastructure and Transport Working Group
  - a. The Chief Executive Officer, the Chair of the group and Place Leader Transport have hosted various meetings at the Town. The group has committed to pursuing the following actions:

- i. Develop a sub-group to research and report on;
  - A coordinated approach to dealing with telecommunications companies and how to implement a consistent approach the management of agreements
  - Opportunities and best-practice for smart cities technology across the local government areas. Conduct research on trends and how to optimise our assets to enable near future technologies to be adopted.
- ii. Develop an advocacy platform and plan for Elected Member's and CEO's to advocate to state government for a speed limit reduction to 40km/h in built up areas
- iii. Develop a package of projects to collectively advocate for federal infrastructure funding.
  - Develop a map of projects and detail brief points on cost/benefit with supporting documentation
  - Advocate to the Federal Members for Swan (Steve Irons), Perth (Patrick Gorman) and Curtin (Celia Hammond).
- iv. Create a sub group to report to the Inner City Working Group on how to create a consistent approach to dealing with strategic waste issues across the local government areas
- v. Consider methods of reinstatement for utilities providers. Look to develop a standard approach for dealing with utilities providers.

#### 11. Planning, Economic Development & Culture Working Group

a. The Chief Community Planner, Manager Development Services and/or Urban Planning Co-ordinator have attended monthly meetings of the Planning Working Group with some key outcomes:

- i. Preparation of assessment template for apartment applications under Design WA
- ii. Assisting Department of Planning, Lands and Heritage with planning reform initiative to cut red tape for change of use applications.
- iii. Discussion of specific operational matters
- iv. Improved relationships and information sharing
- v. At the most recent September meeting, the key priorities of Mayors and CEO were passed on:
  - Implementation of R-Codes Part 2 - Apartments
  - Joint destination marketing through Inner Perth Assembly
  - Strengthen character retention
  - Best practice approaches to Place Management
  - Consistent approach to Cultural Plans and Public Art Masterplans
- vi. As an outcome of the above meeting the Chief Community Planner has arranged for the formation of a Place Making Best Practice working group.

#### 12. Inner Perth Assembly

a. The Manager Place Planning, Manager Stakeholder Relations and Place Leader (Economic Development) attended various meetings relating to:

- i. Presentation to CEO and Mayors on the formation of the group and Visit Perth platform transformation
- ii. all Inner City Council representative officers – discuss test marketing campaign performance and debrief following presentation to CEO and Mayors on Visit Perth proposal and ongoing advocacy to Tourism WA
- iii. City of Perth and Destination Perth (Tourism WA)
- iv. All Inner City Councils representative officers – discuss next steps, emerging opportunities, future funding arrangements and role clarity with Destination Perth.

13. Corporate Services and Business Services Working Group
  - a. Since July 2019, the Corporate Services and Business Services sub-group has met 3 times to explore opportunities to collaborate on common issues.
  - b. The following projects/opportunities for shared resources have been listed:
    - i. Governance sub-committee
    - ii. Disaster Recovery Site – a tour is being arranged to view the City of Perth DR facility at the Wellington Street Train Station.
    - iii. Internal Audit sub-committee
    - iv. Customer Service sub-committee
    - v. Rating sub-committee
    - vi. Parking sub-committee
  - c. The Internal Audit sub-committee is Chaired by the Town's Chief Financial Officer. There is an opportunity to jointly call for tenders for Internal Audit services as all Council's are coming to the end of current Internal Audit contracts. A concept to trial 3 or more Internal Audits common to all Councils is being considered with each Council being asked to identify their top 3 internal audit requirements in the first instance.
  - d. The Corporate Services and Business Services sub-group is not due to meet again until February 2020.
  
14. Community & Social Services Working Group
  - a. The Manager Community and Acting Manager Community have attended a number of meetings since June 2019 with the current priorities focused on:
    - i. Homelessness
    - ii. Public Open Space Strategy
    - iii. Sport and Recreation needs assessment – needs now and into the future
    - iv. Family and Domestic Violence – Highest incidence
    - v. Social Health and Wellbeing
    - vi. Placed based approach and Town Team Movement
  - b. As an outcome of the above collaborative group, the Town has also joined the City Homelessness Framework Committee.

## Relevant documents

Not applicable.

## 11 Chief Community Planner reports

### 11.1 Public Open Space Strategy

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Jess Gannaway
<b>Responsible officer</b>	David Doy
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. 191126 Public Open Space Strategy Final [<b>11.1.1</b> - 49 pages]</li><li>2. To VP POS Strategy Appendix A [<b>11.1.2</b> - 22 pages]</li><li>3. To VP POS Strategy Appendix B [<b>11.1.3</b> - 35 pages]</li><li>4. To VP POS Strategy Appendix C [<b>11.1.4</b> - 74 pages]</li><li>5. To VP POS Strategy Appendix D [<b>11.1.5</b> - 12 pages]</li><li>6. To VP POS Strategy Appendix E [<b>11.1.6</b> - 7 pages]</li><li>7. 191104 Public submissions summary table [<b>11.1.7</b> - 20 pages]</li></ol>

#### Recommendation

That Council adopts the Draft Public Open Space Strategy and Appendices contained in Attachment 1 to 6.

#### Purpose

To present the Draft Public Open Space Strategy and Appendices contained in Attachment 1 to 6 for the purpose of adoption following public advertising.

#### In brief

- The draft Public Open Space Strategy and supporting Appendices (POSS) was endorsed for public advertising at the 17 September 2019 OCM.
- Public advertising opened on 23 October 2019 and closed 20 November 2019.
- During the comment period 16 submissions were received; 2 supported the POSS, 5 supported the POSS but had some concerns, 2 did not support the POSS and 7 did not state a position.
- Following consultation, several changes have been made to the POSS. These changes are detailed in Attachment 7.
- It is recommended that Council adopt the POSS as contained in Attachment 1.

#### Background

1. A quality public open space (POS) network contributes to the health and wellbeing of communities by:
  - (a) providing locations to undertake sport and recreation pursuits, host community events and enjoy the natural environment;
  - (b) connecting people by bicycle or foot to key destinations;
  - (c) providing opportunities to preserve landscape and environmental features and cultural assets; and
  - (d) contributing to environmental and ecological outcomes.



2. Diverse, competing demands on POS is a challenge for Local Governments, especially in inner city locations. As a response to this challenge the Town has prepared a POSS to provide strategic guidance for future decision making.
3. The Town has a responsibility, emphasised in the State Government planning framework, to have a sound basis for guiding POS decision-making through the implementation of a POSS.
4. The Town does not currently have an overarching strategy to provide direction for the future of its POS. The preparation of the POSS has created an opportunity for the Town and its community to address this strategic gap and set a vision for the future.
5. At its June 2018 Ordinary Council Meeting (OCM) the Council endorsed a project plan for the preparation of a POSS to properly plan for and guide the ongoing management of all POS within the Town
6. The POSS was endorsed at the 17 September 2019 Ordinary Council Meeting for the purpose of public advertising.

## Strategic alignment

<b>Civic Leadership</b>	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	The POSS has been prepared based upon the feedback and guidance received during a robust community engagement program. This ensures that the community has had multiple ways in which to participate in the project and have genuinely influenced the outcomes.
CL03 - Well thought out and managed projects that are delivered successfully.	The project has been delivered in accordance with the project plan.

<b>Economic</b>	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	Maintenance and best practice provision of POS is key to ensuring that the Towns POS is clean, safe and accessible.  A key focus of the POSS it to ensure that POS is accessible to the entire community.

<b>Environment</b>	
Strategic outcome	Intended public value outcome or impact
EN05 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed.	The POSS provides guidance and strategies for achieving well managed and maintained facilities associated with POS for future generations.
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	The POSS provides guidance and strategies for achieving well managed and maintained facilities associated with POS for future generations.
EN07 - Increased vegetation and tree canopy.	The POSS provides significant opportunities to revegetate and increase the tree canopy

Social	
Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	POS provides opportunities for people to engage in the environment and promotes physical health and social wellbeing. The POSS provides strategic guidance to decision making with the intent for this to continue into the future.

## Engagement

### Internal engagement – pre public comment period

Healthy Community	<ul style="list-style-type: none"> <li>Part of project team preparing project plan</li> <li>Reviewed the Draft POSS</li> </ul>
Street Improvement	<ul style="list-style-type: none"> <li>Provided key subject matter expertise as needed</li> <li>Reviewed the Draft POSS</li> </ul>
Assets	(including Property Management, Strategic Assets) <ul style="list-style-type: none"> <li>Provided key subject matter expertise as needed</li> </ul>
Community Development	(including Events; Club, Events and Bookings; Safer Neighborhoods; Seniors; Access and Inclusion; Diversity; Families; Youth and Homelessness) <ul style="list-style-type: none"> <li>Part of project team preparing project plan</li> <li>Provided key subject matter expertise as needed</li> <li>Reviewed the Draft POSS</li> </ul>
Parks and Reserves	(including Parks Projects; Technical Parks Officer; Infrastructure and Operations) <ul style="list-style-type: none"> <li>Part of project team preparing project plan</li> <li>Provided key subject matter expertise as needed</li> </ul>
Place Planning	(including Urban Design, Economic Development, Strategic Town Planning, and Transport) <ul style="list-style-type: none"> <li>Strategic Town Planning – Project lead</li> <li>Part of project team preparing project plan</li> <li>Provided key subject matter expertise as needed</li> <li>Reviewed the Draft POSS</li> </ul>
Project Management	<ul style="list-style-type: none"> <li>Part of project team preparing project plan</li> <li>Provided key subject matter expertise as needed</li> <li>Reviewed the Draft POS</li> </ul>

### External engagement – pre public comment period

Stakeholders	<ul style="list-style-type: none"> <li>Community members (residents and businesses)</li> <li>POS user groups (i.e. sporting clubs, schools)</li> <li>Interest groups (i.e. Friends of Kensington Bushland, Harold Rossiter Action Group)</li> </ul>
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	<ul style="list-style-type: none"> <li>• Major landholders (I.e. Burswood Park Board, Optus Stadium)</li> <li>• State Government departments ad industry bodies</li> </ul>
Period of engagement	<ul style="list-style-type: none"> <li>• Your Thoughts launch - July to December 2018</li> <li>• One on one interviews - Various/early 2019</li> <li>• Garden Festival pop up – Thursday 11th April – Sunday 14th April 2019</li> <li>• Your Thoughts online survey – Monday 8th April - Monday 6th May 2019</li> <li>• Workshop – Wednesday 12th June and Wednesday 10th July 2019</li> </ul>
Level of engagement	3. Involve
Methods of engagement	<p>Your Thoughts launch and ‘ask the people’ –</p> <ul style="list-style-type: none"> <li>• Establish Your Thoughts page with FAQ’s, timeline, register for interested community members, who’s listening</li> <li>• Small survey asking people how they wish to be consulted in order to draft the engagement and communications plan</li> </ul> <p>One on one interviews –</p> <ul style="list-style-type: none"> <li>• Detailed interviews and discussions with key stakeholders</li> </ul> <p>Garden Festival pop up –</p> <ul style="list-style-type: none"> <li>• Hand out seed stick pack to identify Town residents</li> <li>• 3-minute engagement activity focusing on a rated response to key questions</li> <li>• Open feedback ‘What would encourage you to use your local park more?’</li> </ul> <p>Your Thoughts online survey –</p> <ul style="list-style-type: none"> <li>• Detailed survey providing feedback on a broad range of issues relating to public open space</li> </ul> <p>Workshop Series (Community Reference Group) –</p> <ul style="list-style-type: none"> <li>• Workshop One – Opportunities and directions</li> <li>• Workshop two – Agreed direction</li> </ul>
Advertising	<p>Your Thoughts Launch –</p> <ul style="list-style-type: none"> <li>• Social media posts (Facebook, Twitter, LinkedIn)</li> <li>• Email banner for outgoing Town emails</li> <li>• Postcards for local businesses · Posters in administration and library building</li> <li>• Newspaper advert</li> </ul> <p>One on one interviews –</p> <ul style="list-style-type: none"> <li>• Direct letter to participant</li> </ul> <p>Garden Festival pop up –</p> <ul style="list-style-type: none"> <li>• Social media posts (Facebook, Twitter, LinkedIn)</li> <li>• Booth name and number contained within the event map and brochure</li> </ul> <p>Your Thoughts online survey –</p> <ul style="list-style-type: none"> <li>• POSS advertising video created</li> <li>• Yourthoughts e news</li> <li>• Digital ads utilising video (facebook, google, twitter)</li> <li>• Multiple social media posts utilising video (Facebook, Twitter, LinkedIn)</li> <li>• E Newsletter Healthy Community</li> <li>• E Newsletter Library</li> <li>• E Newsletter Park Pulse</li> <li>• E Vibe and Business e Newsletter</li> </ul>

	<ul style="list-style-type: none"> <li>• Posters in 25 parks</li> <li>• Posters in Library and Admin building</li> <li>• Southern Gazette Ad</li> </ul> <p>Workshop –</p> <ul style="list-style-type: none"> <li>• Direct invitation to persons who expressed interest in a workshop during the Yourthoughts Launch.</li> </ul>
Submission summary	<p>Your Thoughts Launch –</p> <ul style="list-style-type: none"> <li>• 135 responses</li> </ul> <p>One on one interviews –</p> <ul style="list-style-type: none"> <li>• 40 invitations were sent.</li> <li>• 6 invitations were accepted including a state government department, industry group, local major land holders, and local schools.</li> </ul> <p>Garden Festival pop up –</p> <ul style="list-style-type: none"> <li>• Conducted 3-minute engagement targeting residents</li> <li>• 115 responses to the scaled/rated questionnaire</li> <li>• Open ended question generated reasonable response, but the number of participants was not counted.</li> </ul> <p>Your Thoughts online survey –</p> <ul style="list-style-type: none"> <li>• 47 participants</li> </ul> <p>Workshop –</p> <ul style="list-style-type: none"> <li>• 24 participants</li> </ul>
Key findings	<p>Your Thoughts Launch –</p> <ul style="list-style-type: none"> <li>• The majority of respondents preferred to be consulted through smaller workshops.</li> </ul> <p>One on one interviews –</p> <ul style="list-style-type: none"> <li>• The future direction of each respondent was determined and checked against the intentions of the POS to ensure they aligned or were enabling for appropriate visions.</li> </ul> <p>Garden Festival pop up &amp; Your Thoughts online survey –</p> <ul style="list-style-type: none"> <li>• Most residents felt that had good access to POS and they were satisfied with the POS in the Town.</li> <li>• Residents who responded to the survey valued POS for leisure and recreation the most. Environmental value was also highly valued by the community reference group.</li> <li>• People wanted to see POS that has more trees, is better for walking dogs and has improved safety.</li> </ul> <p>Workshop –</p> <ul style="list-style-type: none"> <li>• Participants set the vision and objectives of the POSS.</li> <li>• Participants fact checked the data.</li> <li>• Participants refined and gave feedback about the 'Big Moves' proposed by the strategy.</li> </ul>

### External engagement – public comment period

Stakeholders	<ul style="list-style-type: none"> <li>• Community members (residents and businesses)</li> <li>• POS user groups (I.e. sporting clubs, schools)</li> </ul>
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	<ul style="list-style-type: none"> <li>• Interest groups (I.e. Friends of Kensington Bushland, Harold Rossiter Action Group)</li> <li>• Major landholders (I.e. Burswood Park Board, Optus Stadium)</li> <li>• State Government departments and industry bodies</li> </ul>
Period of engagement	Wednesday 23 <sup>rd</sup> October 2019 – Wednesday 20 <sup>th</sup> November 2019
Level of engagement	2. Consult
Methods of engagement	<p>Your Thoughts page and online submission form –</p> <ul style="list-style-type: none"> <li>• Utilise the existing Your Thoughts page with FAQ's, timeline, document library</li> <li>• Online submission form for those wishing to make a comment</li> </ul> <p>One on one meetings –</p> <ul style="list-style-type: none"> <li>• Detailed discussions with key stakeholders if requested</li> </ul>
Advertising	<p>Public advertising –</p> <ul style="list-style-type: none"> <li>• Direct email to registered persons (including workshop participants)</li> <li>• Direct email to government agencies and key stakeholders</li> <li>• POSS advertising video updated and reused</li> <li>• Yourthoughts e news</li> <li>• Digital ads utilising video (facebook, google, twitter)</li> <li>• Social media posts (Facebook, Twitter, LinkedIn)</li> <li>• E Vibe and Business e Newsletter</li> </ul> <p>Hard copy document available at –</p> <ul style="list-style-type: none"> <li>• Administration</li> <li>• Aqualife Centre</li> <li>• Leisurelife Centre</li> <li>• Library</li> </ul>
Submission summary	<p>During the comment period, 16 submissions were received:</p> <ul style="list-style-type: none"> <li>• 2 submissions supported the strategy</li> <li>• 5 submissions supported the strategy but had some concerns</li> <li>• 2 did not support the strategy</li> <li>• 7 did not state a position</li> </ul>
Key findings	Please refer to the <i>Attachment 2: Detailed public submissions</i>

### External stakeholder engagement – public comment period

City of South Perth	Nil response
City of Canning	(Strategic Planning, and Parks and Place) Response detailed in Attachment 2
City of Perth	Nil response
City of Belmont	Nil response
Curtin University	(Properties, Facilities and Development division, and School of Design and the Built

	Environment) Nil response
Department of Biodiversity, Conservation and Attractions	(Conservation and Parks Commission division, and Rivers and Estuaries division) Nil Response It is noted that the Department requested in extension in time to prepare a response. The Town was unable to grant the extension.
Department of Local Government, Sport and Cultural Industries	Nil response
Department of Planning, Lands and Heritage	Response detailed in Attachment 2

## Legal compliance

Nil.

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Reputational</b> Recommendations in the POSS will be the subject of separate project and budget planning.	Minor	Possible	Moderate	<ul style="list-style-type: none"> <li>Robust community consultation about the project.</li> <li>Community engagement workshops.</li> <li>Community Survey</li> <li>Post determination communication</li> </ul>
<b>Reputational</b> The document promotes strategies that are not relevant or that contradicts other strategies prepared by the Town.	Minor	Unlikely	Low	<ul style="list-style-type: none"> <li>Thorough literature review prior to writing the Strategy.</li> <li>Thorough review of the draft strategy, including all staff review.</li> <li>Ensuring an appropriate representation of staff are aware and participate in the project.</li> </ul>

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	Recommendations in the POSS will be the subject of separate project and budget planning.

## Analysis

7. The POSS provides direction to the Town on the equitable provision, access, type and quality of POS to ensure the many benefits are available to the entire community, now and into the future.
8. POS planning is complex and takes into consideration several factors. To develop the POSS concisely, three project phases were developed. Each phase represents a different process used to decipher the large volume of information needed to complete a thorough and comprehensive assessment. The POSS document itself is an interwoven representation of the conclusions drawn from each phase. The three different phases used to prepare the POSS include:
  - (a) **Phase One: Considerations** – a qualitative and quantitative data review which includes community consultation and key stakeholder input.
  - (b) **Phase Two: Approaches** – presents a set of guiding principles for the ongoing development of POS in the Town. These principles are based on the outcomes of Phase One and best practice approaches.
  - (c) **Phase Three: Implementation** – translates the approaches of phase into tangible and implementable recommendations at a neighbourhood level and for each POS.
9. The resulting POSS consists of the following documents which are contained in Attachment 1;
  - (a) The POSS (including an explanation of the POSS and Implementation Actions); and
  - (b) Appendices (including):
    - (i) Appendix A: Background Information and Project Approach
    - (ii) Appendix B: Detailed Explanation of Strategies
    - (iii) Appendix C: POS recommendations
    - (iv) Appendix D: Survey Information and Responses
    - (v) Appendix E: Workshop Details
10. The core principles that have underpinned the preparation of the POSS include equity, diversity in functions, public health and wellbeing, sustainability, quality and environment, financial responsibility, flexibility and efficient use of resources.
11. Utilising the core principles as a foundation, a vision and associated objectives of the POSS were developed in collaboration with a Community Reference Group (CRG). The vision for POS in the Town is:

*“Our Town is shaped by connection to river, the natural assets of bushland, wildlife and green spaces, a strong sense of heritage and a social, active, diverse and engaged community.”*
12. The objectives that explain how the vision will be achieved are:
  - (a) Equitable access to POS;
  - (b) A connected POS network;
  - (c) A green Town on the banks of the Swan;
  - (d) Reflecting our heritage;
  - (e) A diverse and empowered community; and
  - (f) A vibrant Town.

The objectives are further detailed on page 11 of the POSS which is contained in Attachment 1.

13. In order to achieve the vision and objectives set by the community the POSS applies three key approaches. The POSS applies these approaches to the Town as a whole; to each place area; and ultimately for each individual POS within the Town. A detailed explanation of key approaches is contained in Appendix B of the POSS in Attachment 1 and is summarised in the table below.

**Table: Approaches to POS**

**Supply:**

**Access:**

**Quality**

Approaches to address gaps in the provision of POS	Approaches to ensuring POS is highly accessible by the community building	Approaches to the Town's POS to ensure high quality and well managed POS	
Gaps in the provisions of POS within a 400 metre walk	Safe pedestrian street crossings across major transport barrier	Public open space for sporting use	
Forecast future gaps in POS for the Town's growing population	Improving under and overpasses	Public open space for environment use	
	Town squares at Train Stations	Tree coverage	
	Park Streets		Reduction of turf
			Heritage
			Play
			Active transport
			Wayfinding
			Dog walking
			Community ownership
			Events
			Safety
		Supporting local economy	
		Management	

14. The above approaches to POS then manifest in a range of explicit actions for:
- (a) Each of the Town's Places outlined in the POSS in Attachment 1; and
  - (b) Each individual POS in Appendix C of the POSS in Attachment 4.
15. The public comment period was open from 23 October 2019 to 20 November 2019. The submissions received during the comment period are detailed in Attachment 7. Key issues raised as part of the submissions are summarised below.

Submission theme/matter	# of submission raising this theme	Resulting amendments to the POSS
Millers Crossing	3	Submissions were concerned about the potential purchase (perceived sale) of the Millers Crossing POS.



		The POSS does not state a position on any future transaction but does outline the immediate POS provision of the area to help inform a future decision regarding Millers Crossing. As such nil change was made to the strategy documents.
Jirdarup Bushland Precinct (including Kent Street Sandpit)	3 Submissions (multiple matters)	Submissions were made regarding the many complex needs of the Jirdarup Bushland Precinct, including the future of the Kent Street Sandpit. A variety of changes have been made to the POSS as a result of the content in the submissions. In general, all submissions have a vision of revegetating the Kent Street Sandpit and the potential for Jirdarup Bushland Precinct to become a premier bushland precinct in Perth.
Greening	4	All submissions supported the approach of the POSS to focus on the greening of the Town. Nil change was made to the strategy documents.
Development Requirements for POS	2	Support for the requirement for development of a certain level of density to contribute towards public open space.

16. Based on the submissions received, further internal review and the subsequent refinements to the POSS being made it is recommended that the draft POSS and Appendices be adopted by Council.

## Relevant documents

- Attachment 1: Town of Victoria Park Public Open Space Strategy
- Attachment 2: Appendix A: Background Information and Project Approach
- Attachment 3: Appendix B: Detailed Explanation of Strategies
- Attachment 4: Appendix C: POS Recommendations
- Attachment 5: Appendix D: Survey Information and Responses
- Attachment 6: Appendix E: Workshop Details
- Attachment 7: Detailed public submissions

## 11.2 Review of Local Planning Policy 28 'Independent Representation for Appeals Against Council Decisions on Applications for Planning Approval'

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Leigh Parker
<b>Responsible officer</b>	Robert Cruickshank
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Draft Revised LPP 28 'State Administrative Tribunal Applications for Review' [11.2.1 - 4 pages]</li> <li>2. Existing LPP 28 'Independent Representation for Appeals Against Council Decision on Applications for Planning Approval' [11.2.2 - 1 page]</li> </ol>

### Recommendation

That Council:

1. Approves advertising of the draft revised Local Planning Policy 28 'State Administrative Tribunal Applications for Review' (as contained in Attachment 1) for public comment for a minimum period of 21 days in accordance with deemed Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
2. Requests that the Chief Executive Officer provides a further report to Council summarising and responding to any submissions received during the public advertising period along with a recommendation on whether or not to adopt draft revised Local Planning Policy 28 'State Administrative Tribunal Applications for Review' with or without modifications.

### Purpose

To consider proposed amendments to the existing Local Planning Policy 28 'Independent Representation for Appeals Against Council Decisions on Applications for Planning Approval' (LPP 28).

To resolve whether to grant consent to advertise draft revised LPP 28 for public comment.

### In brief

- Council's Urban Planning service area have completed a review of LPP 28, as part of its comprehensive project to review all 37 Local Planning Policies (LPPs).
- The review has considered the adopted policies of a number of other metropolitan local governments.
- The draft revised policy has been internally reviewed with Urban Planning Officers and is considered to provide a comprehensive and straightforward policy position on how the Town's administration will deal with applications for review made to the State Administrative Tribunal (SAT).

