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## policies of council

### **Prepared by**

The Town of Victoria Park  
99 Shepperton Road  
Victoria Park WA 6100

Last reviewed by Council 11 August 2015  
Last updated 22 August 2018



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## ADMINISTRATION – ADM

### ADM1 PRIVATE USE OF TOWN VEHICLES

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#### POLICY OBJECTIVE:

To provide for the appropriate management of the private use of the Town's fleet.

#### POLICY SCOPE:

This policy applies to employees, elected members, contractors and volunteers that use the Town's fleet.

#### DEFINITIONS:

Nil.

#### **POLICY:**

With the exception of the Chief Executive Officer and the Chiefs, all other officers to whom a Town vehicle has been allocated for commuting or limited private use will be required to pay a charge for full private use.

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The rates and conditions for private use shall be as determined by the Town from time to time and in accordance with the following Procedure.

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1. All officers who are required to pay for full private use of a sedan or wagon shall have their salary reduced by the following amounts:

Deleted: PROCEDURE: ...

- Managers and Senior Officers \$23.40/week – after tax
- Other Officers \$40.90/week – after tax
- Officers may elect to choose a 4 cylinder vehicle or similar, at the discretion\* of Director Renew Life (DTS), and shall have their normal weekly payment reduced by an additional \$5/week – after tax

*\*The discretion utilised by the Director of Renew Life shall consider the number of vehicles in the fleet, circumstances of the relevant officer, safety of the vehicle, impact on the value of the fleet and advantages to the Town.*

Officers who receive limited private use of utilities shall have their annual gross salary reduced by the following amounts:

- Officers with dual cab utilities \$35.10/week – after tax
- Officers with single cab utilities \$29.20/week – after tax

The level of contribution will be subject to an annual review and any adjustments shall be affected as at 1 July each year. The adjustment in percentage on the above payment shall not exceed any increase in the operating costs of vehicles as outlined on the RAC website consumer guide to vehicle running costs.

2. Use of the vehicle is limited to sealed roads.
3. During working hours the vehicle is to be made available to other staff members when not required by the manager or relevant officer.
4. All vehicle maintenance and repairs will be provided by the Town. Fuel costs will be provided by the Town within the Metropolitan Area (Scheme Boundary), on the condition that the executive manager, manager or officer meets the cost

of refuelling on annual leave and long service leave. Wherever possible the Town's issued fuel card should be used, even for purchases made on annual leave or long service leave. If fuel is purchased on those leave periods then the Executive Manager Business Development (EMBD) shall be advised within 14 days of return to work. Once the Town has received the monthly fuel statement, the EMBD will invoice the relevant officer and payment is to be made within 14 days from the invoice date.

Deleted: Council

Where an officer refuels at any other service station a receipt for that purchase should be obtained and passed on to the EMBD as soon as practicable.  
(This is for Fringe Benefits Tax reduction purposes).

5. The spouse or partner of a manager or relevant officer is permitted to drive the vehicle. A relative or friend may also drive the vehicle when the vehicle is not required for work purposes, only if the relevant officer is an occupant of the vehicle.
6. The vehicle allocated to a manager or relevant officer will be subject to rotation to ensure that the Town's Fringe Benefits Tax liability is minimised.
7. Utilities allocated to an officer for commuting use or limited private use are not available for use during any period of leave or any period of sick leave longer than three(3) days. The vehicle is to be left at the officer's place of work during these periods and the officer is to make his/her own arrangements for travel home and to work once the period of leave commences. Payments towards limited private use will not be enforced during such periods of leave.

**RELATED POLICES:**

None

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Deleted: ADM2 TAKING OF LONG SERVICE LEAVE

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## ADM4 GRATUITY PAYMENTS TO EMPLOYEES

### **POLICY OBJECTIVE:**

To detail the amount and process for gratuity payments to employees.

### **POLICY SCOPE:**

This policy applies to all payments over and above an employee's entitlements upon retirement or resignation from the Town.

### **DEFINITIONS:**

A 'gratuity benefit' means any payment of monies in excess of any contractual or award entitlement and/or the disposition of Town property but it does not include a farewell gift to a value not exceeding \$500 and/or a farewell function not exceeding \$50 per head to a maximum of \$1500.

### **POLICY STATEMENT:**

In the event that Council, either on its own initiative or on a recommendation from the Chief Executive Officer, decides that it intends to confer a gratuity benefit on an employee who retires or resigns from full-time employment with the Town, the details of the intended gratuity shall be published in accordance with the provisions of s.5.50.(2) of the *Local Government Act 1995*.

### **RELATED**

### **DOCUMENTS:**

Local Government Act 1995

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**Deleted:** A 'gratuity benefit' means any payment of monies in excess of any contractual or award entitlement and/or the disposition of Town property but it does not include a farewell gift to a value not exceeding \$500 and/or a farewell function not exceeding \$50 per head to a maximum of \$1500.

**Deleted: PROCEDURE:**

**Deleted:** Refer: Severance Pay Policy (Employee Relations Policy Manual)

**Deleted: POLICES**

**Deleted: DELEGATION:**

## ADM5 LEGAL ADVICE – ENGAGE SOLICITOR FOR OPINIONS

### POLICY OBJECTIVE:

To establish the considerations prior to seeking legal advice.

### POLICY SCOPE:

This policy applies to the intended procurement of any legal advice or legal representation by the Town

### DEFINITIONS:

#### legal advice means:

- a. the procurement of specialist advice for areas of work where there are gaps in specialist and/or legal knowledge within the Town; or
- b. for the engagement of legal representation in a court or tribunal.

### **POLICY:**

To prescribe procedures for the Town's administration in obtaining legal advice or engaging legal representation to ensure the most efficient and effective use of these resources.

#### **1. Introduction:**

The Town will seek expert legal advice where, in the opinion of the Chief Executive Officer, that advice is required to:

- 1.1. minimise the potential risk of litigation;
- 1.2. obtain assistance on interpretation and implications of relevant new and/or existing legislation or legal precedent;
- 1.3. clarify statutory powers and responsibilities;
- 1.4. clarify the Town's responsibility to take action to protect the health, safety and well-being of the Town's ratepayers/residents, general public and protection of property;
- 1.5. ensure the best commercial outcome for the Town; or
- 1.6. represent the Town in matters proceeding to a court or tribunal.

#### **2. Authorisation:**

- 2.1. The Chief Executive Officer only will be able to access legal advice. ▼
- 2.2. Where necessary, the Chief Executive Officer may approve of other employees obtaining legal advice.

#### **3. Legal Advice:**

- 3.1. The legal advice will be sought from the panel of legal practitioners established by the Western Australian Local Government Association as updated from time to time, or from another legal firm having specialised expertise in the matter being considered in accordance with Policy 301 Purchasing.
- 3.2. All legal advice will be recorded in a Legal Register or appropriate file.

### **PROCEDURE:**

**Deleted: <#>Definition:¶**

Obtaining legal advice is defined as; "the procurement of specialist advice for areas of work where there are gaps in specialist and/or legal knowledge within the Town or for the engagement of legal representation in a court or tribunal".¶

**Deleted:** and Directors

**Deleted:** The Chief Executive Officer's prior approval is required which may be delegated to another employee/s.

**Deleted:** NB: This Policy does not restrict the delegations contained within Policy PLNG10.¶

## **1. Introduction**

- 1.1. Many legislative duties and functions are discharged on a daily basis through employees being aware of legislation which they are authorised to administer as well as through the development and implementation of policies and procedures.
- 1.2. There may be occasions, where new, unfamiliar, urgent or potentially high risk circumstances emerge which are not covered by the Town's standard procedures or documentation. In these circumstances, it may be necessary to seek further advice.

## **2. Risk Assessment**

- 2.1 In circumstances where legal advice is being obtained it will usually be necessary to undertake a Risk Assessment.
- 2.2 Factors that need to be considered in determining whether professional legal advice may be required include:
  - Actual or potential risk of litigation;
  - Assistance on interpretation and implications of relevant new and/or existing legal precedent or legislation;
  - Lack of clarity around statutory position, powers or responsibilities;
  - The responsibility of the Town to take responsible action to protect the health, safety and wellbeing of the Town's ratepayers/residents, general public and protection of property;
  - The need to be represented by legal counsel in a court or tribunal.
- 2.3 By the nature of the Town's business and its position as a public authority, legislative compliance is a statutory duty.

## **3. Requesting Legal Advice**

- 3.1. For certain matters it may be possible to obtain legal advice quickly over the telephone.
- 3.2. To assist the Town's legal advisers to provide comprehensive advice, where possible, it will be necessary to include details of all relevant factors provided or reference all relevant documentation and outline specific issues on which advice is being sought.
- 3.3. Any guidance or advice given should ideally be given in writing. Careful consideration needs to be given to the method of communication to ensure that confidentiality and the rules around transmission of confidential material are adhered to.
- 3.4. In the unlikely event that legal advice is required out of hours, this should be referred to the Chief Executive Officer for authorisation.

## **4. Recording and Monitoring**

The advice should be recorded on the Legal Advice Register or appropriate file, which will become a reference point for Authorised Persons and is to be reviewed prior to making legal enquires. This will help to develop a knowledge base on the legal matters within the Town.