### Background

1. LPP 28 was originally adopted as Council Policy PLNG10 'Independent Representation for Appeals Against Council Decisions on Applications for Planning Approval' on 18 March 2003.
2. At the Ordinary Council Meeting on 9 February 2016, Council resolved to adopt the planning policies contained within the former Town Planning Scheme No. 1 (TPS No. 1) Policy Manual, those adopted as Local Planning

Policies prepared under the R-Codes, and those adopted as Administrative Policies (otherwise known as PLNG Policies) as Local Planning Policies. Former PLNG10 was thereafter adopted as LPP 28.

3. Council's Urban Planning service area are currently undertaking a comprehensive review of all 37 Local Planning Policies (LPPs). The LPPs are being progressively amended, adopted and/or revoked following their review and public advertising of any recommended changes.
4. A formal resolution of Council is required to grant consent for the public advertising of a new or revised LPP.
3. A review of LPP 28 has been undertaken by Council Officers, which has included consideration of:
  - (a) the effectiveness of the current policy including any issues of interpretation, application and gaps or deficiencies;
  - (b) like policies of other local governments;
  - (c) alignment with relevant State legislation, policy and/or guidelines (where applicable);
  - (d) greater clarity in the objectives of the policy; and
  - (e) improving the presentation of the policy.
4. The review of LPP 28 has identified the following shortcomings and/or opportunities for further improvement:

Existing LPP 28:	Opportunity/improvement:
<ul style="list-style-type: none"> <li>• Scope is limited to two matters – independent representation in matters where a Council decision has varied significantly from an officer recommendation; and the limitation of estimated expenditure to \$15,000 without prior Council approval.</li> </ul>	<ul style="list-style-type: none"> <li>• Expand and broaden scope of the policy to outline the Town's approach to SAT applications for review in general, including when the Town will seek independent representation, of both direction notices (issued under S. 214 of the <i>Planning and Development Act 2005</i>) and decisions on applications for development approval.</li> </ul>
<ul style="list-style-type: none"> <li>• The estimated expenditure provision of \$15,000 is both an inappropriate provision within a LPP, and is set at an unrealistic and outdated level.</li> </ul>	<ul style="list-style-type: none"> <li>• Remove provision, as expenditure on legal advice and independent representation is governed by budgetary and financial policies of Council, as for any other item of expenditure by the Town.</li> </ul>
<ul style="list-style-type: none"> <li>• The policy format is outdated and lacks a structured format consisting of numbered/lettered clauses.</li> </ul>	<ul style="list-style-type: none"> <li>• Update the policy format, consistent with other reviewed LPPs, including providing an Introduction, Scope and Objectives for the policy.</li> </ul>
<ul style="list-style-type: none"> <li>• Does not outline when and how Elected Members or community members may be involved or invited to participate in applications for review by the SAT.</li> </ul>	<ul style="list-style-type: none"> <li>• Insert new provisions dealing with matters, including the circumstances when Elected Members or community members will be notified/updated and/or invited to participate in the mediation process or to provide evidence as a witness on the Town's behalf. (Refer Clauses 2 and 3)</li> </ul>
<ul style="list-style-type: none"> <li>• Does not outline the Town's general approach to mediation, or outline the circumstances in which amended proposals will be publicly advertised.</li> </ul>	<ul style="list-style-type: none"> <li>• Insert new provisions related to participation in mediation and discussions/agreements made during mediation between parties (Refer Clause 4)</li> </ul>
<ul style="list-style-type: none"> <li>• Does not outline the Town's position with respect to appealing decisions of the SAT.</li> </ul>	<ul style="list-style-type: none"> <li>• Insert new provisions detailing that in general the Town will not seek to appeal the decision of the SAT, except in exceptional circumstances on the basis of legal advice that an error of law has been made (Refer Clause 5)</li> </ul>
<ul style="list-style-type: none"> <li>• Does not outline the Town's position with respect to seeking orders</li> </ul>	<ul style="list-style-type: none"> <li>• Insert new provision that the Town will generally not seek an order relating to costs against an applicant, except in the</li> </ul>

relating to costs.

circumstances that the applicant has behaved in a dishonest, frivolous or vexatious manner.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	Preparation of policies that clearly outline the circumstances in which legal and other forms of independent representation will be sought by the Town, to ensure responsible, consistent and transparent use of Council resources.
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Preparation and review of policies to ensure consistency, impartiality and transparency in decision-making.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	The review of the Town's LPPs to ensure they remain relevant, effective and consistent with current legislative requirements and the State Planning Framework.

## Engagement

Internal engagement	
Stakeholder	Comments
Urban Planning	Has been workshopped with Urban Planning Officers with feedback informing the draft revised policy.
Place Planning	No implications for the Place Planning service area.
Governance	Has reviewed the draft revised policy and provided feedback to ensure alignment with the Town's adopted policies relating to procurement and legal advice.

## Legal compliance

- Planning and Development (Local Planning Schemes) Regulations 2015

The amendment of a LPP is to be undertaken in accordance with deemed clauses 4 and 5 of the Regulations, including:

- Community consultation for a period of not less than 21 days; and
- Consideration of public submissions and a Council resolution to proceed with the new or amended policy with or without modifications, or not to proceed.

As per deemed clause 4(5) and clause 6(b)(ii), the adoption of a new or revised local planning policy, or the revocation of an existing local planning policy, takes effect upon publication of a notice in a newspaper circulating within the Scheme Area.

- Local Planning Policy 37 'Community Consultation on Planning Proposals'

The proposed adoption, revocation or amendment of LPPs to be publicly advertised in accordance with LPP 37.

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Compliance</b> Application of policies which could contain clearer and more comprehensive provisions in order to more effectively achieve their intent and objectives.	Moderate	Likely	Low	Consent to public advertising of draft revised LPP 28.
<b>Compliance</b> Application of practices and procedures which are not underpinned by a Local Planning Policy or other adopted instrument within the Town's local planning framework to ensure consistency and transparency in decision making.	Moderate	Likely	Low	Consent to public advertising of draft revised LPP 28.

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	The engagement of legal and other consultants to represent the Town in SAT proceedings does have budget implications, however there will be no additional budget impact relative to the current situation.

## Analysis

5. Draft revised LPP 28 provides an important outline of the manner in which the Town will consider applications for review by the SAT, addressing the level of involvement and expectations of the various parties that may be involved and helping to ensure consistency, impartiality and transparency.
6. The major changes proposed to the existing policy following its review include:
  - (a) Broadening the scope of the policy from dealing exclusively with independent representation for applications for review of Council decisions that varied significantly from an officer recommendation, to outline the Town's approach and consideration of applications for review generally.
  - (b) Introduction of new provisions relating to the notification and involvement of Elected Members and community members, the mediation process, appeals of SAT decisions and costs.
  - (c) Removal of the clause limiting estimated expenditure on representation to \$15,000 on a single matter, unless prior Council approval has been obtained, as the cap is unrealistically limited and the procurement of legal services is subject to Council Policies 003 'Legal Advice' and 301 'Procurement'.
  - (d) Updating of the policy format to be consistent with other revised LPP's, including clause numbering, and updating of outdated terminology.
7. Draft revised LPP 28 has been subject to internal review and refinement and it is recommended it now proceed to public advertising. A further report will be presented to Council in the future following the conclusion of the advertising period, reporting on any submissions received, and seeking a final decision from Council as to whether or not to adopt the draft revised policy, with or without modifications.

## Relevant documents

[State Administrative Tribunal Act 2004](#)

## 11.3 Lot 170 State Street, Victoria Park - Request for Road Dedication

<b>Location</b>	Victoria Park
<b>Reporting officer</b>	Laura Sabitzer
<b>Responsible officer</b>	Robert Cruickshank
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Site aerial [<b>1 page</b>]</li><li>2. Deposited plans [<b>1 page</b>]</li><li>3. Proposed development plans [<b>10 pages</b>]</li><li>4. Request for road dedication [<b>1 page</b>]</li><li>5. Previous Council report and minutes – October 2019 OCM [<b>5 pages</b>]</li></ol>

### Recommendation

That Council resolves to request the Minister for Lands (WA) to dedicate Lot 170 State Street, Victoria Park as a road, pursuant to section 56(1)(b) of the *Lands Administration Act 1997*.

### Purpose

For Council to consider the merits of the road dedication request and determine whether to lodge a formal request to the Minister for Lands (WA) for the dedication of Lot 170 State Street as a road.

### In brief

- The owner of No. 593 – 595 (Lot 171) Albany Highway, Victoria Park has approached the Town to secure rights over Lot 170 State Street for vehicle access.
- Presently, Lot 170 State Street is privately owned by a deceased person with no known descendants.
- The Town has obtained legal advice regarding the developer's request. The legal advice indicates that it is possible for an owner of land abutting the site to make application to the local government seeking dedication of land as a private road, pursuant to section 56 of the *Land Administration Act 1997*.
- Public comments were sought on the proposed road dedication for a period of 21 days, concluding on 21 November 2019. No submissions were received.

### Background

1. Lot 170 State Street (the subject site) is an existing private lot which provides vehicle access by way of a rights of carriageway easement to No. 579A (Lot 992) Albany Highway, Victoria Park (see **Attachments 1 & 2**).
2. The owner of the subject site, Wealands Bell Robinson, is deceased and no known descendants have been located by the applicant's lawyer. The Certificate of Title was registered in 1922.
3. Over the last two years, the owner of No. 593 – 595 (Lot 171) Albany Highway, Victoria Park has been pursuing avenues to also have the legal right to use Lot 170 State Street for vehicle access purposes.
4. The owner of Lot 171 lodged an application to Landgate seeking to be registered as the owner of Lot 170 by virtue of adverse possession. The application for adverse possession has not been successful to date and is unlikely to proceed.
5. In May 2018, the Town received a Development Assessment Panel (DAP) application for a four storey mixed use development at No. 593 – 595 (Lot 171) Albany Highway, Victoria Park which proposes an internal car parking area accessed solely from Lot 170 State Street (see **Attachment 3**). As Lot 171 does not presently have the legal right to use Lot 170 for access purposes, the application has been deferred.
6. The owner of Lot 171 has approached the Town for assistance in securing rights over Lot 170 for vehicle access. Refer to the written request from the owner of Lot 171 at **Attachment 4**.

7. The owner of Lot 171 has been paying rates on both Lot 170 and 171 since when the property was group rated in May 2004.
8. Council at its Ordinary Council meeting in October 2019 considered the road dedication request and resolved to commence the process and seek public comments on the proposed road dedication. It was also resolved that the owner of No 593 – 595 Albany (Lot 171) Albany Highway enter into a legal agreement with the Town of Victoria Park, to indemnify the Town against all costs incurred by the Town as part of the dedication request or arising out of the dedication of the private road. Refer to the Council report and minutes at **Attachment 5**.

## Strategic alignment

Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	The purpose of this road dedication request is to enable vehicle access which makes an efficient use of land.

## Engagement

External engagement	
Stakeholders	Owners and occupiers of adjoining properties
Period of engagement	30 October 2019 – 21 November 2019 (22 days)
Level of engagement	2. Consult
Methods of engagement	Written submissions
Advertising	Letters sent to adjoining owners and occupiers, notification signage on-site and Southern Gazette newspaper notice
Submission summary	No submissions were received during the public comment period.  Queries regarding the proposal were received from an adjoining landowner, which were respond to in writing.
Key findings	N/A

## Legal compliance

[Section 56 of the Land Administration Act 1997](#)

[Regulation 8 of the Land Administration Regulations 1998](#)

9. The Town has received legal advice in relation to options and the associated processes to obtain a legal right of access for No. 593 – 595 (Lot 171) Albany Highway, Victoria Park, for vehicle access. This has been circulated to Elected Members under a separate cover.



## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<p><b>Legal compliance</b> The Minister for Lands (or as delegated) is ultimately responsible for determining requests for the dedication of land as a road.</p> <p>It is possible that the Minister may decide to refuse or modify the road dedication request notwithstanding Council's resolution.</p>	Moderate	Unlikely	Moderate	Provide the required information as per Regulation 8 of the <i>Land Administration Regulations 1998 (WA)</i> and sufficient justification for the road dedication request.

## Financial implications

<b>Current budget impact</b>	<p>Sufficient funds exist within the annual budget to address this recommendation.</p> <p>The Town and landowner of No. 593 &amp; 595 Albany Highway are in the process of drafting a legal agreement, which in line with Council's previous resolution, indemnifies the Town against all costs incurred by the Town as part of the dedication request or arising out of the dedication of the private road.</p>
<b>Future budget impact</b>	<p>If Lot 170 is dedicated to the Town, the Town would be formally responsible for the maintenance and repair of the land. The Town's Street Operations service area has advised that this is the 'status quo', and therefore this would not impact the existing Street Operations budget.</p>

## Analysis

10. Pursuant to section 5(1)(b)(ii) of the Land Administration Act 1997, an owner of land abutting a private road can make application to the local government seeking dedication of the private road by the Minister for Lands.
11. Presently, Lot 170 is privately owned by a deceased person with no known descendants. The Certificate of Title for the address was last registered in 1922.
12. As the land is privately owned, the general public does not have rights of access over it. The Town is also limited in its ability to repair and/or improve the land.
13. The Town has received a formal request from the landowner of No. 593 – 595 (Lot 171) Albany Highway, Victoria Park for the Town of Victoria Park to seek dedication of Lot 170 State Street by the Minister of Lands. Refer to **Attachment 4**.

14. As outlined above, the owner of No. 593 – 595 (Lot 171) Albany Highway, Victoria Park has been pursuing options to have the legal right to use Lot 170 State Street for vehicle access purposes, including the submission of an adverse possession claim to Landgate.
15. Enabling vehicle access to Lot 171 via Lot 170 is anticipated to have positive benefits including:
  - the building's street frontages to both Albany Highway and State Street being uninterrupted creating an attractive and pedestrian-friendly environment;
  - minimising crossovers and vehicle access points to the lot;
  - the efficient use of land, utilising an existing laneway which is used for vehicle access to No. 579A (Lot 992) Albany Highway, Victoria Park;
  - allows for safe vehicle access and egress, minimising conflict with pedestrians and cyclists.
16. Vehicle access from a laneway is also referenced as a recommended design outcome in the Residential Design Codes, Volumes 1 & 2.
17. For the above reasons, it is recommended that Council resolves to commence the process to dedicate Lot 170 State Street as a road.

## **Relevant documents**

Not applicable.

## 11.4 UFS Implementation Budget Transfer Request

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Pierre Quesnel
<b>Responsible officer</b>	Natalie Martin Goode
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	1. ToVP Planting Season 2019 summary [11.4.1 - 2 pages]

### Recommendation

That Council:

1. Receives the Urban Forest Strategy - '2019 Planting Season Review' Report; and
2. Reallocates budget funds currently sitting within the Parks Service Area to the Place Planning Service Area for the administration and facilitation of Urban Forest Strategy (UFS) implementation projects to the value of \$500,000.

### Purpose

To present to council the Urban Forest Strategy (UFS) '2019 Planting Season Review' Report and to request transfer of the existing UFS budget to Place Planning.

### In brief

- Urban Forest Strategy implementation will be divided into a yearly "Planting Season" in winter and spring, and a "Planning Season" in summer and autumn.
- During the 2019 Planting Season a large increase in the amount of tree and shrub planting occurred with 1659 Trees and over 118,000 shrubs being planted in public space across the Town. A review of these activities has been compiled into a summary report and is presented for Elected Members information.
- The Senior Place Leader (Urban Forest) is responsible for the facilitation of the delivery of the UFS. This responsibility includes management of UFS projects, regular reporting of progress towards the UFS strategic outcomes, coordinating relevant management units with respect to the relevant actions and managing the UFS Implementation Working Group.
- To accommodate the management of the UFS budget and the UFS Strategic Outcomes by the Senior Place Leader (Urban Forest) it is requested that the associated budget item be transferred to the Place Planning Service Area from its current location in *Parks and Reserves – Street Trees – Maintenance*.

### Background

1. The Town's UFS was developed as a result of a community-initiated, community driven process which identified the need to expand and better manage the tree canopy within the Town - with ramifications for both public and private land. The Strategy seeks to increase tree canopy coverage within the Town from 10% to 20% based on 2016 data.
2. At its Ordinary Council meeting on 11 September 2018, Council endorsed the UFS and approved the development of an Implementation Plan.

3. The UFS Implementation Action Plan was developed with the Transition to Implementation Working Group (TIWG). This group included members of the community and Town's staff who worked together to set out the actions the Town and community are to undertake to achieve the UFS' Strategic Outcomes.
4. The UFS Implementation Action Plan was endorsed at the 17 September 2019 OCM.
5. The Transition to Implementation Working Group was finalised following the Implementation Action Plans adoption and an Expression of Interest was subsequently published calling for nominations for the ongoing UFS Implementation Working group.
6. The Senior Place Leader (Urban Forest) role was created to facilitate the delivery of the UFS Implementation Action Plan. The position commenced at the end of September 2019.
7. Following the adoption of the 2019/2020 budget \$500,000 was allocated to a UFS reserve fund and an additional \$500,000 was allocated to a UFS work order under budget line item *Parks and Reserves – Street Trees – Maintenance*.
8. A number of tree planting projects occurred during 2019 and these activities have been summarised in Attachment 1.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	The proposal will ensure UFS projects are managed appropriately, aligned with defined strategic outcomes, delivered efficiently and progress reported accurately.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	With the UFS budget within Place Planning all UFS expenditure will be required to be aligned to a specific UFS project which are to be tracked and publicly reported in detail.

Environment	
Strategic outcome	Intended public value outcome or impact
EN07 - Increased vegetation and tree canopy.	This aims to provide increased efficiency in UFS expenditure to ensure spending is targeted at initiatives that will best achieve the UFS strategic outcomes and implementation actions.

## Engagement

Internal engagement	
Stakeholder	Comments
Infrastructure and Operations	<p>Infrastructure Operations including the Chief Operations Officer were consulted regarding the budget transfer and agree Place Planning is the preferred location for the UFS budget.</p> <p>The Infrastructure Operations team have identified that UFS implementation will</p>

	<p>have a significant effect on the ongoing maintenance budget particularly in the first three year following planting (watering and mulching following the initial planting for example). It is proposed that the forecast increase in maintenance costs be accommodated through a Mid-Year Budget transfer (subject to Mid-Year Budget approval) to ensure there are sufficient funds within the existing maintenance work orders to maintain tree and shrubs planted through the implementation of the UFS. Allocating funds to the correct maintenance accounts will ensure that the Parks team and the Senior Place Leader (Urban Forest) can accurately track and report on changes to maintenance costs over time.</p>
Finance	<p>This proposal has been developed collaboratively with the Finance Team who recommended the budget transfer.</p>

## Legal compliance

Not applicable

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<p><b>Reputational</b> Negative public perception towards the Town if budget remaining at the completion of the financial year.</p>	Minor	Possible	Moderate	<p>UFS reserve is established to preserve early year funding allocated during UFS implementation establishment and to mitigate the issue of financial year expenditure deadlines arriving midway during the "Planting Season" (when high expenditure is expected).</p> <p>Communicating the "Planting Season" and "Planning Season" is required to explain minimal spending during summer and autumn (planning) and high spending during winter and spring (planting).</p>
<p><b>Reputational</b> If the budget remains within a single work order it may prove difficult to align expenditure to specific, measurable</p>	Moderate	Possible	Moderate	<p>Transferring the budget to the Place Planning Service Area will allow for the creation of UFS initiative specific budgets and result in expenditure that is well tracked and closely aligned with</p>

and reportable initiatives and create a perception that the town has not effectively delivered on this significant budget commitment.	achieving the strategic outcomes of the UFS.
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**Financial implications**

<b>Current budget impact</b>	<p>Sufficient funds exist within the annual budget to implement the UFS however a budget amendment is requested to move the allocated budget between service areas.</p> <ul style="list-style-type: none"> <li>• Budget for implementation of UFS to the amount of 500,000 is currently sitting within Parks Service Area (W1737). Due to the project deliverables being the responsibility of Place Planning the request is to move the allocated budget to the appropriate Service Area for streamlined reporting, budget tracking and accountability.</li> </ul>
<b>Future budget impact</b>	<p>Future allocation of Urban Forest Strategy funds will be managed within the Place Planning service area.</p>

**Analysis**

9. The 2019 planting season saw 1659 trees and 118,000 shrubs planted in public spaces across town. Of this 1659 trees, 843 were associated with the delivery of strategic projects and public space upgrades. 816 trees were planted as part of the Towns street tree planting program. This is approximately double the program’s average annual street tree planting (based on information since 2016).
10. The responsibility of coordinating the delivery of the UFS Implementation Action Plan is within the Place Planning service area since the creation and appointment of the Place Leader – Urban Forest role. This role (as described in the Position Description Statement) is required to exercise responsibility for:
  - Managing the delivery of the Urban Forest Strategy Implementation Action Plan;
  - Representing the town at meetings with community groups, network groups, other Local Government and relevant Government Agencies;
  - Coordinating the relevant management units (particularly the Operations Team) with respect to the relevant actions within the Implementation Action Plan they are identified to lead or support;
  - Leading actions within the Implementation Action Plan that relate to strategy, planning, policy and design;

- Reporting regularly to the Urban Forest Strategy Project Board;
  - Administering, updating and managing the Urban Forest Implementation Working Group; and
  - Working directly with the community to design and coordinate community-led action that support the delivery of the Implementation Action Plan.
10. Given the above it is proposed that the UFS budget be managed from within the Place Planning service area.
  11. Following adoption of the 2019/2020 budget, which included a commitment of \$1 million dollars for implementation of the UFS, a reserve was created with \$500,000. The remaining \$500,000 was transferred to the budget line item *Parks and Reserves – Street Trees – Maintenance*.
  11. Given the aims of the UFS relate to increasing the overall canopy coverage of the Town through new initiatives it is considered undesirable for the UFS funds to be within a maintenance budget. To increase accountability, it is proposed the funds are transferred to the Place Planning Service Area. Individual UFS initiatives or projects will be allocated specific budgets and expenditure managed by the Senior Place Leader (Urban Forest). Progress towards strategic outcomes can then be measured and reported on more effectively.
  12. The 2019 Planting Season has come to an end and a significant amount of progress has been made in relation to the strategic outcomes in the UFS. Attachment 1 provides a snapshot of the 2019 Planting Season and this will form the basis for subsequent communications activities and a further de-brief to the future UFS Working Group.
  13. A core message of UFS communications will be a focus on the UFS Implementation being separated into two discrete seasons. The Planting Season (Winter and April) and the Panning Season (Summer and Autumn).

## **Relevant documents**

Attachment 1 - Urban Forest Strategy '2019 Planting Season Review' Report

Town of Victoria Park Urban Forest Strategy

Town of Victoria Park Urban Forest Strategy Implementation Action Plan

## 11.5 Etwell Street Local Centre Revitalisation Plan

<b>Location</b>	East Victoria Park
<b>Reporting officer</b>	David Doy
<b>Responsible officer</b>	David Doy
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Etwell Street Concept Plan Report [<b>11.5.1</b> - 26 pages]</li><li>2. Etwell Street Local Centre Revitalisation Plan - Policy Submissions table [<b>11.5.2</b> - 6 pages]</li></ol>

### Recommendation

That Council:

1. Approves the Etwell Street Local Centre Revitalisation Plan to proceed to the Detailed Design Phase; and
2. Acknowledges the submissions received during the public advertising period.

### Purpose

To consider the results of the public advertising period for the Etwell St Local Centre Revitalisation Plan (the Plan) and determine if the Plan should proceed to the Detailed Design phase.

### In brief

- The Plan proposes an improved urban design outcome for the Etwell Street Local Centre. This Plan is to a concept level of detail with a Detailed Design Phase budgeted for the 2019/2020 financial year.
- The Plan proposes the following main urban design interventions to the Etwell Street Local Centre:
  - Altering the road carriage way to narrow the lanes and deflect the alignment as a traffic calming technique;
  - Re-configuring carparking to angled and parallel car bays on each side of the roadway (total reduction of approximately 10 bays);
  - Realigning the footpath and creating a more useable space;
  - Creating garden beds that interface with the road, pedestrian spaces and private property;
  - Upgraded bus stops;
  - Integrated art opportunities (eg. sculptural bike racks, wall mural etc.); and
  - Planting of approximately 30 large trees.
- It is proposed to bring the revitalisation of Etwell Street Local Centre into the existing Old Spaces New Places program brand. The concept design is consistent with the intent of the Old Spaces New Places program.
- A total of thirty two (32) submissions were received during the public advertising period which are contained in Attachment 1. Nineteen (19) responses supported the proposal, ten (10) responses supported the submission with some concerns, two (2) opposed the proposal and one (1) did not indicate either way.
- Following the public advertising period the Etwell Street Local Centre Revitalisation plan (contained in Attachment 2) is recommended for final approval and to proceed to a Detailed Design phase.