## **5. Legal Advice Providers**

The Town will obtain legal advice from:

- 5.1.** The Western Australian Local Government Association's Legal Services Panel of Preferred Suppliers; or
- 5.2. Another legal firm having expertise in the matter being sought.



## 6. Internal Procedure

The following procedure is to be followed:

6.1. Prior to contacting any solicitors/lawyers for any advice, a 'Legal Advice Authorisation Form' as **prescribed by the Chief Executive Officer** to be completed and the matter is to be referred (either by memorandum or orally) to the Chief Executive Officer.

Deleted: shown in Appendix 2 is

Deleted: (or his assignee).

6.2. The Town will seek preliminary advice from the Western Australian Local Government Association's Legal Services Panel of Preferred Suppliers (or at least two of them) as to the prospect of success of any action/appeal and an estimate of fees/costs.

6.3. After considering the legal firm's response, the Chief Executive Officer may prescribe a maximum amount which is not to be exceeded unless a variation is subsequently approved.

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## 7. Authorised Persons

Where an employee has been authorised to make a direct approach to external legal advisers, they are individually responsible for ensuring that the firm approached is on the Western Australian Local Government Association's Legal Services Panel of Preferred Suppliers. If consideration is being given to the use of another firm, approval should be obtained from the Chief Executive Officer.

Deleted: The Panel of legal firms is shown in Appendix 1.

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## 8. All Employees to Comply with the Policy Procedure

All employees must comply with this procedure. In particular, employees are reminded that there shall be no direct approach to external legal advisers without proper authorisation, and that any contact or correspondence relating to matters of civil or criminal liability should be passed immediately to their relevant **Chief** or the Chief Executive Officer.

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## 9. Implementation

All **Chiefs** and Managers are responsible for ensuring that all employees within their Programs and Sections have read and understood this document and are competent to carry out their duties in accordance with this Policy and Procedure.

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## RELATED

### DOCUMENTS:

Deleted: PLNG2

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## ADM6 AUDIO AND VIDEO RECORDING AND LIVE STREAMING OF COUNCIL MEETINGS, ELECTED MEMBERS BRIEFING SESSIONS, COMMITTEES AND ELECTORS MEETINGS

### Policy Objective:

The purpose of this policy is to guide the implementation of the audio and video recording, and live-streaming, of meetings of Council and electors, and to establish how audio and video recordings will be used and made available.

### Policy Scope:

This policy applies to all special and ordinary meetings of Council, Agenda Briefing Forums, meetings of Committees with delegated authority, and meetings of electors.

### Policy Statement:

In line with objectives of section 1.3(2) of the Local Government Act 1995 (the Act), this policy seeks to promote greater accountability to the community through the provision of information that is accessible, transparent and accurate.

This policy does not apply where Council has resolved to close the meeting to members of the public, or where or matters discussed are deemed confidential, in accordance with section 5.23 of the Act.

#### 1. Audio and Video Recordings

The primary purpose of recording is to ensure that a true and accurate account of debate, discussions, questions and answers at all relevant meetings are available. The audio and video recordings will assist in the preparation of the minutes of Council, Committees with delegated authority, electors' meetings, and Agenda Briefing Forum notes, to ensure the records held are true and accurate.

All audio and video recordings, with the exemption of matters that are deemed confidential in accordance with the Act, are to be made available to the public on the Town's website. It is to be noted that should any unforeseen technical difficulties arise, the audio or video recording may not be available or may be delayed.

#### 2. Live-Streaming

The primary purpose of live-streaming Council meetings is to give the public greater access to Council decisions, debate and discussions, by eliminating geographic and/or personal barriers that may prevent physical attendance at a Council meeting.

The intent is to promote accessibility of the Council's decision-making process to the community. All meetings of Council and electors, committees and with delegated authority and Agenda Briefing Forums will be live-streamed, with the exemption of matters that are deemed confidential in accordance with the Act.

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APPENDIX 1¶  
Western Australian Local Government Association¶  
Panel of Preferred Legal Providers¶  
¶  
Civic Legal¶  
Level 2, 11 Mounts Bay Road Perth¶  
Western Australia¶  
Phone: 9460 5060¶  
¶  
Freehills¶  
250 St George's Terrace Perth¶  
Western Australia¶  
Phone: 9211 7777¶  
¶  
Jackson McDonald¶  
140 St George's Terrace Perth¶  
Western Australia¶  
Phone: 9426 6611¶  
¶  
Kott Gunning¶  
Level 8, 140 St George's Terrace Perth¶  
Western Australia¶  
Phone: 9321 3755¶  
¶  
Minter Ellison¶  
152 St George's Terrace Perth¶  
Western Australia¶  
Phone: 9429 7444¶  
¶  
McLeods Barristers & Solicitors [Appointed 26 July 2010]¶  
220-222 Stirling Highway Claremont¶  
Western Australia¶  
Phone: 9383 3133¶  
¶  
Cornerstone Legal¶  
Market City Commercial Centre¶  
Suite 1/280 Bannister Road¶  
Canning Vale, Western Australia ¶  
Phone 9456 0900¶  
Page Break  
¶  
APPENDIX 2¶  
Legal Advice Authorisation Form¶  
NAME OF ORIGINATING OFFICER \_¶  
¶  
BUSINESS UNIT \_¶  
¶  
PROGRAM \_¶  
¶  
RECORDS FILE REFERENCE NUMBER \_¶  
¶  
ADDRESS / ASSOCIATED PROPERTY \_¶  
¶  
DETAILS OF LEGAL ADVICE SOUGHT (Attach supporting information if insufficient space)¶  
\_¶  
\_¶  
\_¶  
\_¶  
\_¶  
REASONS FOR OBTAINING LEGAL ADVICE (Attach supporting information if insufficient space)¶  
\_¶  
\_¶  
\_¶  
NAME OF LEGAL ADVISOR (if known) . \_¶  
\_¶

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The live-streaming will be accessible on the Town's website upon commencement of the relevant meeting. It is to be noted that should any unforeseen technical difficulties arise, the live stream may not be available or may be delayed.

### 3. Public Notice of Live-Streaming and Audio/Video Recording

To ensure that the public, elected members and staff are aware of the recordings, clear signage must be placed prominently in the council chamber advising that the meeting is being recorded. At the commencement of each recorded meeting, the Presiding Member is also to publicly announce that the meeting will be audio and video recorded, and live-streamed.

### 4. Privacy

Only the video broadcasting of elected members and relevant officers of the Town will appear on the live-streaming and video recording of relevant meetings. While the image of members of the public who attend the meeting will not appear in either the live-streaming or video recording, the audio broadcasting and recording of comments made by the public will be captured.

### 5. Storage of Audio and Video Recordings

Recordings must be stored in accordance with the *State Records Act 2000*.

#### RELATED

#### DOCUMENTS:

[Local Government Act 1995](#)  
[State Records Act 2000](#)

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PROCEDURE:

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## ADM7 RISK MANAGEMENT

### POLICY:

#### Policy Objective

The Town of Victoria Park (the 'Town') Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Town's strategies, goals or objectives.

#### Policy Scope:

This policy applies across all Town decision making and integrated reporting and planning.

#### Policy Statement:

The Town is committed to developing and implementing a Risk Management Framework in accordance with the risk management standard AS/NZS ISO 31000:2009, which will include systems to identify, treat, monitor, review and report risks across all of its operations.

The Town is committed to developing and maintaining appropriate documentation to guide the implementation of enterprise risk management throughout the organisation.

The objectives of this policy are to:

- a) Optimise the achievement of our vision, mission, strategies, goals and objectives.
- b) Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- c) Enhance risk versus return within our risk appetite.
- d) Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- e) Enhance organisational resilience.
- f) Identify and provide for the continuity of critical operations.

#### Roles and Responsibilities

Council

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- Review and approve the Town's Risk Management Policy and Risk Assessment and Acceptance Criteria;
- Appoint / Engage External Auditors to report on financial statements annually; and
- Establish and maintain an Audit Committee in terms of the *Local Government Act 1995*.

#### Audit Committee

- Support Council to provide effective corporate governance;
- Oversight of all matters that relate to the conduct of External Audits;
- Must be independent, objective and autonomous in deliberations; and
- Make recommendations to Council on External Auditor appointments.

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#### Chief Executive Officer / Strategic Management Team

The Chief Executive Officer is responsible for:

- Appointing Internal Auditors as required under *Local Government (Audit) Regulations 1996*;
- Liaising with Council in relation to risk acceptance requirements;
- Reviewing the appropriateness and effectiveness of the Town's systems and procedures in relation to risk management, internal control and legislative compliance;
- Reporting to the Finance & Audit Committee the results of the abovementioned review;
- Driving consistent embedding of a risk management culture; and
- Owning and managing the Risk Profiles at Town Level.

#### Risk Management Working Group

- Assist embedding of a risk management culture;
- Analyse and discuss emerging risks, issues and trends; and
- Assist with reviewing the appropriateness and effectiveness of the Town's systems and procedures in relation to risk management.

#### Risk Framework Owner

- Oversee and facilitate the Risk Management Framework; and
- Document decisions and actions arising from 'risk matters'.