### Background

1. The Plan was initiated by a self-forming group of local residents who joined with business owners, landowners, Town of Victoria Park staff and Elected Members to form a Design Reference Group that were guided through



a three stage design process to establish a shared vision for the desired future of the Etwell Street Local Centre.

2. The first stage in the design process involved analysing the current context and condition of the centre along with exploring a diverse range of opportunities for its future condition. This produced a complex set of objectives under the themes of Movement, Safety, Beautification and Activation/Amenity.
3. The second stage involved the interpretation of these objectives into spatial concepts for the future public realm of the Etwell Street Local Centre. These concepts were broken apart and explored by the Design Reference Group. This second stage produced the unexpected favouring of a curving of the road through the Etwell Street Local Centre.
4. The third stage refined the design in a further level of detail. A variation of the design was presented to the group which was of a more conventional design however the group reaffirmed their original preference. There was a strong desire for the design to be uniquely suited to the context, usage and desired condition.
5. The outcome is a vision and concept design that was developed collaboratively with residents, business owners, landowners and Town of Victoria Park staff.
6. The Plan was advertised from 18 October 2019 to 11 November 2019 with a summary of submissions provided in Attachment 1 in the Analysis section of this report.

## Strategic alignment

<b>Civic Leadership</b>	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	The Design Reference Group allowed for a deep level of engagement and involvement in the development of the concept plan. It is proposed for the concept plan to be advertised to the surrounding community.
CL03 - Well thought out and managed projects that are delivered successfully.	This project aims to be a pilot project for the town highlighting the benefits of a collaborative design process.
CL07 - People have positive exchanges with the Town that inspires confidence in the information and the timely service provided.	The direct engagement between Town staff, Elected Members and community has provided an opportunity for positive exchanges, understanding and trust development.

<b>Economic</b>	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	Improving the public realm will provide a more comfortable and inviting experience for visitors to the centre and improve the likelihood of businesses 'coming out' onto the street and upgrading their shopfronts.
EC02 - A clean, safe and accessible place to visit.	Safety has been expressed as a strong concern from the community in early talks and the application of CPTED principles is embedded in the design.

<b>Environment</b>	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	The upgrade of the public realm will increase the amenity for surrounding community. This upgrade will encourage land owners to consider enhancement and optimisation of their land.

EN02 - A safe, interconnected and well maintained transport network that makes it easy for everyone to get around.	Improvements to the Etwell Street Local Centre include improved bus stops and a better pedestrian environment.
EN03 - A place with sustainable, safe and convenient transport options for everyone.	The calming of traffic, and improving the pedestrian, cycling and public transport experience in the Etwell Street Local Centre is a key objective for the project.
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	Urban greening is a key component of the plan including the addition of approximately 30 broad canopy trees, a number of large garden beds and planted verges
EN07 - Increased vegetation and tree canopy.	The plan proposes the planting of approximately 30 broad canopy trees in the urban environment

<b>Social</b>	
Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	The project aims to create a place for community exchange, socialisation and activity.
S02 - An informed and knowledgeable community.	By including community members in the design process, and ongoing communication with the project process they will gain an understanding of the Town's processes, strategies and policies that affect their place.
S03 - An empowered community with a sense of pride, safety and belonging.	The collaborative design process will empower the local community and result in a sense of ownership for the future quality of their place

## Engagement

### Internal engagement

C-Suite	Endorsement of project approach. Project progress update after workshop two and briefing on preferred design direction.
Elected Members	Three Elected Members participated in the Design Reference Group and contributed to design workshops. Project approach presented to Elected Members at a Future Planning Committee meeting.
Community Development	Safer Neighbourhoods Officer participated in the Design Reference Group.
Place Planning	Manager Place Planning helped facilitate the workshop. Place Leader (Economic Development) participated in the Design Reference Group.
Urban Planning	Two Urban Planners helped facilitate the workshops and contributed to urban design development and workshop material preparation.

Engineering	Design Engineer participated in the Design Reference Group and contributed to urban design development and workshop material preparation.
Community Engagement	Contributed to the workshops as a facilitator.

External engagement	
Public Advertising (subject to endorsement)	Public advertising was conducted from 18 October to 11 November 2019 on the Town's Your Thoughts page. A post card was distributed all properties within 400 metres of the Local Centre

## Legal compliance

Not applicable.

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Reputational:</b> Raising of community expectation for a project without specific capital budget allocation	Minor	Possible	Moderate (6)	<ul style="list-style-type: none"> <li>• Early explanation of the future stages required prior to commitment of capital funds.</li> <li>• Exploration of external funding opportunities.</li> <li>• Investigation of dividing the project across multiple capital budget streams (eg. UFS, Road resealing, foot path, lighting upgrade programs)</li> </ul>
<b>Reputational:</b> The implementation of the Plan is delayed while Council pursues other priorities.	Minor	Unlikely	Low (4)	<ul style="list-style-type: none"> <li>• Exploration of external funding opportunities.</li> <li>• Ongoing clear communication with the surrounding community.</li> </ul>

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation with \$40,000 budgeted to undertake Detailed Design.
<b>Future budget impact</b>	Following the detailed design stage, accurate cost of implementation will be known and funding sought.

## Analysis

1. The Town advertised the Plan to the surrounding Etwell Street Local Centre community between 18 October 2019 and 11 November 2019.
2. A total of thirty two (32) submissions were received during the public advertising period which are contained in Attachment 1. Nineteen (19) responses supported the proposal, ten (10) responses supported the submission with some concerns, two (2) opposed the proposal and one (1) did not indicate either way.
3. Twenty nine (29) of the thirty two (32) submissions supported the Plan with comments and concerns summarised below. Each item below is accompanied by a response from Administration. More targeted and detailed responses are provided in Attachment 1.
  - a. *Ability to stage the delivery*: Staging the implementation of the proposed design is a key consideration and risk for this project. Administration will explore opportunities to stage the implementation of the project during the Detailed Design Phase.
  - b. *Deciduous trees instead of native trees*: Tree species will be determined during the Detailed Design phase, with pedestrian comfort being a core consideration.
  - c. *Timed parking restrictions and reduction in parking*: The proposed time restricted car bays (which relates to the four parallel bays) will encourage turnover and ensure available bays for visitors. The amount of car parking bays proposed (11) is considered sufficient given the areas designation as a local centre.
  - d. *Future development of the vacant block at Lot 47 (65) Etwell Street*: The Town cannot compel a landowner to develop the site, but increased investment in the public realm will present an opportunity for landowner to add value.
  - e. *Need for improved lighting on the broader Etwell Street and Basinghall Street*: Lighting and shade deficiencies that impact the walkability of Basinghall Street and Etwell Street are noted and will be considered in any future planning for those streets.
  - f. *Changing existing land uses*: The Town cannot compel a business to move or change although upgrading the public realm may prompt investment from adjoining local businesses.
  - g. *Concerns about increasing visitation*: Improvements to the public realm is not considered to be an attractor that would result in significantly higher visitation, although any subsequent investment in the private realm (development/business) may increase visitation. The Plan does not proposed increases to car parking thereby encouraging walking and cycling from the local catchment.
  - h. *Security concerns*: Existing concerns and perceptions regarding safety have been a key driver of the Plan. Investment in the private realm in response to the implementation of the Plan will be critical to create a safer environment for people.
4. Changes to the Plan following public advertising are not proposed. Considerations such as tree species choice and staging of delivery can be considered in greater detail during the next phase of this project (Detailed Design).
5. Following the public advertising period, the Etwell Street Local Centre Revitalisation plan (contained in Attachment 2) is recommended for final approval and to proceed to a Detailed Design phase.

## Relevant documents

Attachment 1 – Etwell Street Local Centre Revitalisation Plan

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## 12 Chief Operations Officer reports

### 12.1 TVP/19/15 Road Maintenance Truck Replacement

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Brad McLean
<b>Responsible officer</b>	Ben Killigrew
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	Nil

#### Recommendation

That Council accepts the offer submitted by Major Motors PTY LTD (ABN 77 284 859 739) for Tender TVP/19/15 Road Maintenance Truck issued through the Western Australia Local Government Association (WALGA) Preferred Supplier Arrangement for Purchase of road maintenance truck for the value of \$234,060 excluding GST.

#### Purpose

Replacement of road maintenance truck in accordance with the long term fleet asset renewal program and long term financial plan.

#### In brief

- TVP/19/15 Road Maintenance Truck was advertised as quotation request VP165107 on the WALGA eQuote tender exempt platform.
- Suppliers on the WALGA preapproved panel were requested to provide a lump sum cost for the supply and delivery of the requested road maintenance truck.
- The approved municipal funding allocation for this item is \$380,000 (ex GST).
- An evaluation of the tender submissions against the prescribed criteria has been completed and it is recommended that Council accepts the submission made by Major Motors PTY LTD and enters into a contract to purchase Isuzu FRR 110-260 Auto truck with Flocon road maintenance body.

#### Background

1. The existing road maintenance truck has been identified as being due for renewal through the Fleet Renewal Program and Long Term Financial plan.
2. The existing truck is 14 years old. Maintenance and repair costs will start to increase as the vehicle ages.
3. New technologies are available, providing a safer, more fuel efficient and environmentally friendlier truck.
4. The new redesigned road maintenance body should see improvements in operating efficiency.

5. The increasing road asset renewal gap and the increasing amount of road repair works required are some of the reasons for the decision to gear up the Town's inhouse road maintenance capability for the next 5 to 15 years through an advanced road maintenance truck rather than the current truck.

## Compliance criteria

6. The request for quotation/ tender included several compliance and qualitative criteria which Tenderers were required to address to be considered for evaluation. This requirement of the Town is in addition to the strict qualitative criteria which tenderers had to fulfil in order to be selected to be on WALGA's approved panel of suppliers.

## Evaluation process

7. Evaluation of the tenders was undertaken by a panel of three staff members, who reviewed the tender submission against criteria weightings as detailed below:

<p><b>Safety – Ability to meet requested safety requirements</b></p> <p>i) Cab to be built to ECE-R29 strength safety standard.</p> <p>ii) Truck to be supplied with the following safety requirements:</p> <ul style="list-style-type: none"> <li>• Stability Control</li> <li>• Pre-collision system</li> <li>• Traction control</li> <li>• Hill start assist</li> <li>• Lane departure warning</li> <li>• Reverse camera</li> <li>• Driver and passenger airbags and seatbelt pre-tensioners</li> <li>• Front underrun protection device</li> </ul>	<p>Weighting</p> <p>20%</p>
<p><b>Delivery – Expedience in build and delivery time</b></p> <p>i) Provide stock levels and estimated build/delivery timeframe.</p>	<p>Weighting</p> <p>20%</p>
<p><b>Criteria Compliance- Ability to meet build specification requirements</b></p> <p>i). Truck to be built to the following specifications:</p> <ul style="list-style-type: none"> <li>• GVM 10,000kg – 12,000kg.</li> <li>• GCM Maximum 16,000kg</li> <li>• Euro V ADR80/30 Emissions standard</li> <li>• Automatic transmission or automated manual transmission</li> <li>• Daytime running lights</li> <li>• Extended warranty to 5 years</li> <li>• Wheelbase preferred to not exceed 4,700mm</li> </ul>	<p>Weighting</p> <p>20%</p>
<p><b>Price</b></p>	<p>Weighting</p> <p>40%</p>

## Strategic alignment

Environment	
Strategic outcome	Intended public value outcome or impact
EN03 - A place with sustainable, safe and convenient transport options for everyone.	Assists in maintaining the Town's existing road infrastructure.

## Engagement

Internal engagement	
Stakeholder	Engineering supervisor and Team Leader Engineering were consulted and provided input into the truck build specifications. Additionally a site visit was conducted at the Flocon premises to evaluate the suitability of the Flocon specialist body to ensure it will meet the Town's needs.
Procurement	Provided advice and acted as a probity advisor throughout the process.

## 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 and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Increased breakdowns and down time with existing truck if new truck is not purchased.	Moderate	Likely	High	Endorse purchase of new Road Maintenance Truck.
Year on year increase in road maintenance needs as evidenced by the recorded increasing renewal gap for the Town's most prevalent assets, roads and lanes over the last decade.	Moderate	Likely	High	Endorse purchase of new Road Maintenance Truck to slow the rate of increasing demand for road renewal budget.



## Financial implications

<b>Current budget impact</b>	<p>Council Delegation 1.24 – Limits on Delegations to CEO requires all tenders exceeding \$200,000 to be by Council determination. The value of the total contract over three years is expected to exceed \$200,000, therefore it is required that this item be brought before Council for determination.</p> <p>Council policy <a href="#">FIN4 Purchase of Goods and Services</a> requires Council to invite tenders before the Town enters into a contract if the consideration under the contract is or is expected to exceed \$150,000.</p> <p>Sufficient funds exist within the annual budget to address this recommendation.</p>
<b>Future budget impact</b>	<p>Not endorsing the recommendation to purchase a new road maintenance truck would result in the Town keeping its existing road maintenance truck with the following cost implications:</p> <ul style="list-style-type: none"><li>• Increased upkeep in the form of servicing and maintenance.</li><li>• Increased repairs as components start to fail such as clutch, engine, gearbox and tyres.</li><li>• Increased fuel consumption and emissions output as the engine wears.</li><li>• Reduced eventual sale income from auction as the vehicle depreciates.</li></ul>

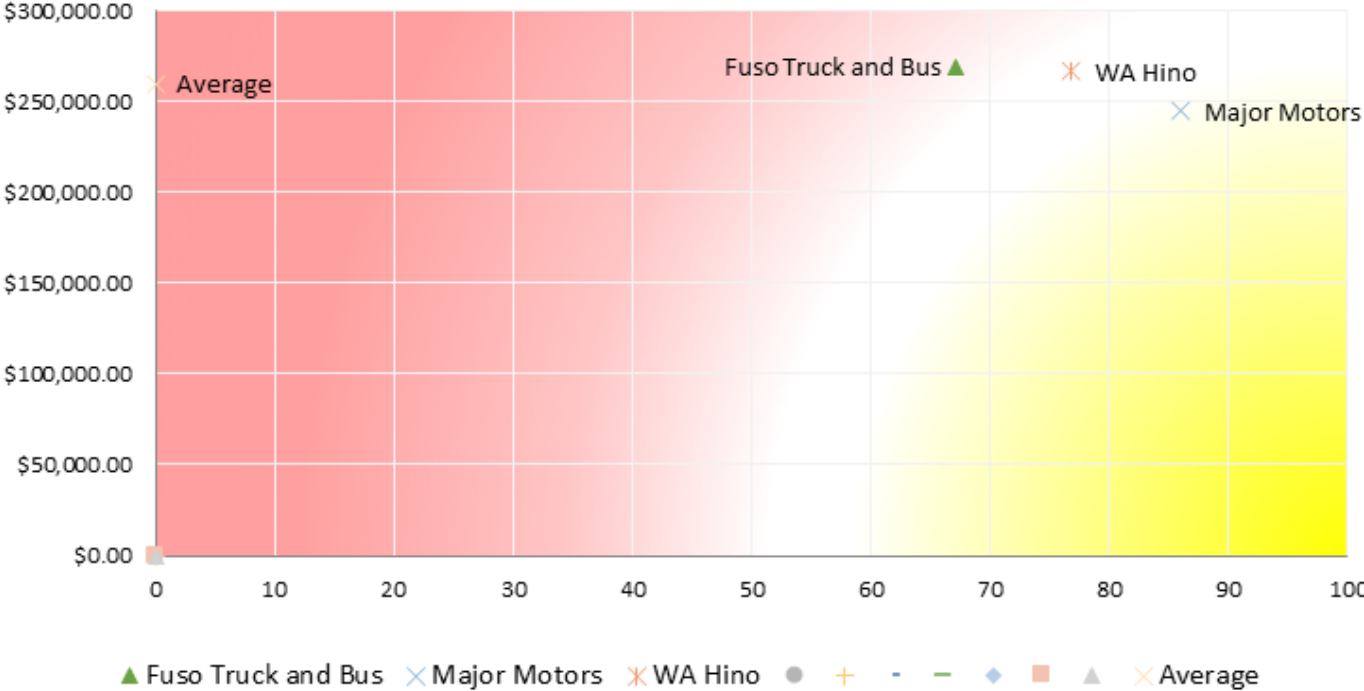
## Relevant documents

[Council policy FIN4 Purchase of Goods and Services.](#)

## Analysis

8. The assessment of the submissions was formally undertaken by a panel that included:
  - Principle Fleet Specialist
  - Team Leader Engineering
  - Parks Project Officer
9. The Town received three submissions through the WALGA Equote platform. Of these submissions, 1 was not compliant due to not meeting truck safety requirements.
10. A revision in the build specification has seen a considerable saving to the Town with the proposed truck purchase of \$234,060 excluding GST vs the budget allocation of \$380,000.
11. The evaluation of the submissions against the quantitative and qualitative criteria are shown on the graph below.

Combined Totals



## 12.2 Macmillan Precinct Masterplan - Project Initiation and Engagement Overview

<b>Location</b>	East Victoria Park
<b>Reporting officer</b>	Jack Bidwell
<b>Responsible officer</b>	Ben Killigrew
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	Nil

### Recommendation

That Council endorses the Chief Executive Officer to commence community engagement for Stage 1 - Visioning of the Macmillan Precinct Masterplan.

### Purpose

To provide an overview of the proposed project initiation and community engagement approach for the Macmillan Precinct Masterplan and seek approval to commence community engagement to facilitate the development of the project vision.

### In brief

- Following Council endorsement of the business case in June 2019, the Town has prepared the project initiation and community engagement approach for the Macmillan Precinct Masterplan.
- The Masterplan process is proposed to be delivered across three stages 1. Visioning, 2. Concept Development and 3. Masterplan, with project approval gateways at stage 2 and stage 3 subject to Council's endorsement of the output from the previous stage. (i.e stage 2, the concept development stage will be subject to endorsement of the vision report prepared in stage 1).
- Each of the three stages has a significant level of community engagement; with the target audience, objectives, techniques and outputs tailored to each stage to achieve that specific stage's output. The Masterplan will be heavily driven by the community vision and engagement activities throughout the process.
- Outputs from the Visioning and Concept Development stages are scheduled to be presented to Council for adoption prior to 30 June 2020. Subject to the adoption of the prior stage outputs and the 2020-2021 annual budget, the final Masterplan will be presented to Council for adoption prior to 30 June 2021.
- In the event that the Masterplan is endorsed in due course, a project can then be mandated by Council to deliver some or all of the proposed implementation outcomes of the Masterplan at that stage.

### Background

1. Since 2001, the Macmillan Precinct has been subject to the investigation and planning of future uses for the site, with various plans and proposals being prepared but not proceeding.

2. In 2018, during strategic planning related to the Long-Term Financial Plan, Elected Members undertook a priority process to determine the future delivery of major projects by the Town, The Macmillan Precinct was identified in this process as a priority project for further investigation.
3. During the development of the Project Business Case and through discussions with community and Elected Members the Town reviewed the previous plans and proposals for the site, including the recent Town Centre project. The lessons learned from these previous plans and proposals have been taken by the project team and applied to the new project initiation and engagement approach; whereby the community will be heavily involved early in the project lifecycle, to ensure the Vision is owned and driven by the community.
4. At the Ordinary Council Meeting held 18 June 2019, Council endorsed the Project Business Case to begin the preparation of a Precinct Masterplan for the Macmillan Precinct.
5. The Masterplan will determine the appropriate long term uses of the site, with significant focus on the future land uses within the area including recreational, community, commercial, residential and civic needs.
6. At the 18 June 2019 OCM, Council also requested the CEO to present a further report to Council by March 2020, outlining the project initiation and community engagement for the project.
7. Following this Council resolution, the Town has prepared the project initiation and community engagement approach and is now seeking approval to proceed.
8. At the OCM held 19 November 2019, Council approved the community consultation for the future of Leisurelife to be included with Macmillan Precinct Masterplan consultation. The proposed community engagement approach incorporates the future of Leisurelife as part of the scope.

## Strategic alignment

<b>Civic Leadership</b>	
Strategic outcome	Intended public value outcome or impact
CL01 – Everyone receives appropriate information in the most efficient and effective way for them	Elected Members and community members receive regular and appropriate project communications.
CL02 - A community that is authentically engaged and informed in a timely manner.	The community is comprehensively engaged and is authentically involved in the project outputs.
CL03 - Well thought out and managed projects that are delivered successfully.	Project will be successfully delivered utilizing the Town’s Project Management Framework.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	Costs are managed against the project outputs appropriately to ensure financial efficiency for the Town.

<b>Economic</b>	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	The Masterplan will provide a framework to develop a vibrant and desirable place to live, work and play for community members.
EC02 - A clean, safe and accessible place to visit.	The Masterplan will address accessibility and

	inclusion upgrades throughout the precinct.
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<b>Environment</b>	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	Co-ordinated land-use planning will be achieved across the precinct.
EN05 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed.	Facilities within the precinct will have a plan to guide them towards the future needs of the Town.
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	Green space will be addressed appropriately in context to built form through the Masterplan.

<b>Social</b>	
Strategic outcome	Intended public value outcome or impact
S02 - An informed and knowledgeable community.	The community will be regularly and actively informed of the progress of the project outputs.
S03 - An empowered community with a sense of pride, safety and belonging.	The vision for the precinct will be driven by the community to ensure it provides a framework for the Masterplan.

## Engagement

<b>Internal engagement</b>	
Stakeholder Relations	Development of the community engagement approach and input into project approach.
Place Planning	Input into project and community engagement approaches.
Project Management	Development of the project approach and input into the community engagement approach
Assets	Input into project and community engagement approaches.
Business Services	Input into project and community engagement approaches.

## Legal compliance

Not applicable.

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Reputational</b> Negative public perception towards the Town may result due to previous projects in this area.	Major	Likely	High	Educational and informative material will be developed prior to engagement to inform the community on what the Town is undertaking and how the community can be involved throughout the process.
<b>Financial</b> Current approved budget is insufficient to deliver the full scope.	Major	Likely	High	Delivery of scope is structured with three approval gateways to ensure Council can decide whether to proceed at each gateway based on the proposed scope and budget impacts.

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation for Stage 1 and Stage 2.
<b>Future budget impact</b>	<p>Additional funds will be required in the 2020-2021 annual budget to facilitate Stage 3 – Masterplan. These funds will be requested as part of the budget process as they are unable to be accurately quantified at this point in time and will instead be informed by the results of Stages 1 and 2.</p> <p>The structure of the Contract has been developed to ensure that Council can elect not to proceed with Stage 3 if so desired and therefore deciding at that point whether to have an impact on the FY20/21 budget.</p>

## Analysis

9. The Masterplan is proposed to be delivered via the Town's draft Project Management Framework guided by PRINCE2 project management principles, an internationally recognized and proven model for project management.
10. The recommendation for Council to approve the community engagement will commence the first stage of delivery for the full scope of works for the Macmillan Precinct Masterplan.
11. The scope of the Precinct Masterplan will cover a site of approximately 6 hectares located in East Victoria Park that is bounded by Sussex Street to the south-east, Kent Street to the north-west, Gloucester Street to the south-west and Albany Highway to the north-east. All facilities and land parcels within the precinct will be considered as part of the Masterplan.
12. The Town will also consider surrounding streets and interfaces with those streets as part of the Masterplan scope.

13. The Masterplan will be developed across three stages. These are:
  - a. Stage 1 – Visioning – This stage of the project will establish the site vision, objectives and themes, must have/should have/could have/won't have for both the Town and the Community and the framework to realize the precinct potential through broad town-wide community engagement
  - b. Stage 2 – Concept Development – This stage will explore the spatial options derived from the vision report, which will be used to inform the Masterplan. Three options will be developed through stakeholder and community panel workshops and be accompanied by concept level financial analysis and visualizations to assist Council in adopting a preferred option.
  - c. Stage 3 – Masterplan – This stage will be the development of the detailed Masterplan report, which will include the connection between buildings, public areas and the surrounding environments. The Masterplan will set out the site layout, land uses, built form and the objectives for future detailed design. This stage will include more detailed financial analysis, spatial analysis, land use planning and various other technical investigations as required.
14. Each of the three stages will have an output that will be presented to Council for adoption and approval to proceed to the next stage.
15. The Precinct Masterplan will be heavily driven by the community vision and engagement activities throughout the process with each stage having a tailored community engagement approach to that output.
16. The Town will provide the minimum requirements to the consultant for the delivery of the Precinct Masterplan; however, further refinement of the community engagement approach will occur throughout the process with collaboration between the Town and the consultant. These are expected to be minor tools & techniques changes and not expected to alter the overall community engagement approach.
17. The final adopted Masterplan will inform an Activity Centre Structure Plan that encompasses a broader area but includes the Macmillan Precinct. This Structure Plan is not included in the scope of this project.
18. There will also be a requirement to seek funding, undertake capital works and deliver individual projects that are derived from the Masterplan action items. These are also not included in the scope of this project.

## **Relevant documents**

Not applicable.

## 12.3 TVP/19-20 Tree Audit Services

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Gregor Wilson
<b>Responsible officer</b>	Ben Killigrew
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	Nil

### Recommendation

That Council awards the contract associated with Tender TVP/19/20, to Paperbark Technologies (ABN: [56 159 311 627]), for Tree Audit Services, with the terms and conditions as outlined in the contract, as their offer has been evaluated as the most advantageous to the Town.

### Purpose

To seek Council approval to appoint a preferred consultant to carry out Tree Audit Services as the value of the tender TVP/19/20 exceeds \$150,000.

### In brief

- TVP/19/20 Tree Audit Services was advertised in the West Australian Newspaper on Wednesday 2 October 2019 and information was released via the Tenderlink portal on the same day.
- The tender submission deadline closed at 2pm on Tuesday 22 October 2019.
- Suppliers were requested to provide a schedule of rates for the auditing of the Towns verge trees, park trees as per a works schedule and individual arboricultural reports.
- The schedule was separated into guaranteed and non-guaranteed works.
- Four (4) submissions were received. All were compliant.
- The approved municipal funding allocation for this item is \$176,980. With Parks, street tree and safety audits, it is estimated that yearly expenditure in the first year would be \$220,000.
- An evaluation of the tender submissions against the prescribed criteria has been completed and it is recommended that Council accepts the submission made by Paperbark Technologies and enters into a contract for Tree Audit Services.

### Background

1. The Town of Victoria Park has over 16,000 verge trees and 5000 park trees.
2. Street trees are audited yearly, and Park trees every two years, by a qualified arborist, for safety and to generate works lists for the tree pruning required.
3. This includes for statutory clearances from powerlines, roadways, pedestrian access and any works required for the health of the trees.



4. Trees that have particular issues, or are considered high-risk due to their size, species, health or location may require detailed individual Arbor reports.
5. Preservation of existing trees wherever practical is one of the outcomes of the Urban Forest Strategy.

## Compliance criteria

6. The compliance criteria requested from tenderers was as follows:
  - (a) Tenderers are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal
  - (b) Provide a minimum of three (3) references. You should give examples of work provided for your referees where possible.
  - (c) Complete Respondents Offer.
  - (d) Complete Pricing Schedule.
  - (e) Respondents to submit organization profile. Advise if agent for another party, include name and address of Principal.
  - (f) Respondent to confirm ability to pay all debts in full as and when they fall due.
  - (g) Advise of any current litigation as a result of which you may be liable for \$50,000 or more.
  - (h) Will you be able to fulfil the Financial Requirements from your own resources or from resources readily available to you to pay all your debts in full as and when they fall due?
  - (i) Advise of any actual or potential conflict of interest in the performance of your obligations under the Contract, or if any such conflict of interest likely to arise during the Contract.
  - (j) Provide details of the insurance coverage that meets the insurance requirements for this Request. A copy of the Certificate of Currency is to be provided to the Principal within seven days of acceptance.

## Evaluation process

<p><b>Relevant experience</b></p> <ol style="list-style-type: none"> <li>i) Provide details of similar work;</li> <li>ii) Provide scope of the Respondent's involvement including details of outcomes;</li> <li>iii) Provide details of issues that arose during the project and how these were managed;</li> <li>iv) Demonstrate competency and proven track record of achieving outcomes; and</li> <li>v) Demonstrate sound judgement and discretion.</li> </ol>	<p>Weighting 20%</p>
<p><b>Current capability</b></p> <ol style="list-style-type: none"> <li>i) Organization's capacity and capability</li> <li>ii) Organization's structure</li> <li>iii) Organization's vision and mission alignment</li> <li>iv) Plant, equipment and materials; and</li> <li>v) Any contingency measures or back up of resources including personnel (where applicable).</li> </ol>	<p>Weighting 15%</p>

<b>Strategy and Project Delivery</b> i) Strategy: Project understanding; Project Management Plan (Concept level) & delivery strategy; Contingency plan; Project Schedule; ii) Technical Details as enquired in 'Part 2 – Specification'; iii) Project Team structure, Names; Functions Departments; iv) Technical Skills & Expertise (CV's to be provided).	Weighting 15%
<b>Demonstrated understanding</b> i) A project schedule/timeline (where applicable); ii) The process for the delivery of the services; iii) Training processes (if required); and iv) A demonstrated understanding of the scope of work	Weighting 10%
<b>Price</b> Price Schedule 4.4	Weighting 40%

The price assessment was based on the "guaranteed" work in the pricing schedule.

## Strategic alignment

<b>Civic Leadership</b>	
Strategic outcome	Intended public value outcome or impact
CL01 – Everyone receives appropriate information in the most efficient and effective way for them	Use of an independent qualified Arborist will assist in educating the community on tree issues
<b>Economic</b>	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	Auditing the trees on a regular basis helps mitigate any risk to the public and ensure clear access
<b>Environment</b>	
Strategic outcome	Intended public value outcome or impact
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	Appropriate tree management is essential to promote and preserve the Towns tree canopy
EN07 - Increased vegetation and tree canopy.	Proper management of trees assists in preserving their health and extending their lifespan.

## Engagement

### Internal engagement

Stakeholder	Comments
Procurement	Provided advice and acted as a probity advisor throughout the process.
Parks staff	Provided advice on the current audit contract and recommended changes for this tender
UFS Coordinator	Provided feedback on the proposed tender

## 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 and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Reputational</b> Negative public perception towards the Town due to tree issues including pruning and removal	Moderate	Likely	High	Have an independent Arborist to make recommendations on tree management
<b>Health</b> Potential injuries to residents	Moderate	Possible	Moderate	Perform regular scheduled audits of trees by a qualified Arborist
<b>Property</b> Damage to property due to trees	Moderate	Likely	High	Perform regular scheduled audits of trees by a qualified Arborist

## Financial implications

<b>Current budget impact</b>	<p>The provision of Tree Auditing Services is likely to cost between \$950,000 to \$1,100,000 over the five year contract term, therefore a tender process was required.</p> <p>Sufficient funds do not exist within the current annual budget. There is currently \$176,980 available and an additional \$43,000 is forecast to be required. It is proposed that funding will be acquired through:</p> <ul style="list-style-type: none"> <li>Transfer \$43,000 from Tree Maintenance work order 607, to Tree Audits work order 3175</li> </ul>
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## Future budget impact

With the Town's endorsement and focus on the Urban Forest Strategy, tree numbers will increase and more arboricultural reporting and advice will be required.

It is estimated that for each thousand new trees planted in the Town, arboricultural services costs will increase by approximately \$8,200 for standard tree audits.

The future budget for arboricultural services will be increased in future budgets to accommodate this growth in tree numbers.

## Relevant documents

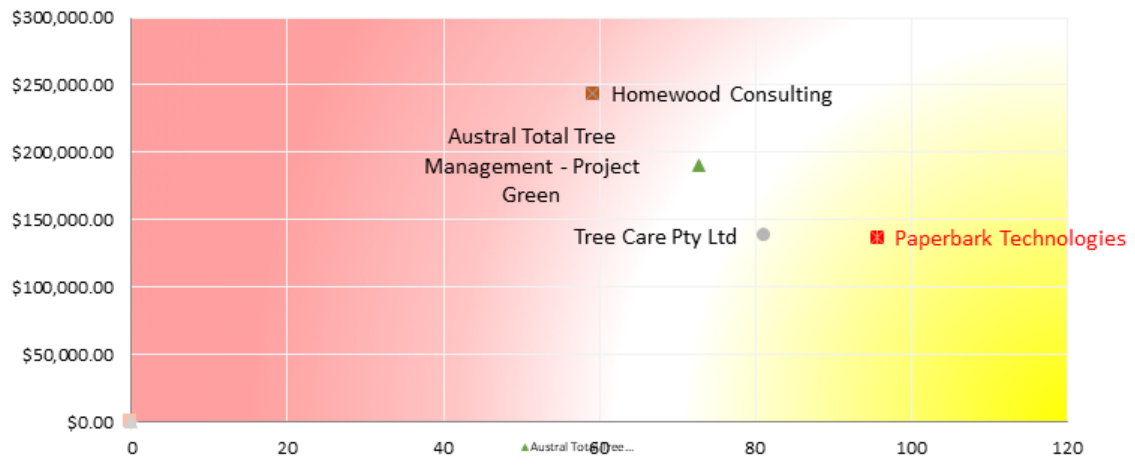
[Council policy FIN4 Purchase of Goods and Services.](#)

## Analysis

7. The assessment of the submissions was formally undertaken by a panel that included:
  - Urban Forest Coordinator
  - Parks Technical Officer
  - Streetscapes Supervisor
8. The Town received four (4) submissions. Of these submissions, all were compliant.
9. The evaluation of the submissions against the quantitative and qualitative criteria are shown on the graph below.
10. Paperbark Technologies were ranked the highest in the qualitative criteria as well as having the lowest tendered price on the "guaranteed" work.

Company	Qualitative	Price	Ranking
Average	77.2	\$177,172.48	
Austral Total Tree Management - Project Green	72.8	\$190,900.00	3
Homewood Consulting	59.1	\$243,399.90	4
Paperbark Technologies	95.7	\$136,624.00	1
Tree Care Pty Ltd	81.2	\$137,766.00	2

### Combined Totals



## 12.4 Renaming of ROW 130, ROW 52 and ROW 87

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Jack Bidwell
<b>Responsible officer</b>	Ben Killigrew
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	Nil

### Recommendation

That Council:

1. Endorses the names selected for ROW 130, ROW 52 and ROW 87; and
  - a) ROW 130 to Blewett Lane
  - b) ROW 52 to Benton Lane; and
  - c) ROW 87 to Edmiston Lane.
2. Approves the Chief Executive Officer to undertake the process to rename the rights of way in Recommendation 1.

### Purpose

To endorse the names selected by the Town for the purposes of renaming ROW 130, ROW 52 and ROW 87.

### In brief

- Following a Council resolution and several requests from community members, the Town has been investigating the requirements to rename selected Right of Ways throughout the Town.
- Advice provided to the Town that naming or renaming of the Town's Right of Ways will require the same process to be undertaken to ensure the Standards of the Geographic Naming Policy are applied.
- Local Governments are responsible for the numbering process, they may also propose a name and vote on it, but the suggestion then needs to be submitted to the Names Committee at Landgate who selects the official name.

### Background

1. Requests to assign names to the Town's Right of Ways (ROW) are received frequently from residents having difficulty directing friends, visitors, delivery drivers and trades people to property facing a Right of Way. These requests are becoming more frequent due to the increase in urban development. Consequently, the orientation of properties with primary access and frontages onto ROW has resulted in many requiring names (approximately 129 in total) for address purposes.

2. In addition to several community requests, a Council resolution was carried at the September OCM requesting:  
 "That Council:
  - a. Requests the Chief Executive Officer to investigate whether ROW 52 can be re-named.
  - b. Requests the Chief Executive Officer to investigate an appropriate name for the laneway and present a report to Council for consideration by December 2019, if ROW 52 is able to be re-named as per the point above."
3. The Town has received advice that the renaming of ROW 52 is the same process to rename other Rights of Way.
4. There are currently three ROW with requests to be renamed (ROW 130, ROW 52 and ROW 87) and these are seeking to be addressed within this report.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	A consolidated approach to renaming the ROWs will provide efficiency by having a singular project methodology applied.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	The coordinated approach will ensure the correct legislative process is applied correctly and all names are approved and registered appropriately.

## Engagement

Internal engagement	
Property Team	Input into report and the process to undertake naming or renaming of ROW, Parks and Reserves.
Project Management	Input into report and the process to undertake the project and assessing the complexity of the project delivery.
Community Development	Input into report and the process to identify names, engage with stakeholders and undertake process to select appropriate names.

## Legal compliance

*Schedule 3.1 of the Local Government Act 1995*

*Clause 2.15 of the Town of Victoria Park Local Law – Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000 Consolidated*

*Australian/New Zealand Standard – Rural and Urban Addressing AS/NZS 4819:2011*

*Landgate Policy and Standards for Geographical Naming in Western Australia 01:2017*

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Reputational</b> Negative public perception towards the Town may result if the ROW are not named and further inconvenience residents	Minor	Possible	Moderate	Consistent approach to apply for renaming of Right of Ways as requests are made to ensure inconveniences are minimised.
<b>Service Interruption</b> Continuous ad-hoc requests to name/rename ROW diverts officer resource allocation away from other projects or activities that are higher priority to the Town.	Moderate	Likely	High	A simplified process with a single point of contact to ensure resources are appropriately managed.
<b>Compliance</b> Non-compliance of names applied to ROW, Parks and Reserves if proper process not applied.	Major	Unlikely	Moderate	This approach will ensure the correct process is undertaken and names are lodged and registered with the appropriate authorities.

## Financial implications

<b>Current budget impact</b>	The supply and installation cost of three street signs is \$950.00 ex GST, there are no application fees payable to Landgate. Previous initiatives to rename ROWs have been funded from the Sign Maintenance Budget and it is proposed that this budget is utilised in this instance. Sufficient funds exist within this budget to fund the renaming of the three proposed ROWs.
<b>Future budget impact</b>	Not applicable.



## Analysis

5. Assigning names to Rights of Way (ROW) ensures street addresses are compliant with the Geographical Standards for Rural and Urban Addressing (AS/NZS 4819:2011). The Standards take into consideration access points, street orientation and consistency to improve the efficiency of, for example, emergency service vehicles attempting to locate a dwelling with a frontage to a ROW.
  6. Prior to submitting any names to Landgate, Commemorative naming needs to comply with the Australian/New Zealand Standard – Rural and Urban Addressing AS/NZS 4819:2011 as well as pass Landgate’s Geographical Names Committee preliminary validation assessment in accordance with their Policies and Standards for Geographical Naming in Western Australia.
  7. The Geographical Naming Policy requires the following provisions to be satisfied:
    - a. Posthumously;
    - b. Permission of the immediate family must be obtained;
    - c. Based on demonstrated record of achievement;
    - d. Having a direct and long-term association with the location and made a significant contribution to the area;
    - e. The proposal commemorating an individual with an outstanding national or international reputation has had a direct association with the area in which it is to be located;
    - f. Such application is in the public interest;
    - g. There is evidence of broad community support for the proposal.

Public advertising of the proposed names to the community prior to a submission to the GNC is not required by Landgate.
- The Town has selected the names of 3 prominent women from the Town of Victoria Park for the proposed renaming of ROW 130, ROW 52 and ROW 87. The renaming is proposed as below:
    - ROW 130 to Blewett Lane;
    - ROW 52 to Benton Lane; and
    - ROW 87 to Edmiston Lane.
  - Mary Florence Blewett was a sister-in-charge of the out patient clinic in Greenbushes and moved to Victoria Park in 1949 following the death of her husband who was captured and later died as a prisoner of war in World War II. Mrs Blewett built a house on Sussex Street in East Victoria Park and lived there with her three children. She worked as a Matron at St Ives Hospital in Hubert Street and participated in volunteer work for the Red Cross.
  - Ellis May Benton was born and lived in Victoria Park. She was enlisted in World War II in May 1942, aged 19 years, and served in the Air Force as a Corporal until she was discharged in April 1946.
  - Agnes Carmel Edmiston was born and lived in Victoria Park. She was enlisted in World War II in June 1942, aged 20 years, and served in the Air Force as an Aircraftwoman until she was discharged in November 1944.
  - Each name was selected based on past reports recommending the naming of Rights of Way, suggested names for Rights of Way were sought from the previous Culture and Local History Working Group and the Local History Coordinator. As the group no longer exists, suggested names were sought from the Local History Officer. The recommended names are on a list of Prominent Women from Victoria Park who were either enlisted and served in World War II or were a registered nurse or midwife.
  - These names align with the precedent set by the Town which has historically named a number of roads after nurses or midwives who worked in the local area, as well as servicemen from Victoria Park who served in World Wars I and II.

- The names proposed in this report have passed Landgate's preliminary validation assessment and can proceed to the Geographic Names Committee for approval.

## **Relevant documents**

Not applicable.

## 12.5 TVP/19/18 Remedial Works to 50m Pool at Aqualife

<b>Location</b>	East Victoria Park
<b>Reporting officer</b>	Russell Podmore
<b>Responsible officer</b>	Ben Killigrew
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	Nil

### Recommendation

That Council:

1. Awards the contract associated with Tender TVP/19/18, to Safeway Building and Renovations Pty Ltd (ABN: 97 146 697 378), for Remedial Works to 50m Pool at Aqualife Stage 1, with the terms and conditions as outlined in the contract, for the lump sum price \$288,300 (ex GST).
2. Approves a budget amendment to transfer \$170,000 to WO3235 from the following work orders to cover the additional budget required for the project:
  - a. WO3245 50m Pool Starting Blocks and Submersible wall - \$20,000
  - b. WO3290 Aqualife Solar PV - \$75,000
  - c. WO3048 Reactive Building Renewal Works - \$75,000
3. Authorises the Chief Executive Officer to execute all contract documents associated with the Tender TVP/19/18 Remedial Works to 50m Pool at Aqualife Stage 1.

### Purpose

For Council to accept the tender submission from Safeway Building and Renovation Pty Ltd to deliver Remedial Works to the 50 metre Pool at Aqualife Stage 1.

### In brief

- TVP/19/18 was published through Tenderlink and advertised in the West Australian on Wednesday 18 September 2019 and closed 2.00pm on Tuesday 22 October 2019.
- Submissions were invited from suitably qualified and experienced companies to carry out renewal works to the 50 metre outdoor pool overflow gutters and reconstruction of end head blocks and starting platforms.
- Tenderers were asked to provide two options:
  - a. Option 1 - Remedial works to existing pool gutters and headwalls
  - b. Option 2 - Removal of side walls to create a "wet deck".
- A total of four submissions were received from:
  - a. Duratec Australia Pty Ltd
  - b. Dynamic Pools Australia Pty Ltd

- c. Safeway Building Pty Ltd
- d. SRG Global Services Australia Pty Ltd
- The approved municipal funding allocation for this project is \$150,000.
- Additional funding of \$20,000 from a Sport Australia grant is also allocated to the replacement of starting blocks.
- An evaluation of the tender submissions against the prescribed criteria has been completed and it is recommended that Council accepts the submission made by Safeway Building and Renovations Pty Ltd and enters into a contract to supply remedial works to the 50m pool.

## **Background**

1. The 50 metre pool was constructed in the year 1965. In July 2018, the pool was emptied and the Town carried out a comprehensive structural audit including core testing to determine the structural condition and likely remaining life of the pool.
2. Moderate risks were identified that require refurbishment works be undertaken to extend the life of the pool. The pool has accumulated a significant amount of chloride and significant spalling and damage to the drain walls. These works are not considered urgent but require planned replacement over the next 3-5 years.
3. The detailed report identified that:
  - a) The pool shell is in good condition.
  - b) Remedial works were required to the overflow gutters as the steel reinforcement shows signs of corrosion.
  - c) The head walls and starting platforms require remedial works to be made safe, compliant and fit for purpose.

## **Compliance criteria**

4. Tenderers were required to:
  - a. Provide acknowledgment that their organisation has submitted in accordance with Conditions of Tender including completion of the Offer Form and provision of their pricing submitted in the format required by the principal.
  - b. Attend a mandatory on-site tender briefing.
  - c. Nominate a scheduled delivery date, including pricing for fastest construction time to limit service interruption to pool users as best possible.
  - d. Provide proof of relevant Licences, Quality Assurance, Risk Assessment and Specification

## **Evaluation process**

5. The Town received a total of four submissions. The Senior Procurement Officer assessed the tenders against the compliance criteria and confirmed all submissions were compliant.
6. An evaluation panel of three Town Officers assessed the tenders against the qualitative criteria:
  - a. Building Officer
  - b. Leisure Facilities Operations Manager
  - c. Strategic Projects Manager
7. The qualitative criteria and weightings are detailed in the table below:

<b>Relevant experience</b> i) Provide details of similar work undertaken ii) Provide scope of the tenderer's involvement including details of outcomes iii) Provide details of issues that arose during the project and how these were managed iv) Demonstrate competency and proven track record of achieving outcomes v) Project reference sheet	Weighting 20%
<b>Current capability</b> i) Plant, equipment and materials ii) Any contingency measures or backup of resources including personnel iii) OHS survey iv) Safety record v) Resources schedule	Weighting 20%
<b>Demonstrated understanding</b> i) A project schedule/timeline ii) The process of the delivery of the goods/services iii) Training processes iv) Demonstrated understanding of the scope of work v) Supply details and provide an outline of your proposed methodology	Weighting 20%
<b>Price</b> i) Tendered Price; Lump sum	Weighting 40%

8. The evaluation panel and Senior Procurement Officer held a meeting on the evaluation scores and tender submissions. The methodology varied between the four submissions which reflected price variances.
9. The Panel agreed to invite all four submissions on-site to discuss each methodology on both options. This process provided clarification on the scope of works required and as agreed by the Town and the contractors. As a result, the tenderers were invited to revise their price schedule accordingly.
10. The revised pricing for Option 2 was re-evaluated and as a result the tender submission from Safeway Building and Renovations Pty Ltd submission was considered the best value for money for the Town.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	Ensure best practice procurement processes are followed, project management methodologies are applied and value for money outcomes are achieved

	for the community.
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Environment	
Strategic outcome	Intended public value outcome or impact
EN05 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed.	Ensure that Town facilities are maintained, compliant and fit for purpose for the Community. Regular inspections and maintenance routines to ensure assets sustain their life and value over the long term.

## Engagement

Internal engagement	
Stakeholder	Comments
Procurement	Provided advice and acted as a probity advisor throughout the process.
Business Services	Discussed options on functionality, efficiency, compliance, fit for purpose and best practice. Delivery timelines for minimal disruption to facility.

Other engagement	
Stakeholder	Comments
Community Users – Resident Swim Club	Engagement on particular requirements, such as the type of starting platform required to comply with any current competition guidelines, and also peak usage times.
Structural engineer scientists	Provided core testing report on structural condition and recommendations to extend the life of structure.

## 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 and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
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<b>Reputational</b> Negative public perception towards the town, high impact on community trust	Major	Likely	High	Engage a structural engineer and provide a structural survey report. Develop and stage a remedial program to optimise and prolong the current structure.
<b>Financial Impact</b> Prolonged interruption of services resulting in loss of revenue	Major	Possible	High	Plan works in off-season to reduce impact on seasonal users/schools etc.
<b>Service Interruption</b> Unplanned closures, impact on community and users, public embarrassment	Moderate	Likely	High	Plan remedial works in low seasons to reduce user impact. Regular maintenance and inspection activities will reduced likelihood of unplanned reactive works resulting in unplanned pool closures.

## Financial implications

### Current budget impact

Council Delegation 1.24 – Limits on Delegations to CEO requires all tenders exceeding \$250,000 to be by Council determination. The value of the total is expected to exceed \$250,000, therefore it is required that this item be brought before Council for determination.

Council policy [FIN4 Purchase of Goods and Services](#) requires Council to invite tenders before the Town enters into a contract if the consideration under the contract is or is expected to exceed \$150,000.

The tender for remedial works to 50 metre pool at Aqualife Stage 1 is estimated to cost \$288,300 over the contract term, therefore requires Council delegation to execute this contract.

Insufficient funds exist within the annual budget for the cost of this project. There is currently \$150,000 available in WO#3235, however an additional \$170,000 is required, including a 10% contingency for potential variations. It is proposed that funding will be acquired through the following work order transfers:

**WO#3245 - \$20,000** - Sport Australia provided funding to supply and construction of swim wall and starting platforms. Balance of \$20,000 in the funding for construction works to remove existing blocks.

**WO#3290 - \$75,000** - Solar PV project savings due to best value and the Small-scale Technology Certificate (STC) incentive. This will be available after practical

completion of project in February/ March 2020.

**WO#3048 - \$75,000** – Reactive building renewal works fund to be used as this is classed as critical renewal works to a major asset for the Town in respect to value to the community, usage and revenue producing asset.

Sufficient funds were allocated within the current budget should the Town choose Option 1 to repair the existing overflow gutter and extend the head walls to suit the new starting platforms (like for like). However, due to recent consultation with aquatic specialists in the tender process the current overflow gutters are level, instead of angled, which creates inefficiencies to the water drainage and allows flow back of water into the pool. The gutters are also a non-standard size which would result in higher maintenance costs of getting custom fit when replacing.

Option 2 provides the best value for money outcome, as it results in increased pool depth to comply with current standards, creates better water flow and maintenance efficiencies, and extends the pool drain life span by an extra 20 years.

Financial implications of closing the outdoor 50m pool for a 12 week period is estimated to result in a \$45,000 decrease in revenue which is offset slightly by a \$5,000 decrease in expenditure. The financial impact to the Aqualife operational budget is estimated to be approximately \$20,000 variance which will be addressed during the mid-year budget review process.

#### Future budget impact

Reactive maintenance costs are likely to be reduced.