#### Work Areas

- Drive risk management culture within work areas;
- Own, manage and report on specific risk issues as required;
- Assist in Risk and Control Management process as required;
- Highlight any emerging risks or issues accordingly;

- Incorporate 'Risk Management' into Management Meetings by incorporating the following agenda items;
  - New or emerging risks.
  - Review existing risks.
  - Control adequacy.
  - Outstanding issues and actions.

### Risk Appetite

The Town quantifies its risk appetite through the development and endorsement of the Town's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Town's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

### Reporting

Regular performance reporting on the appropriateness and effectiveness of the Town's systems and controls in relation to management of risks will be presented to the Finance and Audit Committee.

### Monitor and Review

The Town will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Risk Framework owner. It will be formally reviewed every two years.

### References

#### *Local Government (Audit) Regulations 1996*

Amendments to the *Local Government (Audit) Regulations 1996* came into effect on 9 February 2013. Specifically, clause 17 which states:

*"17. CEO to review certain systems and procedures*

*(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –*

- a) risk management;
- b) internal control; and
- c) legislative compliance.

In addition to the requirement for the Chief Executive Officer to prepare a report as outlined in clause 17, the Regulation also stipulates an additional responsibility for the Audit Committee as detailed in clause 16 (c) which states:

*“(c) is to review a report given to it by the CEO under regulation 17 (3) (the CEO’s report) and is to –*  
*i. report to the council the results of that review; and*  
*ii. give a copy of the CEO’s report to the council.”*

<b>RELATED DOCUMENTS:</b>	N/A
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## ADM8 LEASING POLICY

### POLICY OBJECTIVE:

- To ensure sound financial management and effective administration of the Town's building portfolio.
- To ensure Town managed properties are appropriately maintained, developed and occupied.
- To 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.

### POLICY SCOPE:

This policy applies to all leases of Town property.

### DEFINITIONS:

Nil.

### POLICY STATEMENT:

The Council of the Town of Victoria Park is committed to optimising the use of its assets, including its building portfolio to deliver sustainable benefits to the community.

Lease agreements over the Town's building assets are to be administered in an equitable and consistent manner.

### AIMS:

1. To deliver consistency in the administration of leases over the Town's building portfolio;
2. To strengthen local community capacity and cohesion through capitalising on strengths and abilities of the Lessee's of the Town's building portfolio;
3. To ensure that the administration of Leases over the Town's building portfolio assist in the delivery of asset management obligations;
4. To quantify the revenue forgone by Town via the application of peppercorn rentals; and
5. To enable the validation/verification of the Town's financial support/contribution for its tenants

### RELATED DOCUMENTS:

Deleted: Council's

Deleted: OBJECTIVE:¶

To ensure sound financial management and effective administration of Council's building portfolio.¶  
To ensure Council managed properties are appropriately maintained, developed and occupied.¶  
To ensure any in-kind support from Council, including subsidised rent, is recognised and transparently applied in light of the community benefit to be achieved.¶

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## BUILDING – BLDG

### BLDG1 CANVAS AWNINGS

#### POLICY OBJECTIVE:

To manage the process for the construction of canvas awnings where the awning projects into a road reserve.

#### POLICY SCOPE:

This policy applies to the construction of any canvas awnings over a road reserve.

#### DEFINITIONS:

canvas awning includes any other stable, fire-retardant, flexible membrane material capable of being shaped over a support structure and tensioned and fixed in a manner that prevents undue movement and associated noise under moderate wind conditions, is waterproof, capable of meeting wind and other live load requirements, and has durability properties similar to or greater than awning canvas.

Width of an awning means the horizontal measurement perpendicular to the wall to which it is affixed.

#### POLICY STATEMENT:

1. Town approval must be obtained for a canvas awning, or any part thereof, that will project into a road reserve.
2. No part of a canvas awning shall be erected under any cantilever veranda and the ends of an awning shall be clear of an adjoining cantilever veranda by at least 500mm.
3. An awning, including any part thereof, projecting into a road reserve shall:
  - Not exceed 2.5 metres in width;
  - Not project more than 2.5 metres into the road reserve;
  - Be at least 600mm, measured horizontally, clear of the face of the kerb of the adjacent road;
  - Be not less than 2400mm above the footpath or verge level and the lowest edge of the awning fascia not more than 3 metres above it;
  - If it is wider than 2 metres, be fitted with guttering and downpipes sufficient to prevent rainfall run-off from cascading on to the road verge;
  - Be of a design, colour(s) and materials which, in the opinion of the Director Future Life & Built Life Programs, will be compatible with the aesthetics and character of the street;
  - Be designed to carry, in addition to its own weight, a live load of at least 50kg per square metre.
4. No separate sign panel shall be affixed to any part of an awning but signage may be incorporated in or painted on the awning cover material or fascia

**Deleted:** The Town may approve the erection of canvas awnings where the awning, or any part thereof, projects into a road reserve. Any approval shall be in accordance with the following Procedure.

#### **Deleted: PROCEDURE:**

**Deleted:** <#>For the purpose of this policy a "Canvas Awning" includes any other stable, fire-retardant, flexible membrane material capable of being shaped over a support structure and tensioned and fixed in a manner that prevents undue movement and associated noise under moderate wind conditions, is waterproof, capable of meeting wind and other live load requirements, and has durability properties similar to or greater than awning canvas.¶  
The "width" of an awning means the horizontal measurement perpendicular to the wall to which it is affixed.¶

provided that the details of such lettering or signage are submitted at the time of application and approved by the Director Future Life and Built Life Programs. Likewise prior approval must be obtained for any new signage proposed to be painted, sewn or welded on to an existing awning.

- 5. A canvas awning shall be kept in good repair to the satisfaction of the Town.
- 6. The Town reserves the right to order an owner to repair, replace or remove a canvas awning not kept in good repair.

<b>RELATED DOCUMENTS:</b>	None
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## BLDG2 RAINFOREST TIMBERS – USE IN TOWN CONSTRUCTION

Deleted: COUNCIL

### POLICY OBJECTIVE:

To forbid the use of rainforest timber in Town construction.

### POLICY SCOPE:

This policy applies to all construction or building projects undertaken wholly or jointly by the Town.

### DEFINITIONS:

Rainforest timber refers to timber sourced from wood that is grown in a rainforest.

### POLICY STATEMENT:

Rainforest timbers shall not be used in any construction or building project undertaken wholly or jointly by the Town.

### RELATED

### DOCUMENTS:

None

Deleted: PROCEDURE: ...

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## ELECTED MEMBERS – EM

### EM1 ELECTORAL SIGNS

#### POLICY OBJECTIVE:

To prevent the display of electoral signs on public property within the Town.

#### POLICY SCOPE:

This policy applies to all electoral signs on public property within the Town.

#### DEFINITIONS:

Nil.

#### POLICY STATEMENT:

The erection of signs promoting candidates in Federal, State or Local Government elections is prohibited on public property within the Town.

#### RELATED

#### DOCUMENTS:

None

Deleted: PROCEDURE: ...

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## EM2 STREET LISTING OF OWNERS AND OCCUPIERS

### **POLICY OBJECTIVE:**

To provide elected members with the information regarding electors of the Town.

### **POLICY SCOPE:**

This policy applies to elected members.

### **DEFINITIONS:**

Nil.

### **POLICY STATEMENT:**

1. A councillor is entitled to receive, annually and free of charge, one (1) copy of the street listing of owners and occupiers of property located within the Ward that they represent.
2. The mayor is entitled to receive, annually and free of charge, one (1) copy of the street listing of owners and occupiers of property located within the Town.

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### **RELATED**

### **DOCUMENTS:**

None

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### EM3 WORKING GROUPS & PROJECT TEAMS – APPOINTMENT OF

#### POLICY OBJECTIVE:

To provide the basis for the establishment of working groups and project teams

#### POLICY SCOPE:

This policy applies to elected members.

#### DEFINITIONS:

Nil.

#### POLICY STATEMENT:

Council may, at such times and under such Terms of Reference as it deems fit, establish a Working Group or Project Team (a group) for the purpose of providing advice on a matter and appoint to that Group any member or members of the public whom Council, at its absolute discretion and by resolution, deems appropriate..

1. For the purpose of this policy a group may be established for the purpose of providing advice to Council on only such matter or matters that are specified in its Terms of Reference.
2. Invitations for nomination as a community representative on a council appointed group shall be by public advertisement in a local newspaper. Nominations are to be submitted in writing and signed by the nominee.
3. Unless Council has specifically resolved otherwise, a group shall have no delegated authority to make any decisions for or on behalf of the Council and no group, or individual member thereof, shall, in particular:
  - Expend, or authorise the expenditure of, any Town funds;
  - Correspond with any party;
  - Speak for or on behalf of the Town or Council;
  - Issue any press release;
  - Issue any instruction to Town staff;
4. A group may however, make decisions as to the convening, conduct and operation of its meetings.
5. In the absence of any specific Council resolution to the contrary, the following procedures shall apply to an advisory group:
  - The number of representatives from the public on the advisory group shall not exceed five (5);
  - The number of elected members shall not exceed one-third of the total number of elected members holding office;
  - Meetings of groups will be limited to six (6) times per year;
  - The meetings will be held in a venue determined by the Chief Executive Officer;

Deleted: PROCEDURE: ...