The internal re-tile of the pool would be considered as Stage 2 of the 50m Pool refurbishment works. This rectification is considered low risk in the short term, therefore a budget consideration will be submitted for 2021/22 Financial year capital budget. Renewal of this component of the pool will result in extending the useful life of the asset a further 25 years.

## Relevant documents

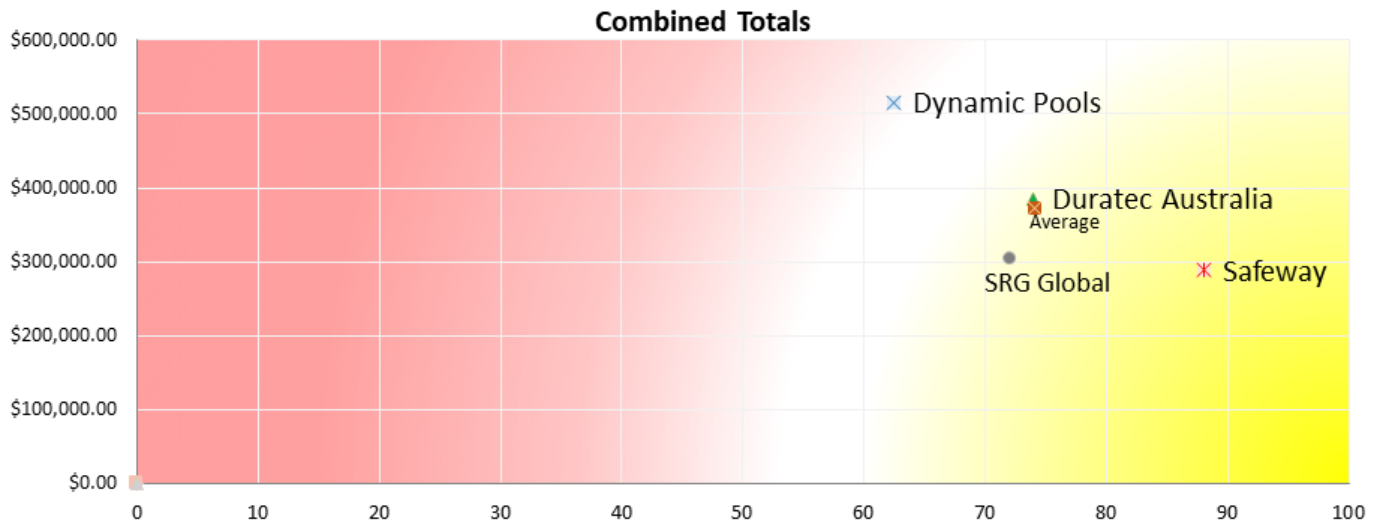
[Council policy FIN4 Purchase of Goods and Services.](#)

## Analysis

11. Tender TVP/19/18 invited suitably qualified and experienced companies to carry out remedial works to the 50 metre outdoor pool overflow gutters and reconstruction of end head blocks and starting platforms.
12. Tenderers were asked to provide two options:
  - a. Option 1 - Remedial works to existing pool gutters and headwalls
  - b. Option 2 - Removal of side walls to create a wet deck.
13. Option 2, being the removal of side walls to the pool and creating a wet deck, resulted in more benefits for the facility and therefore was considered the best option following advice from aquatic consultants and internal consultation with relevant staff. The pricing submitted for option 2 from all submissions was considered in the evaluation process.



14. Option 2 results in the 50m pool depth being increased which will comply with current standards. It will also increase the pool lifespan by an additional 20 years as well as improve maintenance efficiencies. The wet deck will also improve the aesthetics and modernise the outdoor pool.
15. The evaluation of the submissions against the quantitative and qualitative criteria are shown on the graph below.



16. Following evaluation process with Senior Procurement Officer and Town staff, the tender submission from Safeway Building and Renovation Pty Ltd to deliver Remedial Works to the 50 metre Pool was considered to be the best value for money for the Town.

## 12.6 TVP/19/13 Provision and Implementation of Strategic Asset Management System

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Jayde Robbins
<b>Responsible officer</b>	Ben Killigrew
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	Nil

### Recommendation

That Council:

1. Awards the contract associated with Tender TVP/19/13 Provision and Implementation of Strategic Asset Management System, to Assetic Australia Pty Ltd (ABN:89126629954), for procurement and implementation of a Corporate Asset Management software system, with the terms and conditions as outlined in the contract, for the lump sum price of \$305,964 (excluding GST).
2. Approves a budget transfer of \$20,000 from GL 12772.1030 (Computer Software Support) to capital budget WO3058 (Asset Management System) to fund the first year procurement and implementation of the Corporate Asset Management software system.

### Purpose

For Council to accept the tender submission from Assetic Australia Pty Ltd for Provision and Implementation of a Strategic Asset Management System over a three year contract term with the option for the Town to extend for a further 2 x 12 month terms.

### In brief

- TVP/19/13 was published through Tenderlink, as an Expression of Interest (EOI) on 30 July 2019.
- A total of 11 EOI submissions were received and evaluated as per a tender evaluation process.
- A shortlisting process was then followed whereby product demonstrations were called upon and the top 4 submissions were then invited to Tender through Tenderlink on 18 October 2019.
- Suppliers were requested to provide an asset management software solution and implementation plan to improve the Town's Strategic Asset Management processes.
- The approved municipal capital funding allocation for this item is \$154,000 with an additional \$40,000 allocated in operational budget for first year subscription and software licencing fees.
- An evaluation of the tender submissions against the prescribed criteria has been completed and it is recommended that Council accepts the submission made by Assetic Australia Pty Ltd and enters into a contract to procure and implement a Corporate Asset Management software system.

### Background

1. The Town is seeking to invest in an innovative, user friendly asset management software system to ensure strategic and sustainable management of the assets that the Town is responsible for.

2. The Town currently uses a number of disparate systems to assist in the management of assets and is relatively immature in its strategic management of assets. An asset management system is an effective way to consolidate a central point of truth for asset data and will enable the Town to manage its assets more effectively.
3. An asset management system will allow for more sophisticated asset and financial management processes, including the ability to improve accuracy in calculation of asset depreciation, production of evidence-based works programs and the improvement of data integrity to support sound decision making.
4. The Asset Management System will also allow for in-field, real time data capture and may also improve the Town's maintenance and works management processes when equipped with the relevant technology.
5. The implementation of an Asset Management System has been ranked as a Tier 1 priority corporate system by the organisation.

## **Compliance criteria**

6. The Town's Senior Procurement Officer assessed all EOI submissions and final Tender submissions for compliance. All Tenders submitted were considered compliant.
7. Each Tender was initially assessed against the following compliance criteria:
  - Tenderers to provide acknowledgment that the organisation has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of pricing submitted in the format required by the Principal.
  - Provide a minimum of three references.
  - Complete respondents offer and pricing schedule.
  - Submit Organisation profile.
  - Provide details on financial position.
  - Advise of any actual or potential conflict of interest.
  - Provide details of insurance coverage that would meet the requirements of this Tender/Contract.

## **Evaluation process**

- 8 The Town advertised an Expression of Interest EOI- TVP/19/13 Provision and Implementation of Strategic Asset Management System in the West Australian and through Tenderlink on Wednesday 30 July 2019.
- 9 A total of 11 submissions were received and evaluated by the Senior Procurement Officer and a panel of three staff members including:
  - Principal IT Specialist
  - Coordinator Strategic Assets
  - Senior Accounting Officer
10. A meeting was held between the panel members and it was agreed to invite shortlisted vendors to present their product in a demonstration to key personnel addressing scenarios provided by the Town.
11. The top four final shortlisted submissions were then invited to submit tender on a refined scope which was sought through Tenderlink on 18 October 2019.
12. Tenders closed on 5 November 2019 and have been evaluated by the panel against the following qualitative criteria:

<p><b>Relevant experience</b></p> <ul style="list-style-type: none"> <li>i) Provide details of similar work;</li> <li>ii) Provide scope of the Respondent’s involvement including details of outcomes;</li> <li>iii) Provide details of issues that arose during the project and how these were managed;</li> <li>iv) Demonstrate competency and proven track record of achieving outcomes; and</li> <li>v) Demonstrate sound judgement and discretion</li> </ul>	<p>Weighting 25%</p>
<p><b>Current capability</b></p> <ul style="list-style-type: none"> <li>i) Organisation’s capacity and capability</li> <li>ii) Organisation’s structure</li> <li>iii) Availability of resources for implementation</li> <li>iv) Availability of support staff</li> </ul>	<p>Weighting 25%</p>
<p><b>Implementation &amp; Project Delivery</b></p> <ul style="list-style-type: none"> <li>i) Strategy: Project understanding; Project Management Plan (Concept level) &amp; delivery strategy; Contingency plan;</li> <li>ii) Project Schedule;</li> <li>iii) Technical Details as enquired in ‘Part 2 – Specification’;</li> <li>iv) Technical Skills &amp; Expertise (CV’s to be provided)</li> <li>v) Training processes</li> <li>vi) Demonstrate understanding of Town individual system needs</li> </ul>	<p>Weighting 30%</p>
<p><b>Price</b></p> <p>Provide indicative price for all related prices associated with the contract term (3 years) to allow whole of life costs to be considered.</p>	<p>Weighting 20%</p>

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
<p>CL03 - Well thought out and managed projects that are delivered successfully.</p>	<p>A project management team has been established to ensure the implementation of the system is delivered successfully.</p>
<p>CL04 - Appropriate information management that is easily accessible, accurate and reliable.</p>	<p>The Asset Management system will result in one source of truth and real time data on the Town’s assets that can be used for reporting and informing future decision making.</p>
<p>CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.</p>	<p>The Implementation of an asset management system will enable the Town to capture true costs of assets and plan more efficiently with evidence based renewal and maintenance planning</p>

Environment	
Strategic outcome	Intended public value outcome or impact
EN03 - A place with sustainable, safe and convenient transport options for everyone.	Transport assets will be managed more appropriately through a central asset/data register
EN05 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed.	Buildings will be managed more effectively through an asset management system
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	Parks will be managed more effectively through a centralised asset register.

## Engagement

### Internal engagement

Stakeholder	Comments
Procurement	Provided advice and acted as a probity advisor throughout the process. Stantons International were engaged to provide a probity opinion on the full process of this Tender and it confirmed that the process conformed.
ICT	Requirements for the Tender – regarding systems and integration. Attended product demonstrations.
Finance	Requirements for the Tender – regarding Financial regulations and reporting requirements. Attended product demonstrations.
GIS Team	Requirements for the Tender – Data structures and GIS integration requirement. Attended product demonstrations.
Manager Technical Services	Attended product demonstrations.

## 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 and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
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e.g <b>Financial</b> Insufficient funds budgeted in subsequent years for subscription and support services	Moderate	Possible	Moderate	Ensure a budget is allocated in the annual budget for the on-going software subscriptions and licencing to ensure the product is operable and meeting the needs of the Town.
<b>Service interruption</b> Data migration and establishment of new in-house processes in respect to financial reporting and asset management modelling	Major	Likely	High	Ensure establishment of a project management team to implement the system and create and roll out new processes organisation wide. Change management process and communications plan to be developed to ensure uptake of the system and new processes.

## Financial implications

### Current budget impact

Council Delegation 1.24 – Limits on Delegations to CEO requires all tenders exceeding \$200,000 to be by Council determination. The value of the total contract over three years with further extension options is expected to exceed \$200,000, therefore it is required that this item be brought before Council for determination.

Council policy [FIN4 Purchase of Goods and Services](#) requires Council to invite tenders before the Town enters into a contract if the consideration under the contract is or is expected to exceed \$150,000. The provision of TVP/19/13 is likely to cost \$305,964 over a 3 year contract term, therefore it is deemed necessary to enter into a contract.

Sufficient funds exist within the annual budget to address this recommendation.

The first year costs include the following:

Capital Cost = \$117,908 (ex GST)

1<sup>st</sup> year software fees = \$49,308 (ex GST)

**Total first year outlay = \$167,216 (ex GST)**

Current budgets include:

- Capital WO3058 – Asset Management System = \$154,000
- Operating GL 12772.1030 – Computer software support = \$40,000

To recognise full cost of procurement and implementation of the system in the first year, it is recommended that a budget transfer from the operating GL 12772.1030 of \$20,000 be transferred to the capital WO3058 and the purchase be capitalised.

Training costs will be funded by the surplus budget in operating GL 12772.1030.

### Future budget impact

Passing the recommendation for the provision of an asset management system will result in funds required in future budgets for the ongoing software subscription, licensing and support of the system. Currently an amount of \$50,000 is allocated in the annual budget for computer software support for asset systems. It is recommended that an additional amount of approximately \$40,000 be allocated in the annual operating budget to allow for additional software modules to be adopted and to support the ongoing maintenance support and subscription for the system. The annual software fees for all modules has been quoted at \$87,123pa (ex GST)

Other current asset system/licences used by the Town will not be renewed and this system will replace them as one source of truth.

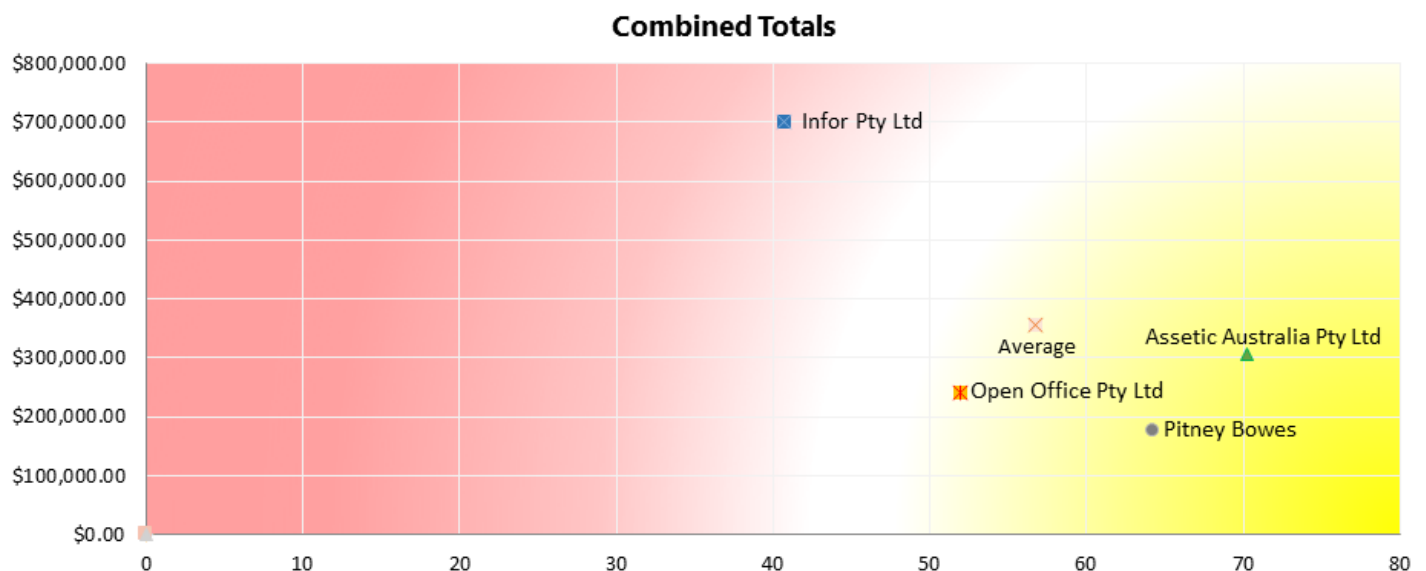
Therefore, in passing the recommendation it is recommended that Council allocate an amount of \$90,000 pa in future operational ICT budget to ongoing, software subscription, licensing and support for the system.

### Relevant documents

[Council policy FIN4 Purchase of Goods and Services.](#)

### Analysis

- 13. The Town received 11 submissions initially in the EOI process. Following a shortlisting process the top four submissions were invited to Tender on a slightly revised and firmed up scope.
- 14. The evaluation of the submissions against the quantitative and qualitative criteria are shown on the graph below.



- 15. Assetic Australia Pty Ltd ranked the highest in the evaluation process, specifically against the qualitative criteria.
- 16. A meeting was held with the evaluation panel and Senior Procurement Officer to discuss the outcome of the evaluation. It was noted that Assetic Pty Ltd also provided in their submission clear examples

of reporting that satisfied the integration and reporting requirements to the Town's current Financial System.

17. The Panel assessments of the software demonstrations/scenario presentations were also reviewed and the Assetic presentation again scored the highest. Additional feedback from internal stakeholders that attended the demonstrations also noted Assetic as the preferred solution.
18. The Assetic software solution met all the Town's specified criteria as a Local Government pre-configured, off the shelf solution and the Strategic asset planning module (prediction modelling) stood out and would advance the Town's analytics and reporting on asset data.
19. It was unanimously agreed that Assetic software solution was the most suitable product and the best value for money option for the Town.



## 12.7 Investigation of use of Glyphosate within the Town of Victoria Park

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Gregor Wilson
<b>Responsible officer</b>	Ben Killigrew
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Glyphosate Infopage [<b>12.7.1</b> - 2 pages]</li><li>2. Use of Glyphosate Statement from WA Health Department [<b>12.7.2</b> - 1 page]</li></ol>

### Recommendation

That Council:

1. Receives the information regarding alternatives to glyphosate and integrated weed management techniques included in this report
2. Endorses continuation of an integrated weed management approach to in the Town
3. Endorses the continued use of the "do not spray" register

### Purpose

This report is in response to a resolution at the 17 September 2019 OCM that a report be presented back to Council on potential alternatives to using glyphosate-based chemicals for weed control within the Town.

### In brief

- The Town uses glyphosate as part of a range of chemical, physical and structural practices that form an integrated weed management approach in the Town.
- Weeds not only have an aesthetic impact, they also lead to negative impacts on the structural integrity of the Town's assets including footpaths, roads and kerbs and in parks and reserves where they out-compete wanted or native species and negatively.
- A request was made by Council for the Town investigate the use of alternative weed control methods to glyphosate, a common broad spectrum weed killer (also commonly known as "Roundup") used commonly since the 1970s in agriculture and horticulture.
- There have been recent court cases in the United States focused on alleged health effects from use of glyphosate, however most reputable scientific bodies support the safety (with proper handling and use) of glyphosate including; the US Environmental Agency, the European Food Safety Authority, European Chemicals Agency, Germany's Federal Institute for Risk Assessment, Food and Agriculture Organisation of the United Nations, Health Canada, as well as the health and regulatory agencies of France, New Zealand, Japan Brazil and Australia (including the Australian Pesticides and Veterinary Medicine Association or APVMA and Cancer Council).

- It is therefore recommended that the Town use an integrated weed management approach within the Town that uses a range of physical, structural and chemical weed control methods including glyphosate.

## Background

1. The Town uses glyphosate as one of a range of weed control mechanisms.
2. Mechanical control (mowing/whipper snipping) hand removal, steam treatment and other chemicals are used within the Town. The table below provides some context of weed control techniques and possible options.
3. Due to recent court cases in America and now in Australia, there is a high degree of public interest regarding the use of glyphosate.
4. The national regulator for chemical use in Australia is the Australian Pesticides and Veterinary Medicines Authority (APVMA). The APVMA is responsible for the regulation and control of agricultural and veterinary chemicals, registering all chemicals prior to them being legally sold, supplied or used in Australia.
5. Glyphosate is registered for use in Australia and APVMA approved products containing glyphosate can continue to be used safely according to label directions. Australian law requires appropriate warnings on product labels, which include relevant poisons scheduling, first aid, and safety directions detailing personal protective equipment when handling and using products containing glyphosate. The APVMA reminds users of the importance of following all label instructions.
6. For preparation prior to revegetation works, glyphosate is particularly effective for weed control in bushland where vehicle access and staff resourcing can be an issue.
7. Glyphosate has been used to control Caltrop weeds within the Town, which infests parts of the Town, particularly in unsealed laneways. This weed has spikes which can puncture bike tyres. It is mapped on the Town's data base, and the infestation has been heavily reduced throughout the Town by glyphosate spraying.
8. The Town advertises upcoming kerb and weed spraying program in the local paper and on our website, two weeks prior to commencement.
9. Town residents who are concerned about chemical use can nominate for the "do not spray" register. Those that do accept responsibility to keep the footpath and kerb line in front of their residence maintained. Currently the Town has 111 residents registered.
10. The table below provides some context of weed control techniques and possible options.

Treatment type	Usage area	Advantages	Disadvantages	Comments
Glyphosate	Kerbs, footpaths, spot spraying in garden beds, revegetation preparation, spot spraying in bushland, control of Caltrop in laneways, Right of	Cost effective, relatively fast, can access most areas with hand spraying gear, kills weeds and root system, fast breakdown in the soil and quickly becoming inactive	Negative public perception, can't be sprayed in rain or high wind, non-selective so spray drift can be an issue.	It is a very important integral part of weed control, particularly in revegetation works and bushland areas. Preparation of the George St reserve

	Ways and bike path edges.	comparative to other chemicals		for tubestock planting and treatment of annual weeds after the Kensington fire with glyphosate has resulted in a large weed reduction, good quality bushland and minimal chemical use going forward.
Steam	Kerbs, paving footpaths, generally any hardstand area	Only produces water vapour, can spray in most weather and wind conditions, good public perception	Comparatively expensive and slow, with treatment required more frequently, not as effective killing hardy weeds, high energy (gas) usage, does not always kill weeds, difficult to use in bushland areas (large equipment and ~8 metre hose)	Cost to chemical treat Albany Highway ~\$2400 compared to steam treatment option ~\$20,000. Our last tender prices indicate Steam is approximately 4 times the cost per spray, and needs to be done more frequently to achieve similar result
Hand weeding	Garden beds, roundabouts	No chemicals involved, garden bed looks neat when weeding completed	labour intensive, difficult to control couch as it has underground rhizomes, some weeds hard to remove, doesn't remove weed seedlings	Works well in smaller garden areas with large weeds performed on an infrequent basis, but not in other situations.
Mechanical control (mowing/whippersnipping)	Verges, larger garden areas	Instant results, fairly fast and cost effective work	May need extra traffic management, weeds not killed just cut down, potential projectiles from mowing activities,	works well for unkept verges, but difficult in garden beds due to damaging other plants (cutting off smaller plants/ringbarking)

			more servicing required compared to spraying	
Fusilade	grass control in bushland areas	Selectively removes couch and kikuyu grasses from bushland without damaging native plants. Spray drift not an issue	Only kills grasses not other weeds, Schedule 6 chemical so more caution required than glyphosate.	Integral part of bushland grass management, but not able to be used to control other weeds.
Pelargonic acid ("Slasher")	Kerbs, paving footpaths, generally any hardstand area	Plant biproduct, safe once applied, alternative to glyphosate	Comparatively expensive to glyphosate, operators need to be cautious while mixing due to caustic nature of chemical, can stain paving.	Relatively new to local government, not a lot of council long-term data available. Not as safe for users due to risk while handling. Can cause skin burns/irritation, eye irritant.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL01 – Everyone receives appropriate information in the most efficient and effective way for them	Provide correct accurate information to the public on weed control techniques

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	Maintaining footpaths and kerbs clear to allow for easy access.

Environment	
Strategic outcome	Intended public value outcome or impact
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	Weed control an integral part of green space maintenance to uphold a high standard of turf, gardens and aesthetics.

Social	
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Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	Good quality greenspace provides mental health benefits.

## Engagement

### Internal engagement

Stakeholder	Comments
Parks staff	Information on current practices and costs
Engineering staff	Discussions on the effects of weeds on path/kerb infrastructure

### Other engagement

Stakeholder	Comments
WALGA	Information available on their website was used to inform this report
APVMA	Information available on their website was used to inform this report
Steam and Spray contractors	Acquire advice on glyphosate alternatives and costing
Perth Metropolitan Park Managers	Agenda item on two monthly meeting. Discussions with multiple councils on current weed control practices and recent focus on glyphosate alternatives.

## Legal compliance

[https://www.legislation.wa.gov.au/legislation/statutes.nsf/law\\_s40586.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_s40586.html)

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Reputational</b> Negative public perception towards the Town's use of glyphosate	Moderate	Likely	High	Consistent information provided regarding chemical usage Promotion of "do not spray" list Ensure Town follows APVMA advice on chemical use

<b>Financial</b> Increased costs of weed control and impacts on Town assets	Moderate	Likely	High	Integrated approach to weed management to reduce chemical use. Future weed management budget increases
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## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address the officer's recommendation to use an integrated weed management approach.
<b>Future budget impact</b>	If the Town chooses to increase the use of alternative weed control methods to reduce the use of glyphosate, weed control budgets will need to be increased and the Town's asset management budgets (e.g. footpaths, kerbs and roads) increased. To go to steam treatment of footpaths and kerbs will require additional estimated budget of \$250,000.