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- All meetings shall be open to the public, as well as to any elected member of Council and any Town employee authorised by the [Chief Executive Officer](#);
- Administrative support to the group by way of agenda preparation and the taking of action notes will be provided by the Town;
- All action notes, including any attachments, of a meeting a group will be circulated to the members of Council by means of the [Councillor Portal](#);
- The Chairperson of a group will be the person consulted on the day-to-day operations of the group and the preparations, including the agenda, for its next meeting.

6. The term of appointment of members of the public to a group expires at the next ordinary Council election and the newly constituted Council after such election may or may not re-establish the group, nor necessarily re-appoint the previous members.

7. A member of the public appointed to a group who is absent, without obtaining leave of the group throughout 3 consecutive meetings shall be removed from office by Council. Where this occurs, the group shall provide details of the member's non-attendance record to Council in a report recommending that the member be removed from office.

#### RELATED

#### DOCUMENTS:

None

Deleted: Members Information Bulletin

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## EM4 APPOINTMENTS TO OUTSIDE BODIES

### POLICY OBJECTIVE:

To provide the term of appointment of elected members to outside bodies.

### POLICY SCOPE:

This policy applies to resolutions of Council and recommendations by Officers.

### DEFINITIONS:

Nil.

### POLICY STATEMENT:

The period of appointment of an elected member as a Council representative to any statutory board or outside body is limited to the balance of the term of office as an elected member of Council.

### RELATED DOCUMENTS:

[Local Government Act 1995](#)

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## EM5 CONFERENCE EXPENSES – ELECTED MEMBERS

### POLICY:

#### **POLICY OBJECTIVE:**

To determine the guidelines, nature and extent of elected members' attendance or representation at conferences and the arrangements for:

1. Attendance;
2. Approval requirements;
3. Travel;
4. Accommodation;
5. Allowances and expenses;
6. Reporting requirements; and
7. Accompanying persons and carer requirements.

#### **POLICY SCOPE:**

This policy applies to travel by elected members to conferences.

#### **DEFINITIONS:**

**Conferences** means: conferences; conventions, congresses, study tours, seminars, forums, workshops, courses, training sessions, award presentations and events related to local government and of interest to the Town of Victoria Park.

**Cash allowance** means: an amount of money paid in advance to an Elected Member to pay for incidentals listed at clause 3.5.6 of this Policy.

#### **POLICY STATEMENT:**

##### **1. Attendance:**

- 1.1 When it is considered desirable that the Town of Victoria Park be represented at an interstate or overseas conference, only one elected member may attend, unless otherwise approved by the Council;

Notwithstanding the above, the Mayor shall be entitled to attend the Annual Western Australian Local Government Association (WALGA) conference;

In addition the two (2) elected members representing the Town on the South East Metropolitan Zone of WALGA shall be entitled to attend the Annual WALGA conference.

- 1.2 Elected member attendance and funding at interstate and international conferences held outside of Australia shall be determined by the Council.

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**Deleted: Definition:**  
**Conferences**.....means; conferences; conventions, congresses, study tours, seminars, forums, workshops, courses, training sessions, award presentations and events related to local government and of interest to the Town of Victoria Park.

**Deleted:**  
**"Cash allowance"**.....means; an amount of money paid in advance to an Elected Member to pay for incidentals listed at clause 3.5.6 of this Policy.

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elected member attendance and funding at intrastate conferences may be determined by the Chief Executive Officer.

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- 1.3 Where an elected member, at the date of the conference, has an electoral term of less than three (3) months to complete, such elected member shall be ineligible to attend, unless it is determined by the Council that attendance by an elected member who is within three (3) months of completion of there term of office would be of specific benefit to the Town, and approval is granted by the Council.

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## 2. Approval Process:

- 2.1 Elected members may be nominated and authorised to attend interstate and overseas conferences by the Council through a resolution passed at a Council Meeting.

- 2.2 The Chief Executive Officer may approve elected members attendance at intrastate conferences.

Deleted: CEO acting within delegated authority

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- 2.3 Under this Policy, authority is delegated to the Chief Executive Officer to nominate and authorise a substitute elected member to attend any conference in lieu of the elected member approved, if they are unable to attend the conference.

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- 2.4 The Chief Executive Officer is authorised to pay expenses and this shall be administered by the Chief Executive Officer.

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- 2.5 The extent to which an elected member can be reimbursed for intrastate and interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the *Local Government (Administration) Regulations 1996* is as set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.

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## 3. Conference Costs:

### 3.1 Booking Arrangements:

Registration, travel and accommodation for elected members will be arranged by the Chief Executive Officer. This is to ensure that the appropriate Town discount for travel and accommodation is being provided. All costs including airfares, registration fees and accommodation will be paid direct by the Town.

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### 3.2 Registration:

The Town will pay all normal registration costs that are charged by conference organisers for elected members, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the Town.

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3.3 Accommodation:

3.3.1 The Town will pay reasonable accommodation costs for elected members including the night before and/or after the conference where this is necessary because of travel, airline flights and/or the conference timetables which make it unreasonable to arrive at or return home in normal working hours.

**Deleted:** Elected

**Deleted:** Members

3.3.2 Where practicable and available, accommodation shall normally be booked at the conference venue or if unavailable, at premises in close proximity to the conference venue.

3.4 Travel:

3.4.1 Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the conference location and venue. All reasonable travel costs to and from the conference will be met by the Town.

3.4.2 Airline travel shall be by "Economy class" airfare, by the most direct route to and from the airport situated nearest to the conference venue, unless otherwise approved by the Council. An elected member may have allocated to their personal accounts any frequent flyer points that are provided by the airline.

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**Deleted:** Member

3.4.3 Airline tickets purchased are to be insured to enable the ticket purchase price to be refunded, on occasions whereby a delegate is unable to travel, unless otherwise varied by the Chief Executive Officer.

**Deleted:** CEO

3.4.4 Approval for air travel must, where possible, be sought two months prior to departure. Where practicable, advantage should be taken of available discount fares, including the advance purchase of fares.

3.4.5 Where essential, a hire car may be arranged for the conduct of Council business. Costs of bus, train, tram and taxi fares, vehicle hire and parking which are reasonable, required and incurred in attending conferences, will be reimbursed by the Town, on production of receipts.

3.4.6 Where in particular circumstances, elected members desire to travel intrastate or interstate by private motor vehicle, they will be reimbursed for actual accommodation costs which are receipted and vehicle costs in accordance with the local government kilometre allowance up to an

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equivalent amount that would have been expended had arrangements been made to travel by the cheapest form of air travel.

- 3.4.7 A sufficient number of Cab Charge vouchers (eg. 2 per day) may be provided, for ease of travel. Unused vouchers shall be returned to the Chief Executive Officer by elected members at the same time as the acquittal of any cash allowance.

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- 3.4.8 Car rental use/facilities shall not be permitted, except with the prior approval of the Chief Executive Officer.

**Deleted:** CEO

### 3.5 Cash Allowance - Payment and Reimbursement:

- 3.5.1 A daily cash allowance as determined annually by the Chief Executive Officer may be made for meals and incidental expenses for intrastate and interstate conferences;

**Deleted:** CEO

- 3.5.2 Cash allowances for international conferences will be separately determined by the Chief Executive Officer in each circumstance;

**Deleted:** CEO

- 3.5.3 All cash allowances must be acquitted within two weeks of returning to Perth. Cash not acquitted shall be refunded to the Town at the same time;

- 3.5.4 Attendees shall acquit the cash allowance on the "Conference Advance and Acquittal Statement Form" (attached to this policy). Where possible this should be supported by receipts or a Statutory Declaration if a receipt cannot be produced;

- 3.4.5 The administrative arrangements for managing the cash allowance will be the most appropriate to the circumstances, as determined by the Chief Executive Officer;

**Deleted:** CEO

- 3.5.6 The daily cash allowance shall be paid to cover all reasonable incidental expenses associated with the conference attendance, such as:

- Reasonable telephone and/or facsimile use;
- Breakfasts, lunches, dinners and other meals not included in the conference registration fee;
- Laundry and dry-cleaning costs;
- An optional activity specified in a conference program;
- Train, bus, tram and taxi fares;
- Bicycle hire costs;
- Parking and toll fees; and
- Incidental expenses (eg. Newspapers, venue/exhibition entrance fees).

3.5.7 The daily expense allowance shall not cover:

- Any expenses or time occupied on matters other than Council business;
- Entertainment costs outside those provided by the conference; and
- Meal claims where meals are provided at a conference.

3.5.8 Documentary evidence in the form of receipts is required for the acquittal of all moneys paid in advance. If a receipt cannot be produced a Statutory Declaration must be produced itemising the expenditure incurred. Should fringe benefits tax be incurred by the Town, it shall be paid by the Town;

3.5.9 Elected members failing to acquit their cash allowance, in accordance with this policy, shall have the full value of the cash allowance deducted from their next biannual payment of their meeting attendance fees. (Should this be necessary, the Chief Executive Officer, shall notify the elected member accordingly, prior to authorising such deduction).

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#### 4. Elected Member/Officer Delegate Accompanying Person

4.1 Where an elected member is accompanied at a conference, all costs for or incurred by the accompanying person including but not limited to travel, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the accompanying person and not by the Town.

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Deleted: Member

The exception to the above being the cost of attending any official conference dinner, where partners would normally attend.

4.2 An accompanying person's registration, and program fees, are to be paid direct by the attendee/delegate to the conference organiser.

#### 5. Accompanying Carer

5.1 Where an elected member is attending an intrastate, interstate or overseas conference, and has a 'disability' as defined in the Disability Services Act 1993, the Town will meet the cost of a carer to accompany that elected member where that carer is a person who provides ongoing care or assistance.

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The costs provided by the Town for an accompanying carer will include travel, breakfast, meals, conference registration, accommodation and participation in any conference programs that the elected member they are accompanying is attending.

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Deleted: Member

#### 6. Reports

6.1 Upon return from any conference, where registration and other associated costs are met by the Town of Victoria Park, the attending elected member is required to prepare a written report on their attendance and benefits to them and the Town, to be circulated to all elected members within one month.

**RELATED  
DOCUMENTS:**

[Local Government Act 1995 s.5.99A](#)  
[Local Government \(Administration\) Regulations 1996](#)  
[Reg. 34AB](#)  
[Public Service Award 1992](#)

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## EM6 FEES, EXPENSES AND ALLOWANCES – ELECTED MEMBERS AND INDEPENDENT COMMITTEE MEMBERS

### POLICY OBJECTIVE:

To outline the fees, allowances and entitlements available to elected members and independent committee members in accordance with the *Local Government Act 1995* (WA) (Act) and the *Local Government (Administration) Regulations 1996* (WA) (Regulations), and to support them in performing their duties.

### POLICY SCOPE:

This policy applies to elected members and independent committee members.

### DEFINITIONS:

“**ICT expenses**” means rental charges in relation to one telephone and one facsimile machine and any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the Regulations.

“**Independent Committee Member**” means a person appointed to a committee of the Council who is not an elected member or employee.

“**Tribunal**” means the Salaries and Allowances Tribunal established under the *Salaries and Allowances Act 1975* (WA).

### POLICY STATEMENT:

#### ELECTED MEMBERS:

##### 1. Fees and allowances (s.5.98, s5.99, s.5.99A Act)

###### (1) Annual meeting attendance fee in lieu of meeting fees

All elected members are entitled to the maximum annual meeting attendance fees as determined by the Tribunal, and as adopted by Council in the annual budget.

###### (2) Information Communication Technology (ICT) expenses allowance

All elected members are entitled to the maximum annual ICT expenses allowance in lieu of reimbursement of ICT expenses as determined by the Tribunal, and as adopted by Council in the annual budget.

##### 2. Annual local government allowances for Mayor and Deputy Mayor (s.5.98, s5.98AAct)

(1) The Mayor is entitled to the maximum annual local government allowance as determined by the Tribunal.

**Deleted:** pursuant to a resolution of Council

**Deleted:** Elected

**Deleted:** Members

**Deleted:** Elected

**Deleted:** Members

(2) The Deputy Mayor is entitled to the maximum percentage of the mayoral annual local government allowance as determined by the Tribunal.

### 3. Reimbursement of Expenses for Elected Members (s.5.98 Act)

(1) Elected members are entitled to be reimbursed for expenses of the kind prescribed in Regulations 31 and 32 of the Regulations, including but not limited to child care and travel costs.

**Deleted:** Members

(2) The extent to which elected members can be reimbursed for expenses of the kind prescribed in Regulations 31 and 32 of the Regulations shall be as determined by the Tribunal.

**Deleted:** Elected

**Deleted:** Members

(3) Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the elected member.

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**Deleted:** Member

(4) Under no circumstances is any reimbursement to be made in connection with costs incurred for re-election to the office of elected member or election to the office of Mayor or Deputy Mayor.

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**Deleted:** Member

(5) Elected members are entitled to reimbursements for travelling expenses incurred, in the performance of their duties, to/from their normal place of residence or work, with respect to the following:

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a) Council meetings, civic functions, citizenship ceremonies or briefings called by either Council, the Mayor or the Chief Executive Officer

b) Committees to which an elected member is appointed a delegate or deputy by Council

**Deleted:** Elected

**Deleted:** Member

c) Meetings, training and functions scheduled by the Chief Executive Officer

d) Conferences, community organisations, industry groups and local government associations to which an elected member has been appointed by Council as its delegate or a deputy to the delegate

**Deleted:** Elected

**Deleted:** Member

e) Gatherings or events (i.e. funerals, local business or community events), attended by the Mayor or the Mayor's nominated deputy as a representative of the Town

f) Site inspections in connection with matters listed on any Council Agenda paper. When making this claim, elected members are to state the Item Number listed on any Council Agenda paper along with the date and time of the visit on the claim form.

**Deleted:** Elected

**Deleted:** Members

g) In response to a request to meet with a ratepayer/elector, but excluding the day of Council elections. When making this claim,



elected members are to state the time and purpose of the visit and the name and address of the ratepayer/elector on the claim form.

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Deleted: Members

#### 4. Conference expenses

(1) The guidelines for elected members' attendance at conferences including conference expenses is otherwise as set out in Policy EM5 Conference Expenses.

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Deleted: Members'

(2) Council will allocate an amount in the annual budget for the costs of elected members attendance at approved conferences.

Deleted: Elected

Deleted: Members'

#### 5. Professional development expenses

(1) Council will allocate an amount in the annual budget for the costs of elected members attendance at approved professional development courses, trainings or seminars.

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(2) An elected member who wishes to attend a professional development course, training or seminar must apply in writing to the Chief Executive Officer setting out how it will assist the elected member in the discharge of their duties.

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(3) The Chief Executive Officer is authorised to arrange the registration of an elected member at any professional development course at the Council's cost.

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### INDEPENDENT COMMITTEE MEMBERS

#### 6. No meeting fees payable (s.5.100A Act)

In accordance with section 5.100 of the Act, Independent Committee Members are not entitled to be paid fees for attending committee meetings or other meetings associated with their roles on committees.

#### 7. Reimbursement of expenses

(1) Independent Committee Members are entitled to be reimbursed for child care and travel costs incurred as a result of the member's attendance at a committee meeting of which they are a member as prescribed in Regulation 31 of the Regulations.

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(2) The extent to which Independent Committee Members can be reimbursed for child care and travel expenses shall be as determined by the Tribunal.

#### 8. Training and Professional development expenses

(1) Independent Committee Members are entitled to attend training and professional development courses in local government, governance and financial management directly relevant to the performance of their role as

committee members provided by WALGA or an equivalent course as approved by the Chief Executive Officer.

(2) Independent Committee Members must apply in writing to the Chief Executive Officer prior to attending the course setting out the how the course or seminar will assist the Independent Committee Member in the discharge of their duties prior to attending the course.

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(3) The Chief Executive Officer is authorised to arrange the registration of an Independent Committee Member at any training or professional development course at the Council's cost.

(4) Council will allocate an amount in the annual budget for the costs of Independent Committee Members' attendance at approved courses.

**PAYMENTS**

9. Payments of fees and allowances monthly in arrears

All elected members will be paid annual meeting attendance fees and all other allowances in arrears on a monthly basis commencing from the date on which the next payment is due.

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10. Reimbursement of Expenses

(1) All claims for reimbursements by elected members and Independent Committee Members are to be submitted to the Chief Executive Officer within 60 days of the expense being incurred, accompanied by:

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- Date of the claim
- Type of travel (as identified in Section 3)
- Distance travelled
- Origin and destination of travel

(2) Reimbursements, once approved, will be paid during the next scheduled payment run following approval.

**RELATED  
DOCUMENTS:**

None

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## EM7 CARETAKER POLICY – TOWN OF VICTORIA PARK ELECTIONS

### POLICY:

#### POLICY OBJECTIVE:

Elected members and Employees must observe specific legislative and governance requirements during the period leading up to an election.

The primary objective of this Policy is to prevent the Council of the Town of Victoria Park making major decisions, prior to an election, that would bind an incoming Council, prevent the use of public resources in ways that are seen as advantageous to, or promoting, the sitting elected members who are seeking re-election, or new candidates, and ensuring the Town of Victoria Park administration acts impartially in relation to candidates.

This policy applies during a 'Caretaker Period' (see below for a definition) to cover:

- a) Decisions that are made by the Council;
- b) Materials published by the Town;
- c) Attendance and participation in functions and events;
- d) Use of the Town's resources; and
- e) Access to information held by the Town.

#### POLICY SCOPE:

This Caretaker policy applies to elected members and employees of the Town of Victoria Park.

#### DEFINITIONS

**'Caretaker Period'** means the period of time when the caretaker practices are in place prior to the election. The caretaker practices will apply from the close of nominations (37 days prior to the Election Day – Section 4.49 (a) of the *Local Government Act 1995*) until 6.00pm on Election Day.

**'Election Day'** means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election.

**'Electoral Material'** means any advertisement, handbill, pamphlet, notice, letter or article that is intended or calculated to affect the result in an election but does not include:

- a) An advertisement in a newspaper announcing the holding of a meeting (Section 4.87 (3) of the *Local Government Act 1995*).
- b) Any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*.