## Analysis

11. Integrated weed management involves the use of various techniques for weed control. The Town already uses a variety of chemical, steam, manual and mechanical weed control methods.
12. Complete removal of the use of glyphosate from the management of weeds will have a detrimental effect on the standard of our POS, particularly in bushland areas, where vehicle access can be limited. Based on current information, steam units generally need to be within eight metres of the weeds being treated, which is not possible for most of our bushland areas.
13. The Town has already reduced the amount of glyphosate being used by altering the frequency of spraying as well as halving the amount of chemical used in the mix.
14. Manual removal of weed species from bushland is carried out using staff labour, contract labour and volunteers. This tends to be on specific areas with target species. Due to prior integrated weed management, the amount of manual weeding required within bushland has been significantly reduced.
15. The controlled use of glyphosate has dramatically reduced problem species such as Caltrop. The Town can further investigate alternative management techniques for this weed now it is under control.
16. With further proposed removal of grass areas to allow for more tree planting as part of the UFS, glyphosate is the most cost-effective method to remove the turf prior to mulching and planting.
17. Based on the Town's weed control contracts, as well as recent quotes, there would be a significant increase in cost for weed control if not using glyphosate. The most recent example is for steam control on Albany Highway hard stand. To chemically maintain it is approximately \$2,400 per annum (4 sprays). Steam treatment would need to be done more frequently at a cost of \$20,000 per annum, over 8 times more expensive in this location.
18. The Town carries out spraying of footpaths and kerb lines usually four times per year with glyphosate.
19. The cost of doing 1 chemical spraying round for weed control on all kerbs and footpaths within the Town is less than \$17,000. To do the same area with steam treatment is \$53,000. For 4 rounds per annum, this would equate to a \$144,000 increase in cost. It is also anticipated that further steam

treatments would be required to maintain current standards. Two additional treatments would cost another \$106,000 on top of the \$144,000 increase.

20. Our chemical spraying is carried out under contract. There may be contractual implications if the Town alters the spraying requirements.
21. Increasing the use of steam treatment of weeds in high pedestrian traffic areas such as Albany Hwy and Archer St, may be an option the Town wishes to consider. There would be a cost increase in the range of \$30,000 per annum to do these two areas. Further hard stand areas could be looked at for steam treatment depending on budget available.
22. Residents who are concerned about chemical usage already have the option to register on the "do not spray" list if they are willing to maintain their path and kerb line. Currently, we only have 111 residents registered on the do not spray list. (Current as of 11 October 2019)
23. The Town will continue to use Glyphosate in accordance with proper handling and application guidelines and with reference to the advice of the government regulatory body, the APVMA, as part of our integrated weed management approach.
24. The Town will continue to investigate and incorporate other weed management practices, where alternative controls and budget are available.

## **Relevant document**

[Australian Pesticides and Veterinary Medicines Authority Website](#)

## **Further consideration**

At the agenda briefing forum, it was requested to include an "estimated cost of using steam treatment in areas immediately adjacent to schools, childcare facilities and aged care facilities in addition to the areas where it currently uses steam."

An estimate using tendered steam prices, based on six treatments per annum, and considering sites the Town is aware of, indicates a \$13,000 – \$16,000 increase in costs per annum, over the current glyphosate treatment of these areas. This is based on the kerb length, and an average path width of 1.8 metres.

## 12.8 QTVP/19/30 Floodlight Renewal at Carlisle Reserve

<b>Location</b>	Carlisle
<b>Reporting officer</b>	Gregor Wilson
<b>Responsible officer</b>	Ben Killigrew
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	Nil

**Recommendation**

Council awards the contract associated with tender QTVP/19/30 Floodlight Renewal at Carlisle Reserve, to Stiles Electrical and Communication Services (ABN: 60087757962), for Floodlight Renewal at Carlisle Reserve, the terms and conditions as outlined in the contract, for the lump sum price of \$207,103.50.

### Purpose

To seek Council approval to appoint a preferred contractor to carry out the floodlighting renewal works at Carlisle Reserve as the tender QTVP/19/30 exceeds \$150,000.

### In brief

- QTVP/19/30 Floodlight Renewal at Carlisle Reserve was advertised in the West Australian Newspaper on Saturday 26 October 2019 and released via the tenderlink portal on the same day.
- The tender submission deadline closed at 2pm on Tuesday 12 November 2019.
- Suppliers were requested to provide a lump sum price for the replacement and upgrade of the Carlisle Reserve Floodlight system, including the option of Light Emitting Diode (LED) lighting.
- Seven (7) submissions were received. All were compliant.
- An evaluation of the tender submissions against the prescribed criteria has been completed and it is recommended that Council accepts the submission made by Stiles Electrical and Communication Services and enters into a contract to renew the Carlisle Reserve Floodlighting using the LED option.
- The approved municipal funding allocation for this item is \$120,000. Additional funding of \$95,000 will need to be allocated from another budget.

### Background

1. Carlisle Reserve is one of the Towns active playing grounds, being used for organised sport all year round. It is a summer cricket ground and used in winter for AFL.
2. The Town has received several requests over a number of years from the clubs using the oval to replace the lighting as it does not meet the current standard. The renewal was listed on the previous financial year's Draft Capital Works budget but did not proceed.
3. Demand for late evening use of ovals from AFL clubs for training and matches is increasing, particularly with the recent expansion of the women's competition at senior levels.
4. One of the existing light poles is also located within the edge of the cricket boundary creating a potential safety hazard.



5. The lighting system was designed several years ago based on metal halide lights. Sporting grounds are now moving away from metal halides in favour of the cheaper to run LEDs.
6. The Town included the option in the tender of providing an LED lighting alternative for Carlisle Reserve.
7. LED lighting is more expensive as a capital item, but more efficient and cheaper to run with the payback period for LED lighting as low as 2.5 years.
8. LED lighting systems are also less costly to maintain, and generally last longer than metal halide lighting systems.

Evaluation criteria -

<p><b>Relevant experience, expertise and project Team</b></p> <p>Demonstrate your</p> <ol style="list-style-type: none"> <li>i) Experience, expertise and project team.</li> <li>ii) Role and credentials of the key persons in the provision of the service (i.e. qualifications and experience).</li> <li>iii) Ability to provide ongoing availability of sufficient skilled persons capable of performing the tasks consistent with the required standards.</li> <li>iv) Understanding of the requirements associated with delivering the services to the Town.</li> <li>v) Experience and success in the sphere of recent similar facilities.</li> </ol>	<p>Weighting 20%</p>
<p><b>History and viability of Company</b></p> <ol style="list-style-type: none"> <li>i) Detail your history, viability and experience.</li> <li>ii) Include any comments received from referees.</li> <li>iii) Demonstrate your capacity and depth to effectively address the range of requirements of the Town.</li> <li>iv) Demonstrate the financial capacity of the organization to carry out works for this project including evidence of stability and experience.</li> </ol>	<p>Weighting 20%</p>
<p><b>Methology, key issues and risk</b></p> <p>Demonstrate your</p> <ol style="list-style-type: none"> <li>i) Proposed methodology for this project to be completed on time and within budget.</li> <li>ii) Evidence of successful results.</li> <li>iii) Ability to provide a high level of: <ul style="list-style-type: none"> <li>Site management</li> <li>Finish</li> <li>Practices regarding industrial relations</li> <li>Practices regarding environmental protection</li> <li>Practices providing a safe working environment.</li> </ul> </li> <li>iv) Understanding of the required service by identifying the key issues and risk associated with delivering the project.</li> </ol>	<p>Weighting 20%</p>
<p><b>Price</b></p> <p>This contract is offered on a lump sum (fixed price) fee basis. Include in the lump</p>	<p>Weighting 40%</p>

sum fee all fees, any other costs and disbursements to provide the required service and the appropriate level of the Goods and Services Tax (GST).

Represents the "best value" for money.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	Installation of suitable energy efficient infrastructure by competent cost-effective contractor represents good value for money for the residents.

Environment	
Strategic outcome	Intended public value outcome or impact
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	Providing lighting for the reserve allows greater usage by different groups of greenspaces.

Social	
Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	Providing appropriate infrastructure for sport helps promote healthier lifestyles and provide a sense of community.

## Engagement

Internal engagement	
Stakeholder	Comments
Procurement	Provided advice and acted as a probity advisor throughout the process.
Consultants	Provided different lighting options
Clubs	Obtain their feedback and requirements
Parks staff	Provide feedback on proposed design

## 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 and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
e.g <b>Reputational</b> Negative feedback from clubs towards the Town if lighting not installed due to the lack of ability to provide options for club members and community groups, especially after dark in winter.	Moderate	Likely	High	Install lighting as requested.
<b>Reputational</b> Lack of available time periods on grounds for training	Moderate	Likely	High	Provide more grounds with floodlighting to allow for training at night

## Financial implications

<b>Current budget impact</b>	<p>Sufficient funds do not exist within the annual budget. There is currently \$120,000 available and an additional \$95,000 is required. It is proposed that funding will be accommodated through:</p> <ul style="list-style-type: none"> <li><i>LPRP Zone 2X (Z2X) is also within Carlisle and work order 3090 was budgeted within Parks for Z2X contract period consultancy advice for latent issues, clarifications or disputes. This project is nearing completion and the full WO3090 budget amount will not be required. The Zone 2X project supports a transfer of \$95,000 to work order 3217 for these Parks works in Carlisle.</i></li> </ul>
<b>Future budget impact</b>	<p>It is anticipated that the cost of running the lighting system will reduce with the use of LED's. Running costs are partly subsidized by the charge out rates to clubs.</p>

## Relevant documents

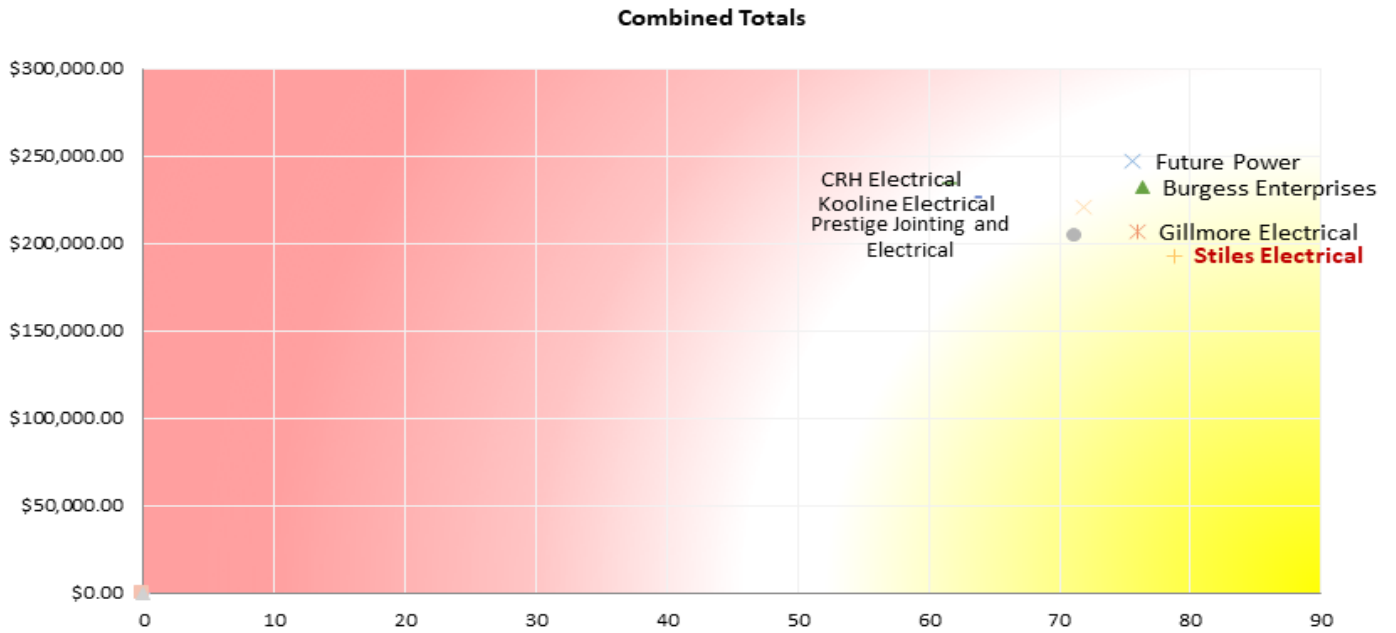
[Council policy FIN4 Purchase of Goods and Services.](#)

## Analysis

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

- Manager Infrastructure Operations
- Reserves and Capital works Supervisor
- Engineering Technical Officer

- The Town received seven (7) submissions. Of these submissions, all were compliant.
- The evaluation of the submissions against the criteria are shown on the graph below.
- Stiles Electrical and Communication Services were ranked highest in the evaluation process, as well as having the lowest price.
- It is recommended that the LED lighting option be adopted for Carlisle Reserve.



## 12.9 Federal Government 2020/21 Budget Submission

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Ben Killigrew
<b>Responsible officer</b>	Ben Killigrew Michael Cole
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	Nil

### Recommendation

That Council

1. Endorses the list of capital works projects, as per *Table 1. Projects for Federal Funding Support* in this report, for a submission to the Commonwealth Government for consideration in the 2020/21 Federal Budget; and
2. Requests the Chief Executive Officer to prepare a submission to the Commonwealth Government to request funding for the endorsed list of projects and an increase in the Financial Assistance Grants Program.

### Purpose

For Council to endorse a list of strategic projects and initiatives to be submitted to the Commonwealth Government in response to an invitation for submissions for funding in the 2020/21 Federal Budget.

### In brief

- Following a Council Resolution (via Notice of Motion) at the November Ordinary Council Meeting, the Town has prepared a list of priority strategic capital works projects in the Town that may be suitable for funding in 2020/21 Federal budget.
- The projects selected are those that have been partly or fully planned/scoped and advanced to a point whereby funding contributions, if received could begin to be expended starting in the 2020/21 financial year.
- The Town is now requesting that Council review the list of projects and provide endorsement for the Town to prepare a formal submission to the Commonwealth Government by the deadline of 20 December.
- Several other strategic projects identified previously as priorities by the Town have not been included in this list as they will not be progressed enough to seek funds in 2020/21. These include; Macmillan Precinct, Aqualife and Leisurelife and Higgins Park Masterplan.

### Background

1. The Commonwealth Government is inviting submissions from local councils on their views on what should be considered for funding prioritization in the 2020/21 Federal Budget.

2. The Australian Local Government Association (ALGA) is calling on local councils to support their advocacy for an increase in the Financial Assistance Grants to accompany their capital priorities submission. ALGA will also advocate that the local government sector is willing and able to deliver projects on the ground as part of any stimulus packaged that may be released.
3. A Notice of Motion was carried at the November OCM in support of the advocacy being undertaken by ALGA, while ensuring that the Town outlines its key strategic capital works projects for consideration by the Federal Government when it is developing its 2020/21 Budget.
4. The submission for Federal funding closes on 20 December 2019.
5. The Town has successfully achieved significant Federal Government funding for a range of priority projects and initiatives around the Town recently including, a \$4,000,000 grant commitment towards a community and sport club facility (in conjunction with advocacy from Perth Football Club) as replacement of the existing obsolete structure and a \$4,000,000 grant commitment towards Edward Millen House building works.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	The strategic capital works projects in the prepared list are proposed to be delivered under the Town's Project Management Framework to ensure appropriate project governance.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	The strategic capital works projects in the prepared list are generally of a scale that is beyond the capacity of the Town to deliver in isolation and would require additional funding support to ensure long term financial sustainability.

## Engagement

Internal engagement	
Project Management	Input into project list
Property	Input into project list
Place Planning	Input into project list
Business Services	Input into project list
Finance	Input into report
Communications	Input into report

## Legal compliance

Not applicable.

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Reputational</b> The Town's reputation may be impacted by setting unrealistic expectations with the community regarding the delivery of these projects without capital funding identified.	Moderate	Likely	High	Expectations are established with stakeholders and the community in the early concept development stages of these projects to ensure mutual understanding of funding constraints.
<b>Financial</b> The Town having to self-fund many of the listed projects if funding support is not received.	Catastrophic	Likely	Extreme	Plan these projects in the Long Term Financial Plan where they can be funded without impacting the financial sustainability of the Town.

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address the recommendation in this report.
<b>Future budget impact</b>	Depending on the nature of any funding received, there may be an impact on future budgets if co-funding is required.  In the event that grant funding is received, appropriate internal and external resourcing as well as impacts on asset management will be outlined through future reporting to Council.

## Analysis

An increase in General Purpose Funding through Financial Assistance Grants can be utilised:

- To minimize the asset renewal gap and the significant adverse trend within the Asset sustainability ratio by allocating funding towards asset renewal costs.
- Allocate funding towards the Underground Power Project to reduce rate payer burden.
- Allocate funding towards increased maintenance costs associated with new strategic projects.

Projects that are not suitable for the General Purpose Funding will need to have individual capital budget allocations outside of the General Purpose Funding.

**Table 1. Projects for Federal Funding Support**

Project	Approximate Funding Sought	Project Readiness	Benefit
Edward Millen Park Upgrade	\$6million	<ul style="list-style-type: none"> <li>• Masterplan Complete</li> <li>• Detailed Design to conclude mid-2020</li> </ul>	<ul style="list-style-type: none"> <li>• Will complement existing \$4m commitment to the Edward Millen Building</li> <li>• Will catalyse the upgrade and use of a State Heritage Property</li> <li>• Will provide a regional attractor to the Town; amplify the St James Town Centre local economy and instigate medium/high density development which supports the financial resilience of the Town of Victoria Park.</li> <li>• Will assist in the attraction of much needed private capital investment in the Heritage Redevelopment.</li> </ul>
Burswood Station East Precinct Public Realm Revitalisation	\$9.2million	<ul style="list-style-type: none"> <li>• Planning Framework drafted and in place by mid-2020</li> <li>• Conceptual planning for all streets and public spaces completed</li> </ul>	<ul style="list-style-type: none"> <li>• Upgraded public realm will instigate high density development in Perth's most viable Transit Oriented Development located on the Burswood Peninsula and neighbouring the newly constructed Perth Stadium, soon to be upgraded Burswood Train Station, and Crown Perth.</li> </ul>
Burswood Station Redevelopment (led by Public Transport Authority)	Unspecified by PTA	<ul style="list-style-type: none"> <li>• Draft Concept design completed</li> </ul>	<ul style="list-style-type: none"> <li>• Upgraded station will accommodate a significant population increases on Burswood Peninsula.</li> <li>• Project will include modifications to Victoria Park Drive to facilitate a better pedestrian environment and promote</li> </ul>



			sustainable access.
Etwell Street Local Centre Revitalisation	\$1million	<ul style="list-style-type: none"> <li>• Concept Plan Complete</li> <li>• Detailed Design to be completed by mid-2020</li> </ul>	<ul style="list-style-type: none"> <li>• Will result in a significant upgrade in an important Local Centre with active small business community, instigating private development and addressing crime and safety perceptions.</li> </ul>
METRONET Projects (let by METRONET Taskforce)	Unspecified	<ul style="list-style-type: none"> <li>• Business Case Options currently being developed by state government</li> </ul>	<ul style="list-style-type: none"> <li>• Current Federal and State Government funding exists for rail crossing removals</li> <li>• Additional funding will ensure the preferred option of a submerged rail through the corridor to achieve level crossing removal but also enable more connections for the community and much more aspirations State development level prospects for development around railway station nodes and developments.</li> </ul>
Causeway Footbridge (led by Department of Transport)	\$50-60 million	<ul style="list-style-type: none"> <li>• Design process completed in November 2019</li> <li>• Project is now shelf ready</li> </ul>	<ul style="list-style-type: none"> <li>• Existing cycling access via Causeway has been identified as by cyclists as the worst in Perth</li> <li>• Separate bridge will facilitate a forecast increase in cycling and pedestrian traffic into the Perth CBD from the South Eastern suburbs.</li> <li>• Reduced traffic congestion and vehicle pollution through mode shift to sustainable transport modes.</li> <li>• Greater use of Heirisson Island will lead to tourist outcomes and opportunities</li> </ul>
Taylor Reserve and McCallum Park –	\$4 million	<ul style="list-style-type: none"> <li>• Conceptual design of the entire site</li> </ul>	<ul style="list-style-type: none"> <li>• The McCallum Skate &amp; Active Area will provide a</li> </ul>

<p>Stage 2 - Skate &amp; Active Area</p>		<p>complete (Concept Plan)</p> <ul style="list-style-type: none"> <li>• Concept Plan was endorsed in 2018</li> <li>• Stage 1 - Grading, rock toe and revegetation works for the river edge have been completed.</li> <li>• Design refinement is occurring for Stage 2- Skate &amp; Active Area.</li> <li>• Stage 2 will be ready for Design &amp; Construct in early 2020.</li> <li>• Funding for Stage 3 – Taylor/Garland Street Design will be included in the Stage 2 capital budget.</li> </ul>	<p>regional attraction that includes a range of active and passive recreation activities.</p> <ul style="list-style-type: none"> <li>• These include:</li> <li>• “Hypocourt” Artwork, Improved viewing spaces and walking circulation, Skate park upgrade and extension, Pump track, shaded seating, toilet facilities, greening and planting, public furniture, Bouldering/Parkour space.</li> <li>• The existing area will be significantly upgraded and enhanced to provide facilities that attract visitors to the region as “Hypocourts” have done globally, nationally and internationally.</li> <li>• Opportunity to deliver a community-led vision (by young men from CALD backgrounds) for this project</li> </ul>
<p>Streetscape Improvement of Burswood Road</p>	<p>\$4 million</p>	<ul style="list-style-type: none"> <li>• Concept and Design to be developed</li> </ul>	<ul style="list-style-type: none"> <li>• The major connection from Victoria Park east onto Great Eastern Highway</li> <li>• Significantly improved public realm as part of major streetscape upgrades and road renewal</li> <li>• To provide an effective link between the Burswood Peninsula and the Albany Highway Precinct that serves as an entry statement or gateway into the Town of Victoria Park</li> <li>• To facilitate intensive mixed-use development that takes advantage of the Precinct’s locational and natural assets while</li> </ul>

			<p>minimising impact on the adjacent residential precinct.</p> <ul style="list-style-type: none"> <li>• To encourage development as a business destination with high value economic activity and employment.</li> <li>• To encourage residential intensification and establishment of a local resident population.</li> <li>• To foster activities and environments that create a welcoming place for people.</li> <li>• Enhancements to road safety</li> <li>• Improved lighting through LED technology</li> </ul>
Local Road Renewal Projects	\$3 mil gap p.a.	Asset Condition audit completed. Local road renewal projects totalling \$5 mil are ready for renewal now once the required funding gap of \$3 mil has been received.	<ul style="list-style-type: none"> <li>• Asset Sustainability ratio will improve for the years that such funding gap has been provided.</li> <li>• General maintenance needs will reduce</li> </ul>

## Relevant documents

Not applicable.

## 13 Chief Financial Officer reports

### 13.1 Schedule of Accounts for October 2019

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Ann Thampoe
<b>Responsible officer</b>	Graham Pattrick
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Payment Summary Listing - October 2019 [ <b>13.1.1</b> - 10 pages]

#### Recommendation

That Council:

1. Confirms the accounts for 31 October 2019, as included in the attachment, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.
2. Confirms the direct lodgment of payroll payments to the personal bank accounts of employees, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.

#### Purpose

To present the payments made from the municipal fund and the trust fund for the month ended 31 October 2019.

#### In brief

- Council is required to confirm payments made from the municipal fund and the trust fund each month, under Section 13 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) 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 the trust fund, 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.

- The list of accounts paid in accordance with Regulation 13 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	608643 – 608667	47,527
Creditors – EFT Payments		7,716,780
Payroll		997,354
Bank Fees		49,168
Corporate MasterCard		7,928
		<b>8,818,757</b>

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of 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.
CL06 – Legislative responsibilities are resourced and managed appropriately, diligently and equitably	The presentation of the payment listing to Council is a requirement of Regulation 13 of Local Government (Finance Management) Regulation 1996

## Legal compliance

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

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

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Compliance</b> Council not accepting Schedule of Accounts	Moderate	Unlikely	Moderate	Provide reasoning and detailed explanations to Council to enable informed decision making.
<b>Financial impact</b> Misstatement or significant error in Schedule of Accounts	Major	Unlikely	Moderate	Daily and monthly reconciliations. Internal and external audits.

<b>Financial impact</b> Fraud and illegal acts	Catastrophic	Rare	Moderate	Stringent internal controls. Internal audits. Segregation of duties.
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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>	Not applicable.

## Analysis

- 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](#)

## 13.2 Financial statements for the month ending 31 October 2019

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Ann Thampoe
<b>Responsible officer</b>	Graham Pattrick
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	1. Financial Statements for the month ending October 2019 [13.2.1 - 40 pages]

### Recommendation

That Council:

1. Accepts the Financial Activity Statement Report – 31 October 2019, as attached
2. Approve the budget transfer of \$150,000 from the Community Art Reserve to resurface Taylor/McCallum basketball court and incorporate artwork in the form of a Hype court mural.

### Purpose

To present the statement of financial activity reporting on the revenue and expenditure for the period ended 31 October 2019 and request an amendment to the current budget.

### In brief

- The financial activity statement report is presented for the month ending 31 October 2019.
- The report complies with the requirements of Regulation 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996.
- The financial information as shown in this report does not include a number of end-of-financial year adjustments that are still yet to occur, as well as the final approval by the Auditor for the 2018-2019 financial year. The figures stated as opening balances for the 2019-2020 financial year should therefore not be taken as the Town's final financial position.
- The \$150,000 budget transfer request is aligned with the approved Taylor/McCaullum concept plan, with funds approved for expenditure from the Community arts reserve in 2020-2021 financial year.
- The project team is seeking to release funds early to as a unique opportunity has arisen for the Town to resurface the Taylor/McCallum basketball courts and incorporate artwork in the form of a Hype Court mural.

### Background

1. Regulation 34 of the Local Government (Financial Management) Regulation 1996 states that each month, officers are required to prepare monthly financial reports covering prescribed information, and present these to Council for acceptance.
2. As part of the monthly financial reports, material variances are reported. Thresholds are set by Council and are as follows:
  - a) 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 (-) \$25,000 and, in

these instances, an explanatory comment has been provided.

b) 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 (-) \$25,000 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:

a) Period variation

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

b) Primary reason(s)

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

c) End-of-year budget impact

i) 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	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainability and transparently for the benefit of the community.	To make available timely and relevant information on the financial position and performance of the Town so that Council and public could make informed decision for the future.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	Ensure Town meets its legislative responsibility in accordance with Regulation 34 of the Local Government (Financial Management) Regulation 1996.

### 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](#)  
[Section 6.8 of the Local Government Act 1995](#)



## Risk management consideration

Risk and Consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and Actions
<b>Financial impact</b> Misstatement or significant error in financial statements	Major	Unlikely	Moderate	Daily and monthly reconciliations. Internal and external audits.
<b>Compliance</b> Misstatement or significant error in financial statements	Moderate	Unlikely	Moderate	Internal review of monthly financial activity statement. External audits of monthly financial statements.
<b>Financial impact</b> Fraud and illegal acts	Catastrophic	Rare	Moderate	Stringent internal controls. Internal audits. Segregation of duties.

## Financial implications

Current budget impact	<p>Commentary around the current budget impact is outlined in the Statement of Financial Activity, forming part of the attached financial activity statement report.</p> <p>The following budget amendment has been included in the recommendation for approval by absolute majority with additional commentary provided within the attachment of this report:</p> <p>a) Transfer \$150,000 from Community Arts Reserve to resurface Taylor/McCallum basketball courts and incorporate artwork in the form of a Hype Court mural.</p>
Future budget impact	<p>Commentary around the future budget impact is outlined in the Statement of Financial Activity, forming part of the attached financial activity statement report.</p>

## Analysis

The Financial Activity Statement Report – 31 October 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 – 31 October be accepted. The budget amendment request complies with the requirements of the *Local Government Act 1995 Section 6.8*. It is therefore recommended that the budget amendment request be approved.

## Relevant documents

Not applicable.

## 13.3 September 2019 Quarterly Review

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Graham Pattrick
<b>Responsible officer</b>	Michael Cole
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	1. Additional funds sought September 2019 [13.3.1 - 1 page]

## Recommendation

That Council approves the amendments to the 2019-2020 Annual Budget, detailed in the 2019-2020 quarterly budget review as contained within attachments.

## Purpose

Elected members requested a quarterly review of the Council's progress on the budget for 2019/2020. The intent was to ensure adequate progress on projects and programs contained within the budget. Council would then be given the option to adjust for material variances which impact upon the budget and to provide recommendations on how to accommodate variations.

## In brief

- The quarterly budget review is an assessment by Council of how it is financially performing to date and is used to identify variations from the budget by the year end. It may include new works and/or services not identified in the adoption of the budget.
- The review also examines the opening position for the financial year, which is likely to vary between that which is used for the Annual Budget and that which occurs following the annual financial audit.
- Variations to the Annual Budget are addressed in this report, including the funding identified to accommodate these variations.
- The report complies with the requirements of Regulation 34 (financial activity statement report) of the Local Government (Financial Management) Regulations 1996.

## 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.
2. As part of the monthly financial reports, material variances are reported. Thresholds are set by Council and are as follows:
  - (a) 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 (-) \$25,000 and, in these instances, an explanatory comment has been provided.
  - (b) 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 (-) \$25,000 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:
- (a) **Period variation**  
Relates specifically to the value of the variance between the budget and actual figures for the period of the report.
  - (b) **Primary reason(s)**  
Explains the primary reason(s) for the period variance. Minor contributing factors are not reported.
  - (c) **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	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	The quarterly review of the City's the budget for 2019/2020 ensures oversight of the progress on projects and programs contained within the budget.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	The quarterly review allows for appropriate resources to be allocated as required.

## 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 and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Financial impact</b> Misstatement or significant error in financial statements	Major	Unlikely	Moderate	Daily and monthly reconciliations. Internal and external audits.

<b>Compliance</b> Misstatement or significant error in financial statements	Moderate	Unlikely	Moderate	Internal review of monthly financial activity statement. External audits of monthly financial statements.
<b>Financial impact</b> Fraud and illegal acts	Catastrophic	Rare	Moderate	Stringent internal controls. Internal audits. Segregation of duties.

## 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

4. The initial review of the Annual Budget by officers identified some additional funding required for minor projects. The staff recommend using the improved opening position as the source of funds for the proposed additional projects. This will result in a \$nil forecasted budget variance.
5. The review process has been undertaken having regard for:
  - (d) Actual revenues and expenses for the first three months of this financial year together with committed expenses, including necessary indicators to inform forecasts for the remainder of the year
  - (e) Forecast revenue and expense levels for the remaining nine months of the financial year
  - (f) The completion of the annual financial year audit from the previous financial year
  - (g) The quarterly budget review has had input from all management levels at the Town, with Senior
  - (h) Management supporting the values as included in the review.
6. Accordingly, it is therefore recommended that the review be accepted and the associated budgetary changes be approved.

## Relevant documents

Not applicable.

## 14 Committee reports

### 14.1 CEO Review of Systems and Procedures on Risk Management

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Danielle Uniza
<b>Responsible officer</b>	Anthony Vuleta
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Town of Victoria Park - Business Continuity Plan [ <b>14.1.1</b> - 157 pages] 2. Policy 301 Procurement [ <b>14.1.2</b> - 13 pages]

#### Recommendation from the Audit Committee

That Council:

1. Receives the results of the Chief Executive Officer's Review of systems and procedures relating to risk management, in accordance with regulation 17 of the *Local Government (Audit) Regulations 1996*.
2. Endorses the eight recommended further actions identified as part of the review.
3. Requests that the Chief Executive Officer provides a further report to the Audit Committee on the progress of recommended further actions by April 2020.

#### Purpose

To present findings and recommend further actions from the Chief Executive Officer (CEO)'s review of systems and procedures relating to risk management, in accordance with regulation 17 of the Local Government (Audit) Regulations 1996 (the Regulations).

#### In brief

- Regulation 17 of the Regulations require the CEO to conduct a review of systems and procedures relating to legislative compliance, risk management and internal controls on a triennial basis.
- To ensure that a thorough review is conducted, each area is being reviewed and reported on individually. All three areas are to be reviewed in 2019. This report is a review on risk management.
- In conducting a review of systems and processes relating to internal controls, the Town has used the Local Government Operational Guidelines No. 9 – Audit in Local Government (the Guidelines) to establish eight key areas of review.
- Of the eight areas reviewed, two areas have been deemed to have 'inappropriate' systems and processes, three areas are deemed to have some systems and processes in place that are 'needing improvement', and three areas have been deemed to be 'appropriate'. Eight further actions have been identified as a result of this review.

#### Background

1. In 2013, regulation 17 of the Regulations were amended to include a requirement for the CEO to review the appropriateness and effectiveness of a local government's systems and procedures in relation to

risk management, internal controls and legislative compliance on a biennial basis. In 2018, regulation 17 was amended to change the frequency of the review requirement from biennial to triennial.

2. In accordance with regulation 16 of the Regulations, a local government’s audit committee is responsible for reviewing the CEO’s report, before providing a copy of the report and the results of its review to Council.
3. The first and only review conducted by the Town was a full review of all three areas – legislative compliance, risk management and internal control. The result of this review was presented to the Finance and Audit Committee at its meeting held in November 2016, before being presented to Council at its meeting held on 13 December 2016. This initial review found the Town’s systems and processes relating to both risk management and legislative compliance to be ‘appropriate and effective’, and its systems and processes relating to internal controls to be ‘in its infancy’. No further actions were recommended as part of that review.
4. As the last review was conducted in 2016, the CEO is required to conduct a review of all three systems in 2019. While the initial review assessed the appropriateness and effectiveness of all three systems in one report, the approach to this review has been to assess, and report on, each system individually within the calendar year. The reason for this staggered approach is to ensure that the CEO has an opportunity to review each area thoroughly. The most recent review conducted under this approach was on internal controls and was presented to Council at its August Ordinary Council Meeting.
5. While there is no mandatory or minimum requirement for conducting the reviews under regulation 17, the Town has used the Guidelines as a basis for reviewing the ‘appropriateness and effectiveness’ of the Town’s risk management programs.
6. Risk management, alongside internal control, are key expressions of a local government’s attitude towards effective controls. Good risk management programs typically include:
  - a) Effective risk management framework which considers both operational and strategic risks
  - b) Current business continuity plan that is tested from time to time
  - c) Management of material operating risks in line with the local government’s risk tolerance
  - d) Presenting regular risks reports to the Audit Committee
  - e) Adequate insurance cover and management of insurable risks
  - f) Regular review of the effectiveness of the internal control system with management, and both internal and external auditors
  - g) Effective procurement framework which focuses on probity, transparency and its application across the organisation
  - h) Fraud and misconduct risks have been identified, analysed, evaluated and have an on-going monitoring and reporting program
7. The eight aspects identified above have been used in conducting the CEO’s review of the appropriateness of procedures and systems relating to risk management.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	The Town has a responsibility to its community to ensure that its current internal controls systems are appropriate and in line with industry best practice to

	promote principles of good governance.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	By conducting a thorough review of the appropriateness of the Town's system and processes relating to internal controls, review areas that need further action are presented transparently.

## Engagement

### Internal engagement

Stakeholder	Comments
Corporate Services	Provided response to Review Area 5, 6 and 7
Human Resources	Provided response to Review Area 2

## Legal compliance

[Regulation 16 of the Local Government \(Audit\) Regulations 1996](#)

[Regulation 17 of the Local Government \(Audit\) Regulations 1996](#)

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Compliance</b> The Town's current systems relating to risk management not meeting requirements	Moderate	Low	Moderate	Proactively improving risk management processes and completing the proposed further actions as a result of this review.

## 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 review has been based on current systems and procedures. It is to be noted that while several areas of improvement are already underway, the review has not considered those as they are not currently in place. An officer comment has been provided relating to each of the eight review areas. Where it has been deemed that there is appropriate procedures and systems relating to an area of

review, it is assessed with 'appropriate', where there is some form of procedure/ system relating to an area of review, it is assessed with a 'needing improvement', and where there is little to no evidence of procedures and systems relating to an area of review, it has been assessed with an 'inappropriate'. The eight areas of review have been assessed as follows:

<b>Review Area 1: Effective risk management framework which considers both operational and strategic risks</b>	
Officer Comment	<p>The Town's Risk Management Framework was adopted by Council at its meeting held on 5 October 2016. The Town keeps two risk registers: an operational risk register which was created in 2016, and a strategic risk register which was created in 2018. Despite the creation of necessary documents, a review of the existing registers show that both documents are outdated and used infrequently.</p> <p>At the 2018 Annual Electors' Meeting, a decision was made by to review the Town's Risk Management Framework and Matrix.</p>
Assessment	Needing improvement
Recommended further action	<ul style="list-style-type: none"> <li>(1) Review the Town's Risk Management Framework and Framework</li> <li>(2) Review and update operational and strategic risk registers</li> </ul>
Supplementary Documents	<a href="#">Item 15.3 Adoption of the Town of Victoria Park Risk Management Framework (November 2017)</a>

<b>Review Area 2: Current business continuity plan that is tested from time to time</b>	
Officer Comment	<p>The Town's Business Continuity Plan is currently under review to reflect changes to the Town's structure, service delivery framework, and best practice guidelines.</p> <p>The Town's Manager People &amp; Culture and Health and Safety Coordinator are currently working with</p>



	<p>the City of Belmont and the Local Government Insurance Service (LGIS) to update the framework for business continuity compliance within the Town.</p> <p>This will be followed with service area workshops to develop the business continuity procedures necessary to ensure each service area has effective measures in place to respond to service interruptions as they occur.</p> <p>On completion of the business continuity and service area response plans, they will be rolled out to all staff to ensure understanding of the new response requirements for each specific service area.</p>
Assessment	Needing improvement
Recommended further action	Compliance to standards and development of responsive service interruption procedures.
Supplementary Documents	Attachment 7.1.1

### **Review Area 3: Management of material operating risks in line with the local government's risk tolerance**

Officer Comment	The local government's risk tolerance is neither set within the Council-adopted Risk Management Framework nor the Risk Management Policy.
Assessment	Inappropriate
Recommended further action	(3) Risk tolerances to be set as part of the Risk Management Framework, matrix and/or policy review
Supplementary Documents	<a href="#">Risk Management Framework and Policy p. 105</a>

### **Review Area 4: Presenting regular risk reports to the Audit Committee**

Officer Comment	A review of the (former) Finance and Audit
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	Committee meeting minutes, from the time of adopting the Risk Management Framework in 2016, do not show any risk reports being presented to the Committee for its review.
Assessment	Inappropriate
Recommended further action	(4) Present regular risk reports to the Audit Committee, in line with its Terms of Reference, and the reviewed Risk Management Framework
Supplementary Documents	None

#### **Review Area 5: Adequate insurance cover and management of insurable risks**

Officer Comment	The Town reviews insurance cover each year as part of the renewal of covers with LGIS.
Assessment	Appropriate
Recommended further action	The Town is considering inviting proposals for an independent review of the insurance needs of the Town.
Supplementary Documents	None

#### **Review Area 6: Regular review of the effectiveness of the internal control system with management, and both internal and external auditors**

Officer Comment	The CEO has recently reported on the appropriateness of internal system controls. For further information, see item 14.1 from the Ordinary Council Meeting held on 17 September 2019.
Assessment	Appropriate
Recommended further action	As per OCM report, while marked appropriate, some areas for improvement were identified by 2018/19 interim audit and have been actioned.

**Review Area 7: Effective procurement framework which focuses probity, transparency and its application across the organisation**

Officer Comment	The Town has effective procurement policies and processes in place. The Procurement Policy is currently under review and will be presented to the Audit Committee in October, and to Council in November.
Assessment	Appropriate
Recommended further action	(5) Review of the Procurement Policy to be presented to Council
Supplementary Documents	Policy 301 Procurement (attachment 7.1.2)

**Review Area 8: Fraud and misconduct risks have been identified, analysed, evaluated and have an on-going monitoring and reporting program**

Officer Comment	Both fraud and misconduct risks are identified in the Town's operational risk register. Both risk types have been identified, analysed and evaluated on July 2017. No other monitoring or reporting has occurred since.
Assessment	Needing improvement
Recommended further action	(6) Implementing an ongoing monitoring and reporting program for both operational and strategic risks, inclusive of risks relating to fraud and misconduct
Supplementary Documents	None

9. It is to be noted that the approach to this review is similar to that which was undertaken with the previous Regulation 17 review on both internal controls and legislative compliance. Those reviews were presented to both the Audit Committee (formerly the Finance and Audit Committee) and Council. The findings of those reviews were formally endorsed and accepted by Council at its meetings held in September and March.

## Relevant documents

[A Guide to Local Government Auditing Reforms \(DLGSC\)](#)

[Local Government Operational Guidelines No. 9 – Audit in Local Government \(DLGSC\)](#)

## 14.2 Information Systems Security

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Mahalakshmi Shankar
<b>Responsible officer</b>	Graham Pattrick
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Policy 331 Information Systems Security [14.2.1 - 3 pages]

### Recommendation from the Audit Committee

That Council approves Policy 331 Information Systems security as at attachment 7.2.1.

### Purpose

To ensure appropriate information security controls are in place to protect the Town's systems and data from theft, fraud, malicious or accidental damage, and privacy or confidentiality breaches.

### In brief

- All information, stored in Town's system will be protected by appropriate security controls to ensure the highest levels of confidentiality, integrity, and availability
- Where possible, information systems will check entered information for accuracy, completeness, validity, and authenticity
- Information systems will be configured such that they prevent unauthorised and unintended information transfer
- Only authorised personnel will be allowed to enter information into Town's information system. Inputs will be restricted according to granted permissions, though these restrictions may be lifted on a temporary basis based on pre-defined responsibilities and approvals
- Further, information systems will protect the integrity and confidentiality of transmitted information using security controls.

### Background

1. The Town has a strategic priority to implement an Information Security Management System (ISMS). An ISMS consists of a suite of policies, procedures, guidelines and relevant resources to manage all information assets.
2. The strategic objectives are drawn from the Western Australian Whole of Government Digital Security Policy, published in June 2017.
3. In August 2019, Council approved to review security controls on Town's computer applications and information systems standards.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL04 - Appropriate information management that is easily accessible, accurate and reliable.	The Town has a responsibility to ensure information system security controls are correctly implemented, and they are operating as intended, and they are producing the desired level of security on its current systems and data.

## Engagement

Internal engagement	
Stakeholder	Comments
Corporate Services	Provided response to the draft document

## Legal compliance

[Section 2.8 of the Local Government Act 1995](#)

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Compliance</b> The Town's current systems relating to security controls not meeting requirements	Major	Likely	High	Implement and manage the internal information systems security controls
<b>Reputational</b> The Town will face reputational damage if a lack of appropriate internal systems security controls is in breach	Moderate	Likely	High	Proactively improve information systems security controls on Town's systems

## Financial implications

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

1. To better align with the Information security standards, it is proposed that the information Security controls are improved and managed to align with the ICT strategic plan

## Relevant documents

- [ICT Strategic Plan](#)
- [Information and Communications Technology Asset Management Plan](#) (as part of the Integrated planning and reporting framework)
- [Information Statement](#)

### 14.3 Review of Procurement policy and practice

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Ann Thampoe
<b>Responsible officer</b>	Graham Pattrick
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Policy 301 Procurement - Revised [ <b>14.3.1</b> - 5 pages] 2. Procurement Management Practice - Revised [ <b>14.3.2</b> - 12 pages]

#### Recommendation from the Audit Committee

That Council:

1. Rescinds Policy 301 Procurement and Policy 311 Budget expenditure authorisation; and
2. Adopts Policy 301 Procurement as at attachment 7.3.1;

#### Purpose

To present the revised Procurement policy and management practice.

#### In brief

- The procurement policy and practice was last reviewed in July 2016
- No significant changes within the Local Government Act 1995 or relevant legislations has occurred since the last review.
- Recommendations made by the external auditors within the 2018-2019 Interim audit management letter has been considered when updating the Procurement policy and practice.
- The review has looked to strengthen key policy components and to better align the policy with the Town's current policy approach.

#### Background

1. Regulation 11A of the *Local Government (Functions and General) Regulation 1996* requires a Local Government to prepare or adopt, and implement a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less.
2. The Town's current procurement policy and practice was adopted in July 2016. The review included significant changes to the policy and practice due to changes within *Local Government (Functions and General) Regulation 1996*.
3. A review of the policy and practice has been completed with amendments made to reflect alignment to strategic direction, changes within the organisational structure and external auditor recommendations.



<b>Civic Leadership</b>	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainability and transparently for the benefit of the community.	To ensure the procurement of goods and services are managed appropriately, sustainably and transparently for the benefit of the community.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	Ensure the Town meets its legislative responsibility in accordance with Regulation 11A of the <i>Local Government (Functions and General) Regulation 1996</i> .

## Engagement

<b>Internal engagement</b>	
Service areas within the Town	Ongoing feedback from service areas were taken into consideration when revising the current procurement management practice.

## Legal compliance

[Local Government Act 1995 Section 3.57](#)

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

[Local Government \(Financial Management\) Regulation 1996 Section 11](#)

## Risk management consideration

Risk and Consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and Actions
<b>Financial impact</b> Misappropriation of funds	Major	Likely	High	Ensure segregation of duties when authorising payments. Internal controls through automated system. Internal audits to monitor adherence to policy and procedures. Continuous training.
<b>Compliance</b> Non-compliance with Act and Regulation	Moderate	Likely	Moderate	Ensure segregation of duties when authorising payments. Internal controls through automated

				<p>system.</p> <p>Internal audits to monitor adherence policy and procedures.</p> <p>Continuous training.</p>
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## Financial implications

<b>Current budget impact</b>	There are no financial implications in adopting an updated Procurement Policy. This Policy is in place to put controls around spend across the organisation.
<b>Future budget impact</b>	Nil

## Analysis

### 4. These minor amendments are listed below:

#### a. Policy amendments

- i. A section for the "Objective" of the policy has been included within the review. The objective confirms that the policy is to guide all procurement practices to achieve value for money through cost effective and efficient methods. This is also to align the policy to the Town's new policy template.
- ii. Policy Statement: The review has included that in addition to good financial management practices, the procurement process should ensure sustainability is taken into consideration and be conducted for the benefit of the community.
- iii. Procurement thresholds: The procurement thresholds have been shifted from the management practice into the policy. It is considered appropriate for Council to set in policy the thresholds for the CEO to implement in relation to procurement, the thresholds remain unchanged. The exact nature of how each thresholds procurement is to occur remains in management practice, with some guidance provided in Policy.
- iv. Approval of expenditure: Discussed in paragraph 6.
- v. Section 10 – Waiver of quotation: This section has been added to provide the Chief Executive Officer the authority to waive the requirement for quotes where obtaining quotes are impractical due to significant financial or other adverse impact to the Town.
- vi. Principals of procurement: A summary significant principals of procurement has been included within the revised Policy. These have been covered within the headings of Ethical principles, Responsible financial management, value for money and sustainability.
- vii. Sustainable and ethical procurement: Certain content has additionally been transferred from the management practice relating to ethical and sustainable procurement. This includes reinforcing the Town's support for Aboriginal Businesses and Australian Disability Enterprises.

#### b. Management practice:

- i. Section 11.4.3 Band C: This section has been included to reflect the organisational restructure changes. The previous practice included approval thresholds that were the same for Managers and Service area leaders (\$50,000). This created operational

inefficiencies. The revised practice has increased the approval thresholds for Manager bands from \$50,000 to \$100,000. The Service Area Leaders are now reflected within Band D and will have an approval limit of \$50,000.

- ii. Section 12.3 Procurement variations - Management practice has been amended to include a dollar value (\$5,000) in addition to the percentage variance of 20% when identifying a material variance. This change has been made to reflect external auditor recommendations within the Interim audit management letter.
- iii. Section 15 Corporate Credit Card – The corporate credit card section within the practice has been summarised and redirected to the recently adopted Transaction Card policy and practice.

5. The proposed amended Procurement policy and management practice has been prepared having taken into consideration internal operational requirements and external auditor recommendations. The revised policy and management practice is in line with Legislative requirements.

### **Policy 311 Budget expenditure authorisation**

1. In the process of reviewing the procurement policy, specifically the bands for approval, Policy 311 Budget expenditure authorisation was considered. This policy which contains a single policy statement stating that management staff can expend from their budget is considered to not require a separate policy of its own. It is proposed in order to reduce the number of policies of the Town that this policy instead be merged into the procurement policy.

### **Relevant documents**

Not applicable.

### **Further consideration**

**The following additional information was sought by members of the Audit Committee at its meeting on 4 November 2019.**

*How does the second point of the policy interact with the first point as they appear to contradict each other?*

The use of transaction cards is set out in Council Policy 312 Transaction Cards which was approved by Council earlier this year. The use of supplier panels are set out in the financial management regulations.

*When does the CEO approve a procurement without quotes?*

The CFO outlined the circumstances that such a thing would occur such as with specific software suppliers.

## 14.4 Appointment of Independent Committee Members

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Liam O'Neill
<b>Responsible officer</b>	Danielle Uniza
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	Nil

### Recommendation from the Audit Committee

That Council appoints Dane Etheridge as an Independent Member of the Audit Committee for a term expiring on the next election day.

### Purpose

To present applications received for the two Independent Committee Member (ICM) vacancies on the Audit Committee.

### In brief

- The Audit Committee is a standing committee of Council and is required to exist under the *Local Government Act 1995*. As per its Terms of Reference adopted on 21 May 2019, the Audit Committee consists of four elected members and two ICMs.
- Under section 5.11 of the *Local Government Act 1995*, the terms of the previous ICMs expired on election day. As such, new appointments are required.
- Applications were sought from the public on 03 October 2019 with five applications received at the close of application period on Friday 18 October 2019.