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1.1 Objective:

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- c) Any materials produced by the Town relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

**‘Extraordinary Circumstances’** means a situation that requires a major policy decision of the Council because:

- a) In the Chief Executive Officer’s opinion, the urgency of the issue is such that it cannot wait until after the election;
- b) Of the possibility of legal and/or financial repercussions if a decision is deferred; or
- c) In the Chief Executive Officer’s opinion, it is in the best interests of the Council and/or the Town of Victoria Park for the decision to be made as soon as possible.

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**‘Major Policy Decision’** means any:

- a) Decisions relating to the employment, termination or remuneration of the Chief Executive Officer or any other designated senior officer, other than a decision to appoint an Acting Chief Executive Officer, or suspend the current Chief Executive Officer, (in accordance with the terms of their contract), pending the election.
- b) Decisions relating to the Town entering into a sponsorship arrangement with a total Town contribution that would constitute substantial expenditure unless that sponsorship arrangement has previously been granted “in principle” support by the Council and sufficient funds have been included in the Council’s annual budget to support the project.
- c) Decisions relating to the Town entering into a commercial enterprise as defined by Section 3.59 of the *Local Government Act 1995*.
- d) Decisions that would commit the Town to substantial expenditure or actions that, in the Chief Executive Officer’s opinion, are significant, such as that which might be brought about through a Notice of Motion by an Elected Member.
- e) Decisions that, in the Chief Executive Officer’s opinion, will have significant impact on the Town of Victoria Park or the community.
- f) Reports requested or initiated by an Elected Member, candidate or member of the public that, in the Chief Executive Officer’s opinion, could be perceived within the general community as an electoral issue and has the potential to call into question whether decisions are soundly based and in the best interests of the community.

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**‘Public Consultation’** means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy but does not include consultation required to be undertaken in order to comply with a written law.

**‘Substantial Expenditure’** means expenditure that exceeds 0.5% of the Town’s annual budgeted revenue (inclusive of GST) in the relevant financial year.

#### 1.4 Scheduling Consideration of Major Policy Decisions

So far as is reasonably practicable, the Chief Executive Officer should avoid scheduling major policy decisions for consideration during a Caretaker Period, and instead ensure that such decisions are either:

- a) Considered by the Council prior to the Caretaker Period; or
- b) Scheduled for determination by the incoming Council.

Where extraordinary circumstances prevail, the Chief Executive Officer may submit a major policy decision to the Council (refer to Part 3).

#### 1.5 Decisions Made Prior to a Caretaker Period

This Policy only applies to decisions made during a Caretaker Period, not the announcement of decisions made prior to the Caretaker period. Whilst announcements of either decisions may be made during a Caretaker Period, as far as practicable any such announcements should be made before the Caretaker Period begins or after it has concluded.

### PART 2 – IMPLEMENTATION OF CARETAKER PRACTICES

#### 2.1 Role of the Chief Executive Officer in implementing Caretaker Practices

The role of the Chief Executive Officer in implementing the caretaker practices outlined in this policy is as follows:

- a) The Chief Executive Officer will ensure as far as possible, that all Elected Members and Employees are aware of the Caretaker Policy and practices at least 30 days prior to the start of the Caretaker Period;
- b) The Chief Executive Officer will ensure, as far as possible, that any major policy or significant decisions required to be made by the Council are scheduled for Council resolution prior to the Caretaker Period or deferred where possible for determination by the incoming Council;
- c) The Chief Executive Officer will endeavour to make sure all announcements regarding decisions made by the Council, prior to the Caretaker Period, are publicised prior to the Caretaker Period; and
- d) The Chief Executive Officer will provide guidelines for all relevant employees on their role and responsibilities in the implementation of this policy.

### PART 3 - EXTRAORDINARY CIRCUMSTANCES REQUIRING EXEMPTION

#### 3.1 Extraordinary Circumstances

Notwithstanding clause 1.4, the Chief Executive Officer may, where extraordinary circumstances exist, permit a matter defined as a 'major policy decision' to be submitted to the Council for determination during the Caretaker Period.

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### 3.2 Appointment or Removal of the Chief Executive Officer,

Whilst part 1.3 above establishes that a Chief Executive Officer may not be appointed or dismissed during a Caretaker period, the Council may, where the substantive officer is on leave, appoint an Acting Chief Executive Officer, or in the case of an emergency, suspend the current Chief Executive Officer (in accordance with the terms of their contract) and appoint a person to act in the position of Chief Executive Officer, pending the election, after which date a permanent decision can be made.

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## PART 4 – CARETAKER STATEMENT

To assist the Council to comply with its commitment to appropriate decision making during the Caretaker Period, a Caretaker Statement will be included in each report submitted to the Council where the Council's decision would, or could, be a Major Policy Decision. The Caretaker Statement will state:

"The decision the Council may make in relation to this item could constitute a 'Major Policy Decision' within the context of the Town of Victoria Park Caretaker Policy, however, an exemption should be made because, (insert the circumstances for making the exemption)".

## PART 5 – TOWN OF VICTORIA PARK PUBLICATIONS

### 5.1 Prohibition on Publishing Electoral Material

The Town shall not print, publish or distribute, or cause, permit or authorise others to print, publish or distribute on behalf of the Town, any advertisement, handbill, pamphlet or notice that contains 'electoral material' during the Caretaker Period.

### 5.2 Electoral material Relevant to Prohibition

Without limiting the generality of the definition of 'electoral material', material will be considered to be intended or likely to affect voting in the election if it contains an express or implicit reference to, or comment on:

- The election; or
- A candidate in the election; or
- An issue submitted to, or otherwise before, the voters in connection with the election.

### 5.3 Candidate and/or Elected Members Publications

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Candidates and/or elected members are permitted to publish campaign material on their own behalf but cannot claim for that material to be originating from or authorised by the Town.

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### 5.4 Election Announcements

This policy does not prevent publications by the Town which merely announce the holding of the election or relate only to the election process itself.

### 5.5 Town of Victoria Park Publications

Any reference to elected members in the Town's publications printed, published or distributed during the Caretaker Period must not include promotional text. Any of the Town's publications that are potentially affected by this policy will be reviewed by the CEO to ensure that any circulated, displayed or otherwise publicly available material during the Caretaker Period does not contain material that may be construed as 'electoral material'.

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### 5.6 Town of Victoria Park Website

During the Caretaker Period the Town's website will not contain any material which is precluded by this policy. Any references to the election will only relate to the election process. Information about elected members will be restricted to names and contact details.

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### 5.7 Town of Victoria Park Elected Member Emails and Business Cards

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During the Caretaker Period, elected members shall ensure that their allocated business cards are used only for purposes associated with the normal role of a elected member in servicing their electorate. Elected member business cards shall not be used in a manner that could be perceived as an electoral purpose. It should be noted that this prohibition on the use of the Town's resources for electoral purposes is not restricted to the Caretaker Period.

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## PART 6 – PUBLIC CONSULTATION DURING THE CARETAKER PERIOD

### 6.1 Prohibition

It is prohibited under this policy for public consultation to be undertaken during the Caretaker Period (either new consultation or existing) on an issue which, in the Chief Executive Officer's opinion, could be perceived as intended or calculated to affect the result of an election, unless authorised by the Chief Executive Officer.

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This Policy does not prevent any mandatory public consultation required by the *Local Government Act 1995* or any other relevant Act which is required to be undertaken to enable the Town to fulfil its functions.

### 6.2 Approval for Public Consultation

Given the prohibition under Part 6.1 of this policy, the elected members should not commission or approve any public consultation where it is likely that such consultation will continue into the Caretaker Period.

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Where public consultation is approved to occur during the Caretaker Period, the results of that consultation will not be reported to the elected members until after the Caretaker Period, except where otherwise approved by the Chief Executive Officer.

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or necessary for the performance of the Town's functions as prescribed in the *Local Government Act 1995* or any other relevant Act.

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## PART 7 – ATTENDANCE AND PARTICIPATING AT EVENTS/FUNCTIONS

### 7.1 Public Events Hosted by External Bodies

Elected members may continue to attend events and functions hosted by external bodies during the Caretaker Period.

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### 7.2 Town of Victoria Park Organised Civic Events/Functions

Events and/or functions organised by the Town of Victoria Park and held during the Caretaker Period will be limited to only those that the Chief Executive Officer considers essential to the operation of the Town, and should not in any way be associated with any issues that in the Chief Executive Officer's opinion, are considered relevant, or likely to influence the outcome of, an election.

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All known candidates are to be invited to civic events/functions organised by the Town during the Caretaker Period.

### 7.3 Addresses by Elected Members

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Excluding the Mayor and Deputy Mayor fulfilling their functions as prescribed by sections 2.8 and 2.9 of the *Local Government Act 1995*, respectively, elected members that are also candidates should not, without the prior approval of the Chief Executive Officer, be permitted to make speeches or addresses at events/functions organised or sponsored by the Town during the Caretaker Period.

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## PART 8 – THE USE OF TOWN OF VICTORIA PARK RESOURCES

The Town's resources, including officers, support staff, hospitality services, equipment and stationery should be used exclusively for normal Town business. It should be noted that the prohibition on the use of the Town's resources for electoral purposes is not restricted to the Caretaker Period.