### Background

1. At its meeting held on 12 June 2018, Council appointed 'other persons' to its committees, including the recently renamed Finance and Audit Committee (now the Audit Committee).
2. At its meeting on 21 May 2019, Council received a review of the Finance and Audit Committee. At this meeting, the Finance and Audit Committee was renamed to the Audit Committee, and a new Terms of Reference was adopted.
3. In accordance with its Terms of Reference, the purpose of the Audit Committee is to provide guidance and assistance to Council in fulfilling its governance and oversight responsibilities in relation to the following key areas:
  - a. Financial reporting;
  - b. Internal control;
  - c. Risk management;
  - d. External audit;
4. As prescribed in section 5.11 of the *Local Government Act 1995*, the terms of all committee members expire on election day. As such, the terms of the ICMs appointed by Council have also expired.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Appointing suitably qualified individuals to the Audit Committee will assist the Council in ensuring the delivery of good government.

## Engagement

Internal engagement	
Stakeholder	Comments
Elected Members	Received the applications via a confidential attachment.

## Legal compliance

[Part 5, Division 2, Subdivision 2 of the Local Government Act 1995](#)

[Part 7, Division 1A of the Local Government Act 1995](#)

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<b>Reputational</b> Applicants feel aggrieved with the appointment made by Council.	Moderate	Unlikely	Moderate	Council appointments ICMs based on the merit and relevant skills of each candidates.

## 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

- In accordance with the Committee's terms of reference, when appointing an ICM, the person's experience, skills or qualifications should be considered to enable him or her to contribute to the Committee's functions.
- The vacancies were advertised through local public notice, the Town's social media channels and the website. At the close of the application period on 18 October 2019, five applications were received.
- The applications have been provided to elected members as a confidential attachment to this report, along with an matrix to assess the applications. This matrix is modelled after that which was used as part of the recruitment process in 2018.
- It is understood that the previous Finance and Audit Committee shortlisted and interviewed applicants before coming to agreement on which candidates to put forward for appointment by resolution of Council. It is noted,

however, that during this process there was no formal recommendation from the Committee to Council on its preferred appointment. It is proposed that this occur in this year's process.

9. To progress the appointment process, the Committee may decide to either shortlist candidates for an interview, make a recommendation to Council on their preferred appointments, or resolve to re-advertise the roles should there be no suitable candidates.
10. The applicants have since been advised regarding the receipt of their applications, and that they will be presented to members of the Audit Committee for their consideration.

## **Relevant documents**

[Terms of Reference – Audit Committee](#)

## **Further consideration**

The Audit Committee conducted interviews with the shortlisted applicants on 11 November 2019 and 26 November 2019. One candidate, Dane Ethridge, was found to be suitable for appointment as member of the Audit Committee.

## 14.5 Community Funding Policy

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Kaitlyn Griggs
<b>Responsible officer</b>	Natalie Martin Goode
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Policy 114 Community funding [<b>14.5.1</b> - 10 pages]</li><li>2. Operating Subsidy Workshop Feb 19 [<b>14.5.2</b> - 11 pages]</li><li>3. Consultation- Nof-for-profits [<b>14.5.3</b> - 6 pages]</li><li>4. Donations [<b>14.5.4</b> - 2 pages]</li><li>5. Policy 114 Community grants- track changes [<b>14.5.5</b> - 3 pages]</li><li>6. Policy 116 Donations - Financial assistance- track changes.docx [<b>14.5.6</b> - 3 pages]</li><li>7. Policy 308 Sponsorship- track changes [<b>14.5.7</b> - 3 pages]</li><li>8. Internal engagement [<b>14.5.8</b> - 15 pages]</li></ol>

### Recommendation from the Policy Committee

That Council:

1. adopts Policy 114 Community Funding as attached subject to the following amendments
  - a. changed cost-benefit ratio to cost-benefit comparison throughout policy
  - b. clause 7 - remove the reference to \$10,000 cap
  - c. clause 33 - deleted "sponsorship" and replace with "Operating Subsidy"
2. repeals the following policies as they have been incorporated into Policy 114 Community Funding;
  - a. policy 114 Community grants
  - b. policy 116 Donations- financial assistance
  - c. policy 308 Sponsorship
3. requests that the Chief Executive Officer investigate:
  - a. the establishment of a panel for the assessment of applications for community funding to commence in July 2020; and
  - b. future decisions on community funding being reported to Council.

### Purpose

To present Policy 114 Community Funding to the Policy Committee for recommendation for Council adoption.

### In brief

- The Town provides a range of community funding programs which are governed through various policies.
- Council approves operating subsidies to support the operating capacity of not-for-profit organisations to deliver programs and services to the community. At present there is no policy or management practice to guide decision making relating to operating subsidies
- In February 2019 the Town undertook stakeholder consultation on a draft Operating Subsidy Policy.
- The workshop participants identified that one (1) consolidated *Community Funding Policy* should be developed, incorporating all community funding programs

## Background

1. At the September 2019 Ordinary Council Meeting, Council resolved an indicative policy review work plan which identified Policy 116 Donations- financial assistance, Policy 308 Sponsorship and Policy 114 Community Grants be reviewed and presented to Council by December 2019.
2. Throughout 2018 the Town in partnership with Connect Victoria Park, Victoria Park Centre for the Arts and Harold Hawthorne Community Centre, drafted an Operating Subsidy Policy and commenced work on a management practice.
3. On 22 February 2019 the Town hosted a stakeholder workshop to;
  - consult community stakeholders on the draft Operating Subsidy policy and management practice
  - provide an opportunity (safe space) for stakeholders to test each section of the management practice and policy; and
  - provide feedback to improve the quality of the policy and management practice.
4. 22 Stakeholders attended the workshop, inclusive of;
  - Representatives from the Support People with Basic Needs Working Group
  - Sport and Recreation clubs (inclusive of Perth Football Club)
  - Arts and Culture
  - Various Aged Care and Senior Citizen Centres
  - Various disability support services and employment Services
  - Scouts
  - Child Care Centres
  - Social Enterprise
  - Mission Australia
  - Toy Library
5. At the March 2019 Elected Member Concept Forum Workshop, Manager Community provided an overview of recommendations made at the draft Operating Subsidy policy workshop. Inclusive of the recommendation for;
  - the Town to consolidate all available community funding, excluding procurement, under one umbrella Community Funding policy. This will enable one point of reference for the community, Elected Members and administration to refer to, opposed to the disperse and fragmented funding polices. This will help to minimize confusion relating to eligibility, purpose of funding programs and funding levels
  - the operating subsidy policy to be incorporated into the Community Funding Policy, and to include the totality of support provided to eligible parties, inclusive of subsidised leases.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	<p>To provide a transparent and accountable framework for the provision of financial assistance to eligible parties.</p> <p>To enable the Town and funding recipients to</p>



	demonstrate the benefits at an individual and community level aligned to the SCP outcomes, in return for funding.
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<b>Social</b>	
Strategic outcome	Intended public value outcome or impact
S03 - An empowered community with a sense of pride, safety and belonging.	<p>The Town recognises that a thriving and strong community includes diverse sporting and recreational groups, cultural and community service organisations which support and contribute to the quality of life of individuals and the community.</p> <p>The community Funding programs support eligible parties to create an empowered community with a sense of pride, safety and belonging. This is achieved by providing funding for the delivery of events or initiatives at a local level, which may otherwise not be available.</p>

## Engagement

Extensive internal and external consultation has been undertaken in the drafting of the operating subsidy overarching Community Funding Program policy. Please refer to attachments for comprehensive overview of the consultation.

<b>Internal engagement</b>	
Communications & Marketing	<p><b>Sponsorship</b></p> <p>'Comfortable with the current Sponsorship Policy intent, definitions and principles.</p> <p>A management practice is required as this would assist the Town in simplifying, clarifying the application, approval and acquittal evaluation processes.'</p>
Governance	<p><b>Overall policy considerations</b></p> <p>Funding caps in the Policy:</p> <p>Including funding caps within the Policy will reduce flexibility. An alternative option could be for the annual budget adoption to set the overall funding availability per program, then the capped amount per applicant to be detailed in the management practice.</p>
Place Planning	<p><b>Community Grants</b></p> <ul style="list-style-type: none"> <li>• Comfortable with definitions and capped amount</li> <li>• Comfortable with individually tailored funding rounds, per program</li> </ul>
Operations	<p><b>Adopt-a-Verge</b></p>

	<ul style="list-style-type: none"> <li>• Adopt-a-Verge to be capped at one application per resident</li> <li>• Pre-existing landscaped verges will not be eligible</li> </ul> <p><b>Operating Subsidy – peppercorn lease</b> Definition “peppercorn lease”- this may need to exclude the word ‘license’ to prevent confusion between a lease (exclusive use) with a license (non-exclusive use).</p>
Community Development	<p><b>Rebates</b> The CCTV, Security Incentive Program and Street Meet ‘n’ Greet are all rebates, as eligible parties are required to pay up front. The Town then reimburses the applicant. As such move to rebates section of the policy.</p>

<b>External engagement</b>	
Stakeholders	The following table summarises numerous external consultations. Please see the detailed Consultation Reports, as attached.
Period of engagement	2018 to February 2019
Level of engagement	3. Involve
Methods of engagement	<p>Multiple meetings and round table discussions with Victoria Park Centre for the Arts, Harold Hawthorne Senior Citizens Community Centre, and Connect Victoria Park Inc, to draft the original Operating Subsidy Policy.</p> <p>Stakeholder consultation workshop with 22 community representatives in February 2019.</p>
Advertising	The draft policy has not been publicly advertised
Submission summary	N/A
Key findings	<ul style="list-style-type: none"> <li>• Need for one ‘umbrella/ overarching policy’ which houses all community funding programs, inclusive of Donations, Grants, Operating Subsidy and Sponsorship</li> <li>• The Operating Subsidy should promote sustainability, opposed to dependency upon local government</li> <li>• It is reasonable for local government to incrementally decrease the Operating Subsidy amount, should it deem appropriate, to encourage sustainability and reduce dependency</li> <li>• Peppercorn leases should be accounted for in the totality of support provided to eligible parties, under the Operating Subsidy Policy</li> <li>• The operating subsidy funding agreements should be for three years, with review periods allowing either party to withdraw from the agreement should circumstances arise</li> <li>• Operating subsidy funding should be indexed annually aligned to CPI Perth All Groups</li> </ul>

- Donations should be local to the Town, not regional

Please see attached Workshop Reports for comprehensive overview.

## Legal compliance

[Section 2.7 of the Local Government Act 1995](#)

## Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<p><b>1) Reputational</b> Negative public perception and diminished trust towards the Town may result if the recommendations of the workshop are not considered or adopted.</p>	Moderate	Likely	High	The Policy committee to consider the feedback and recommendations from internal and external stakeholders when considering the Community funding Program for recommendation to Council.
<p><b>2) Reputational</b> Policy 114 Community Funding is extensive. This may have an unintended consequence of 'information overload', impacting the usability of the policy.</p>	Low	Moderate	Moderate	<p>A possible option to mitigate this risk is to divide the Community Funding policy into three separate policies.</p> <p>1) Community Funding Policy</p> <ul style="list-style-type: none"> <li>• Donations</li> <li>• Community Grants</li> <li>• Rebates</li> </ul> <p>2) Sponsorship Policy 3) Operating Subsidy Policy</p> <p>However, this may result in negative public perception and diminished trust towards the Town as per risk 1, as the Town is failing to take on a recommendation of the stakeholder workshop. As such this mitigation strategy is not recommended.</p>

## Financial implications

<b>Current budget impact</b>	Nil
<b>Future budget impact</b>	Budget approval for the funding programs will be considered annually by Council  Funding programs will be advertised dependent upon funding annual allocation.

## Analysis

6. Existing polices 114, 116, 308 and funding programs without policies have been rolled into the new policy *114 Community Funding as per the following;*

### 6.1 Community Grants

- The community grants program will increase the capacity of the community to implement projects, activities and programs that enhance and promote community wellbeing, aligned to the Town's Strategic Community Plan.
- *High level summary of changes:*
  - included Urban Forest Strategy as a grant program
  - included 'artist' in eligibility criteria.
  - removed 'business groups' from eligibility criteria, as they are now captured under the term 'town team/ place-based group which has been added to eligibility criteria
  - removed duplication of terms
  - added reference to Management Practice 114.1 being made publicly available
  - added reference to any grant being over the capped amount being referred to Council for consideration, should funds be available
  - removed clauses which are addressed in overarching statements in the new policy.

### 6.2 Donations

- The Community development team undertook a review of the Donations program, inclusive of a comparison between other local governments. Please refer to attachment for findings.
- Amendments have been made to the donations program based upon the review.
- The donations program will support the local community through an annual financial assistance program. Donations will be for the provision of charitable purposes or services; or to support individual or group achievement at a state, national or international level of competition.
- *High level summary of changes:*
  - Sports donations now targeting youth aged 12- 25. This is to encourage youth to apply and based on previous years applications.
  - Community groups have been removed from eligibility, as they can now access funds through the community grants program.
  - Funding categories have been streamlined, aligned to current usage.

### 6.3 Operating Subsidy

- The operating subsidy program will support the operating capacity of eligible parties to deliver meaningful interventions, programs and services to the community. The Operating Subsidy program will ensure economic efficiency, accountability and transparent financial

management of funds by the Town, inclusive of in-kind support, cash and peppercorn lease/licence.

- The operating subsidy program will be operationalised through Practice 114.4 which is to be completed by June 2020. The following will be included within the Practice 114.4.
- Operating subsidies will be assessed against cost-benefit ratios which relates to the social benefits and outcomes achieved at an individual and community level being greater than the cost of the operating subsidy. The funding recipient will be required to attribute a cost against the operational service delivery cost to achieve the social benefits and outcomes.
- In the instance where two or more applicants apply for an operating subsidy to deliver similar services, a cost-effectiveness analysis (CEA) will be undertaken to ensure the most efficient use of rate payers funds. A CEA will compare the 'services/programs', taking into consideration the cost and resourcing against the benefits and outcomes to be achieved. A cost-effectiveness analysis helps to determine which 'applicant' should receive funding/resources based up;
  - the greatest potential impact an individual and community level informed through a cost- benefit ratio.
  - Should sufficient funds be available Council may elect to approve two or more similar operating subsidies.
- Peppercorn rent means a nominal rent amount which is below the market rental valuation assessment for a premises. Under a lease agreement, it aims to provide financial in-kind assistance in return for social benefits for the community (to be informed by cost-benefit ratio).

#### 6.4 Sponsorship

- The sponsorship program will maximise opportunities for collaboration/partnerships between the Town and eligible parties.
- The aims of the Sponsorship program are:
  - to complement the Town's strategic objectives;
  - to increase economic vibrancy by raising the profile of the Town/achieving the Town's marketing and communications objectives; and
  - to build relationships with key stakeholders.

#### 6.5 Rebates

- The rebate program relates to any program which requires applications to pay upfront, and then be reimbursed by the Town.
- Applicants will still be required to apply for the rebate program and to meet all terms and conditions.
- The 'Adopt-a-Verge program was adopted at the October 2014 Ordinary Council Meeting.
- The program encourages neighbours to transform the verge areas in a street into native gardens, with the assistance of the Town. The verge is considered to be the area between the road and your property.
- The aims of the Adopt-a-Verge program are to
  - reduce water use
  - increase Biodiversity
  - promote aesthetically pleasing verges
- The community safety programs inclusive of CCTV, Street Meet 'n' Greet and Security Incentive program have all been rolled under the rebates funding stream. This is because the Town reimburses applicants for these programs.

- The aim of the community safety programs is to foster safe and inclusive communities through a range of initiatives including neighbourhood get-togethers and street parties, and funding for security equipment.
7. The adopted annual budget will set the available funds per funding program. Funding caps per applicant, per program, will be detailed in the relevant management practices which will be made publicly available. This will enable a flexible and adaptive approach to setting funding caps per applicant, per program, to account for the annual budget availability per program area.
  8. *Policy 114 Community Funding* is intended to provide one point of reference for the community, Elected Members and administration to refer to, opposed to disperse and fragmented policies. As per the recommendation of the Stakeholder workshop, it is intended to make a meaningful connection between the various funding streams provided by the Town.
  9. Each funding program has, or will have, a tailored management practice which includes but is not limited to;
    - Eligibility
    - Funding rounds
    - Application process
    - Approval process
    - Acquittal requirements
  10. The Management Practices for the Operating Subsidy and Sponsorship programs will be developed by June 2020 to ensure alignment with the 2020/21 financial year.

## Relevant documents

Not applicable.

## Further consideration

- Following the Policy Committee meeting 26 November 2019, the amendments set out in the Committee recommendation were made to the Policy.
- Post the Policy Committee meeting, Administration is recommending an additional amendment to be considered by Council relating to the Operating Subsidy.
  - Point 40 states- Three (3) year funding agreements will be entered into with the successful applicant. It is recommended that the wording be changed to:
    - 40. Funding agreements will be capped at three (3) years.
- Reason for the change: This will allow for short term operating subsidies, as not all applicants will require three-year funding.
- The operating subsidy program will be administered through publicly advertised rounds. In circumstances where funding is due to expire or has expired, those parties will be able to apply for funding in the next available round and will be assessed as per the management practice, which will be made publicly available.

## 14.6 Review of Leasing Policy 310

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Jon Morellini
<b>Responsible officer</b>	Ben Killigrew
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Policy 310 Leasing - Final Draft [14.6.1 - 6 pages]

### Recommendation from the Policy Committee

That the Policy Committee recommends that Council adopts the amendments to Policy 310 Leasing as attached with the following amendments:

- a. Clause 10 (e) amended to "All utility costs associated with the facility (which may be on charged in part or in full to facility users".
- b. The heading Additional tenure guidelines – Commercial organisations amend "organisations" to "facilities".
- c. Clause 11 replace with - "In general, Commercial organisations will only be permitted to lease or licence facilities which are located on property held for capital appreciation or income generation. As such, income received from the lease or licence should be maximised and subsidised rental should not generally be considered".
- d. Delete "perceived" from clause 13.
- e. Insert clause 14(g) - "Licences associated with "Not-for-profit community groups may exclude the Licensee from utility and maintenance costs".

### Purpose

To present the amended Policy 310 Leasing to the Policy Committee for recommendation for Council adoption.

### In brief

- On 20 August 2019 Council resolved to review Policy 310 this financial year.
- The Leasing Policy 310 was agreed to be delivered for the 17 December Ordinary Council Meeting.
- The Town of Victoria Park owns and manages a number of land assets and property on behalf of its community. These provide facilities which are available for use and managed for the benefit and in the best interest of the residents and ratepayers.
- Leasing Policy 310 provides guidance for leasing and licensing agreements of facilities used by community groups for community purpose and facilities used by commercial organisations for commercial purpose.

### Background

1. At its meeting held on 20 August 2019, Council received a report relating to the minor review of the Town's Policy Manual. At that meeting, Council resolved to review 23 policies within this financial year

and requested that a report be presented back to Council setting out the proposed policy review workplan.

2. Council at its meeting on 11 November 2019 adopted a work plan to complete the review of a number of policies. Policy 310 was one of the policies identified for review.
3. This policy amendment aims to:
  - a. Balance appropriate management and responsible use of the Town’s facilities for the benefit of the community.
  - b. Ensure sound financial management and effective administration of the Town’s building portfolio.
  - c. Balance the administration of the Town’s leases with consideration of the underlying Town’s land portfolio requirements.
  - d. Ensure Town managed properties are appropriately maintained, developed and occupied.
  - e. Ensure any in kind support from the Town, including subsidised rent, is recognised and transparently applied in light of the community benefit to be achieved.
  - f. Establish the circumstances in which a lease agreement or licence agreement may be assigned.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	By updated the existing Leasing Policy 310 the public will understand with greater transparency the Town’s procedure and strategy in dealing with leases and licence for the Town property assets.
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	By updated the existing Leasing Policy 310 the public will understand with greater transparency the Town’s procedure and strategy in dealing with leases and licence for the Town property assets.

## Engagement

Internal engagement	
Community Development	Discussions have been undertaken in the development of this Policy review.
Asset Management	Discussions have been undertaken in the development of this Policy review.

## Legal compliance

[Section 2.7 of the Local Government Act 1995](#)

## Risk management consideration

Risk and	Consequence	Likelihood	Overall risk	Mitigation and actions
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consequence	rating	rating	analysis	
<b>Reputational</b> The short timeframe requested by elected members on the delivery of this policy means that limited community group consultation has been undertaken.	Moderate	Likely	High	Previous community consultation undertaken on operating subsidies for community groups has been included. This has informed the development of this Policy review.

## Financial implications

<b>Current budget impact</b>	There is no current budget impact.
<b>Future budget impact</b>	Not applicable.

## Analysis

4. The revised draft Leasing Policy 310 presented for adoption repeals and replaces the existing Policy. It will assist staff with Lease or Licence negotiations by providing them with tenure guidelines that define the parameters of an agreement, and terms and conditions which clearly outlines the Tenants responsibilities.
5. The Policy contains amendments to provide better management of all property under the Town's ownership, care and control. It provides tenure guidelines to allow the Town's facilities to be administered in an equitable and consistent manner.
6. Adoption of the Policy will give the Town of Victoria Park the direction it needs to manage its land assets and property for the benefit and in the best interests of the community by:
  - a. Supporting local groups.
  - b. Promoting social return.
  - c. Encouraging sustainability.
  - d. Realising commercial value.
  - e. Promoting equity.
  - f. Providing exclusivity.
  - g. Promoting financial return.
  - h. Aligning with the strategic future of the underlying land asset.
7. Under this Policy, all property owned and managed by the Town will be administered through either a Lease or Licence. Each agreement type has tailored tenure guidelines which outline the Tenants responsibilities and provide parameters which will assist staff with Lease and Licence negotiations.
8. Additional tenure guidelines have been included in the Policy which apply specifically to Commercial Organisations operating from commercial facilities, and Not-For-Profit Community Groups operating from community facilities to align the use of the facility with the Property Management Framework.

9. Where appropriate consideration will be given to leasing facilities at concessional or nominal rent to community and not-for-profit groups where the concessions or subsidies are determined in accordance with the Community Funding Policy.
10. Commercial facilities will yield an appropriate rate of return as a commercial proposition subject to appropriate levels of risk with rentals set by reference to market levels determined by a licensed Valuer.
11. All Town leases will contain a redevelopment clause, whereby if the Town wishes to significantly redevelop the site the lease can be terminated by the Town giving 6 months written notice to the Lessee to vacate the premises.
12. The use and Lease or Licence of facilities on Crown land will be subject to approval from the Minister for Lands as the land owner.
13. All Leases and Licences of Council owned property must be approved by Council, unless authority to approve has been formally delegated by Council to the CEO.
14. The Policy will be supported by a robust Management Practice or Property Management Framework, providing a greater level of guidance and transparency to the community in how the Town manages all facilities under Lease or Licence.

<b>Clauses</b>	<b>Proposed</b>	<b>Reason</b>
5, 6, 7	Leases	To outline the Tenants responsibilities and provide parameters to assist with Lease or Licence negotiations.
8, 9, 10	Licences	To outline the Tenants responsibilities and provide parameters to assist with Lease of Licence negotiations.
11, 12	Additional tenure guidelines – Commercial organisations	To align Lease and Licence provisions to the Property Management Framework.
13, 14	Additional Tenure Guidelines – Community Facilities	To align Lease and Licence provisions to the Property Management Framework.
15, 16, 17	Approval	To ensure Leases and Licences are executed in accordance with delegated authority.
18	Crown Land	To ensure in principle consent is granted for use of Crown Land before a Lease or Licence is executed.

## **Relevant documents**

[GEN7 Strategic Property and Land Management](#)

[Existing Leasing Policy 310](#)

*Draft Community Funding Policy 114*

## Further consideration

15. Typographical errors were corrected in the Final Draft of the Leasing Policy that was presented to the Policy Committee.
16. Item 10 (e) was amended to "All utility costs associated with the facility (which may be on charged in part or in full to facility users".
17. The heading Additional tenure guidelines – Commercial organisations was amended to "Additional tenure guidelines – Commercial facilities".
18. The word "generally" was added to Item 11 - "In general, Commercial organisations will only be permitted to lease or licence facilities which are located on property held for capital appreciation or income generation. As such, income received from the lease or licence should be maximised and subsidised rental should not generally be considered".
19. The word "perceived" was deleted from Item 13 - "In general, Not-for-profit community groups will only be permitted to lease or licence facilities which are located on property held for community purposes. As such, where appropriate, these organisations will be granted a lease or licence at a subsidised rate in recognition of their benefit to the community and their ability to pay".
20. Item 14 (g) was added - "Licences associated with "Not-for-profit community groups may exclude the Licensee from utility and maintenance costs".

**15 Public participation time**

**16 Questions from members without notice on general matters**

**17 Confidential matters**

Nil.

**18 Closure**