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The Town's employees must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting elected members in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of Town resources might be construed as being related to a candidate's election campaign, advice is to be sought from the Chief Executive Officer.

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## PART 9 – ACCESS TO TOWN INFORMATION AND ASSISTANCE

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### 9.1 Electoral Information and Assistance

All candidates will have equal rights to access public information, such as the electoral rolls (draft or past rolls), monthly enrolment details, and information relevant to their election campaigns from the Town's administration.

Any assistance and advice provided to candidates as part of the conduct of the election will be provided equally to all candidates.

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### 9.2 Media Advice

Any requests for media advice or assistance, from elected members during the Caretaker Period will be referred to the Chief Executive Officer. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Elected Members. If satisfied that advice sought by an Elected Member during the Caretaker Period does not relate to the election or publicity involving any specific elected members, the Chief Executive Officer may authorise the provision of a response to such a request.

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### 9.3 Publicity Campaigns

During the Caretaker Period, publicity campaigns, other than for the purpose of conducting (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Town activity, it must be approved by the Chief Executive Officer. In any event, the Town's publicity during the Caretaker Period will be restricted to communicating normal Town activities and initiatives.

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### 9.5 Publicity – Elected Members

The use of photographs or articles featuring elected members whose terms of office expire at the next ordinary election shall not be used in any public advertisement or publication funded by the Town in the period commencing from 1 July to Election Day, in the year of the ordinary election, with the exception of their portraits on display at the various Town venues and in each edition of the Town's Newsletter during that period.

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### 9.6 Media Attention

Elected members will not use or access Town employees or resources to gain media attention in support for their or any other candidate's election campaign.

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### 9.7 Election Process Enquiries

All election process enquiries from candidates, whether current elected members or not, will be directed to the Returning Officer or, where the matter is outside of the responsibilities of the Returning Officer, to the Chief Executive Officer.

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<b>RELATED DOCUMENTS:</b>	<a href="#">Local Government Act 1995</a> <a href="#">Local Government (Election) Regulations 1997</a>

- Deleted: PROCEDURE: ...
- Deleted: None
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## EM8 ACCESS TO RESERVE FUNDS

### POLICY OBJECTIVE:

To ensure Council is informed prior to making a decision to expend reserve funds.

### POLICY SCOPE:

This policy applies to notices of motion provided by elected members.

### DEFINITION:

Nil.

### POLICY STATEMENT:

Any notice of motion involving or requesting the expenditure of Reserve Funds shall be referred to the Town's Administration for a report prior to a decision being made on the allocation of such funds.

### RELATED DOCUMENTS:

*Meeting Procedures Local Law 2019*

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## ENGINEERING – ENG

### ENG1 DIRECTIONAL SIGNS

#### **POLICY OBJECTIVE:**

To provide guidance on the provision, erection and maintenance of directional signs within road reserves.

#### **POLICY SCOPE:**

This policy applies to directional signs within the Town.

#### **DEFINITIONS:**

Nil.

#### **POLICY STATEMENT:**

Requests for directional signs within road reserves will be approved for applications received from hospitals, churches, community centres, and non-commercial sporting and community facilities.

1. Approval may be granted for the erection of directional signs to hospitals, police stations, Universities or technical colleges, schools, churches and places of worship, major sporting organisations or facilities, major tourist attractions or facilities and non-commercial sporting and community facilities only at the applicant's expense and subject to the following conditions:

- Not more than three (3) signs are erected on nearby arterial or district distributor roads, or as determined by the Town, except in the case of hospitals admitting emergency patients, when additional signs may be erected with approval;
- No sign causing or is likely to cause a traffic hazard or undue distraction to motorists;
- Directional signs to shopping precincts are permitted for district, neighbourhood and local centres;
- Hospital signs displays the name of the Hospital;
- Each sign is to be of the standard colours consisting of a white legend on blue background or where applicable conforming to Australian Standards;
- Signs must not adversely affect in any way the effectiveness of traffic control devices, confuse drivers by indicating a direction which they may have difficulty in following or distracting drivers' attention either as individual signs or by clutter;
- Each message must be short, clear, unambiguous and give systematic preparation for decisions. The letter size and the total sign should be sufficiently large so as to be readily recognised, having regard to its location and the vehicle operating speeds;
- Signs individually approved under previous policies will be permitted to remain, but no replacement is to be permitted if the signs are not in conformity with current policy; and

**Deleted:** To provide guidance on the provision, erection and maintenance of directional signs within road reserves.¶

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- All requests are to be submitted in writing and include:
  - The exact wording requested on the signs;
  - The number and location(s) where the sign(s) are to be erected;
  - Suggestions as to which existing structure or pole the sign could be mounted.

2. All signs purchased and erected by the Town are to be maintained and replaced at the expense of the applicant.

3. The cost per sign shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget.

<b>RELATED DOCUMENTS:</b>	None
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## ENG2 STORMWATER RUNOFF CONTAINMENT

### POLICY OBJECTIVE:

To provide guidance on connections to the Towns stormwater drainage system.

### POLICY SCOPE:

This policy applies to the management of stormwater drainage in the Town.

### DEFINITIONS:

Nil.

### POLICY STATEMENT:

Except where topographical or ground conditions make it impractical and/or a piped connection to a Town stormwater drainage system is both possible and approved, all stormwater falling on private land shall be contained within that land by means of a drainage system capable of effectively preventing the discharge of runoff onto adjacent private or public property.

1. For commercial or industrial developments the owner of the property may make an application for an extension or connection to the Town's stormwater drainage system.
2. Where there is concern regarding the pollution of the stormwater generated on such a property, the stormwater must be adequately treated and retained on site.
3. In general, for residential properties, stormwater should be retained on site. However in circumstances where stormwater cannot be suitably retained a connection to Town's drainage system may be approved.
4. Any connection to the Town's stormwater drainage system is undertaken by the Town at the owner's cost.
5. Connection fees shall be in accordance with the amount shown in the Schedule of Fees and Charges contained in the annual budget.

### RELATED

### DOCUMENTS:

Local Government Act 1995 s.3.25.(1) Schedule 3.1(1.)

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## ENG3 PAVING OF VERGES IN COMMERCIAL AREAS

### POLICY OBJECTIVE:

To allow commercial property owners, subject to the Town's approval, to place containerized plants on commercial paved areas immediately in front of the properties in question.

### POLICY SCOPE:

This policy applies to the paving of verges in commercial areas.

### DEFINITIONS:

Nil.

### POLICY STATEMENT:

#### Size

Containers shall be in the order of 600 millimetres high by 750 millimetres wide and between 750 to 1500 millimetres long to ensure they are of an appropriate scale in relation to other elements of the street, and to ensure visibility to the pedestrian.

#### Design

Including materials, colour and finish should be in sympathy with surrounding streetscape and to the satisfaction of the Town.

#### Plant Material

May be at the discretion of the property owner but must reach a height of 1.2 metres above ground to ensure visibility by motorists when reversing or alighting from vehicle. The plants should not exceed a height of 1.5 metres above ground, except in the case of a plant with a clean trunk higher than 1.5 metres, to prevent screening of pedestrians, cluttering of the street and reduced visibility generally and should not extend more than 300 millimetres beyond the container laterally. However, if a plant with a clean trunk is to be used, providing the trunk is clean to a height of 1.5 metres the canopy can extend to the underside of the building awning.

Plant material should be in healthy, tidy condition at all times, and all maintenance is the responsibility of the property owners. The watering should be in the form of a mini tank system incorporated inside the container. No drainage or other discharges from the containers are to flow across the footpath or stain the pavement in any way. No poisonous prickly or other harmful plant material is to be used and maintenance procedures should not interfere with pedestrians at any time.

#### Quantity

- (1) When used to complement alfresco dining, the number of plants will be determined by the following spacing requirements:
  - (a) parallel to kerbline – a pedestrian gap of at least 2.0 metres every 7000 mm;
  - (b) right angles to kerbline – one at each end of the alfresco area.

**Deleted:** To allow commercial property owners, subject to the Town's approval, to place containerized plants on commercial paved areas immediately in front of the properties in question.¶

**Deleted: PROCEDURE:**

- (2) When not used as part of an alfresco application, a maximum of two planters shall be permitted unless otherwise approved by the Town.

The foregoing requirements will be cognisant of the furniture adjacent to neighbouring properties.

#### Location

Plant containers must not obstruct parking bays, public utilities or other public facilities in the street. The plants and containers shall not restrict the footpath to a width of less than 2.0 metres and shall be:

- 0.8 metres from the face of the roadside kerb;
- 6.0 metres from a street corner;
- 3.0 metres from a crossover.

#### Approvals

The proposals for the placement of plant containers in the street indicating all relevant details are to be submitted to the Town for approval prior to implementation. The Town reserves the right to request owners to remove the containers at any time.

#### Cleaning

The applicant shall be responsible for the cleaning of the area adjacent to and under the container.

#### Costs

All costs associated with the application, purchase of containers and plants and installation are to be borne by the applicant.

#### Indemnification

Notwithstanding the granting of approval, the Town reserves the right to remove the containers at any time, and applicants must ensure that the Town is indemnified against all claims resulting from the installation of plant containers.

#### Damage

Any damage to footpath, verge or other street furniture caused by the planter or its movement shall be the responsibility of the applicant/property owner.

Plant containers will not be permitted in public areas where, in the opinion of the Chief Executive Officer, they have abrasive surfaces or sharp angles that may be a hazard to pedestrians.

#### **RELATED**

#### **DOCUMENTS:**

ENG4 Plant Containers on Commercial Paved Areas

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## ENG4 PLANT CONTAINERS ON COMMERCIAL PAVED AREAS

### **POLICY OBJECTIVE:**

To allow commercial property owners, subject to the Town's approval, to place containerized plants on commercial paved areas immediately in front of the properties in question.

### **POLICY SCOPE:**

This policy applies to the placing of plant containers on verges in commercial areas.

### **DEFINITIONS:**

Nil.

### **POLICY STATEMENT:**

Plant containers on paved verges or public places must be placed so as not to:

- impede pedestrian movement
- obstruct public utilities or access to public facilities
- adversely affect traffic safety and movement
- obstruct access to parking bays.

Where plant containers are kept on a paved verge, a clear pedestrian strip with a minimum width of 1.5 metres is to be maintained parallel to the road kerb at all times.

Plant containers will not be permitted in public areas where, in the opinion of the Chief Executive Officer, they have abrasive surfaces or sharp angles that may be a hazard to pedestrians.

### **RELATED**

### **DOCUMENTS:**

ENG3 Paving of Verges in Commercial Areas

**Deleted:** Director Renew Life,

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## ENG5 VEHICLE CROSSOVERS

### **POLICY OBJECTIVE:**

To provide guidance for the construction of vehicle crossovers in the Town

### **POLICY SCOPE:**

This policy applies to the construction and maintenance of vehicle crossovers.

### **DEFINITIONS:**

**crossover** means a vehicle pathway that connects a property to the edge of the road, for example a brick paved driveway.

### **POLICY:**

A vehicle crossover may be constructed either:

- by the Town – by means of an approved contractor - upon application by the property owner, or
- by the property owner.

All crossovers shall be constructed in accordance with the Town's crossover specifications in either insitu concrete; insitu limecrete; insitu exposed aggregate or approved brick/block paving.

The Town will contribute towards the cost of the crossover in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget. This amount will subsidise the cost of one, and the first new crossover to each individually titled lot or strata development.

The Town will also contribute towards the cost of replacing an existing bituminous crossover in insitu concrete, insitu limecrete, insitu exposed aggregate or approved brick/block paving in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget.

The Town will not repair nor contribute to the cost of repairing or resurfacing a bituminous crossover.

1. The maximum width of any crossover and/or adjoining crossover shall be 6 metres or to a maximum of 40% of the property frontage, except for commercial/industrial premises.
2. In cases of financial hardship or where the property owner is an aged or invalid pensioner, the Town may agree to construct a crossover and have the owner's share of the costs paid by instalments or have it remain a charge against the property.

### **CONSTRUCTION BY OWNER (OR OWNER'S AGENT/CONTRACTOR)**

3. Owners who elect to undertake the construction or modification of a crossover themselves, or by a contractor of their choice, must first obtain the Town's

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approval. There are restrictions on the location and size of crossovers and the construction must be to Town specifications. Owners may make application for a contribution from the Town for the first new crossover they have constructed or bituminous crossover they have reconstructed. The contribution will only be made if prior approval to construct the crossover was given by the Town and all conditions associated with the approval, including compliance with the specifications, have been met.

4. The contribution by the Town is to be determined annually by the Chief Executive Officer.

**RELATED POLICES:**

[Local Government Act 1995 Schedule 9.1 \(7\)](#)

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## ENG6 WASTE REMOVAL – RESIDENTIAL PROPERTIES

### **POLICY OBJECTIVE:**

To provide guidance for the disposal of waste on residential properties.

### **POLICY SCOPE:**

This policy applies to the disposal of waste on residential properties.

### **DEFINITIONS:**

Nil.

### **POLICY STATEMENT:**

Each ratable residential dwelling, whether single or multi-unit, is entitled to be provided with one (1) 240 litre capacity mobile garbage bin.

An additional mobile garbage bin may be supplied upon payment of an annual service fee.

In a multi-unit residential development where it is impractical for each dwelling unit to be provided with its own bin, the Town will require the provision of a bin compound within the development and determine the aggregate number and type of bins that will be provided.

1. In a multi-unit residential development the tenants of that development are entitled to make shared use of any or all of the bins within the bin compound.
2. Bins are emptied once a week.
3. The cost of an additional mobile garbage bin service shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the annual budget. This is payable annually in advance for the number of weeks the service will be provided in a financial year. (1 July to 30 June).

### **RELATED DOCUMENTS:**

*Waste Avoidance and Resource Recovery Act 2007*  
*Health Local Law 2003*  
ENG7 Waste Removal – Commercial Properties  
ENG13 Recycling Collection – Residential and Commercial Properties

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## ENG7 WASTE REMOVAL – COMMERCIAL PROPERTIES

### **POLICY OBJECTIVE:**

To provide guidance for the disposal of waste on commercial properties.

### **POLICY SCOPE:**

This policy applies to the disposal of waste on commercial properties.

### **DEFINITIONS:**

Nil.

### **POLICY STATEMENT:**

Each commercial premise is entitled to be provided with one (1) 240 litre capacity mobile garbage bin per 450 square metres of floor space.

An additional mobile garbage bin may be supplied upon payment of an annual service fee in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget.

Excessively moist organic waste or swill must not be placed in Town bins. A premises producing waste of this type must make suitable arrangements with a private contractor for its removal.

1. Bins are to be kept and contained within an enclosure that is located in an area easily accessible to the truck emptying the bins.
2. Bins are emptied once a week.
3. The cost of an additional mobile garbage bin service shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the annual budget. This is payable annually in advance for the number of weeks the service will be provided in a financial year. (1 July to 30 June).

### **RELATED POLICES:**

*Waste Avoidance and Resource Recovery Act 2007*  
*Health Local Law 2003*  
ENG6 Waste Removal – Residential Properties  
ENG13 Recycling Collection – Residential and Commercial Properties

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## ENG8 TEMPORARY VEHICLE STANDS AT BUILDING SITES

### **POLICY OBJECTIVE:**

To provide for the management of temporary vehicle stands at building sites.

### **POLICY SCOPE:**

This policy applies to temporary vehicle stands at building sites.

### **DEFINITIONS:**

Nil.

### **POLICY STATEMENT:**

Temporary authorised vehicle stands adjacent to building sites may be approved during demolition or construction of a building.

1. All applications are to be submitted in writing and charges payable by the applicant shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the annual budget.
2. The following conditions shall apply to the provision of an authorised vehicle stand:
  - (i) Only those vehicles engaged in the loading/unloading of building materials will be permitted to utilise the stand for the time sufficient to effect those operations.
  - (ii) Parking of private vehicle is not allowed.
  - (iii) 'Kerbside', 'Clearway', 'No Stopping' and 'No Parking' conditions shall be adhered to at all times.
  - (iv) Approval does not permit the placing of waste disposal bins or other materials on the carriageway.
  - (v) Non-compliance with any of the above conditions will result in the cancellation of the authorised vehicle stand.
  - (vi) The Town is to be advised when the authorised vehicle stand is no longer required.

### **RELATED DOCUMENTS:**

*Town of Victoria Park Parking and Parking Facilities*  
*Local Law 2008*

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Deleted: ENG6 Waste Removal – Residential Properties†  
ENG13 Recycling Collection – Residential and Commercial Properties

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## ENG9 PATHS – LOCATION WITHIN ROAD RESERVES

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### POLICY OBJECTIVE:

To provide for the location of footpaths within road reserves.

### POLICY SCOPE:

This policy applies to footpaths in road reserves.

### DEFINITIONS:

invasion of privacy means where the living quarters of a residential building is located less than 4 metres from the property boundary and that boundary either has no fence or lacks an enclosed fence that is at least 1800mm in height above the surface level of the proposed path.

adjacent to the property boundary means the edge of the path nearest to the property boundary being either right up to the boundary or not more than 500mm away from it.

### **POLICY:**

Unless precluded by adverse verge levels, significant trees or above-ground public utility services, or for reason of “invasion of privacy”, all new strip footpaths or dual-use paths that are constructed or reconstructed within road reserves, shall be located adjacent to the property boundary.

### **RELATED**

### **DOCUMENTS:**

None

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## ENG10 STREET VERGES – REINSTATEMENT OF LAWNS FOLLOWING WORKS

### POLICY OBJECTIVE:

To provide for the conditions by which the Town will reinstate lawns following works.

### POLICY SCOPE:

This policy applies to works undertaken by the Town that affect the lawns on a street verge.

### DEFINITIONS:

Nil.

### POLICY STATEMENT:

Where works require an alteration to the level of a street verge to the extent that part or all of an established lawn is removed, the Town's liability for reinstating the lawn will be limited to:

- modifying the reticulation system; and
- replanting the modified verge with lawn runners.

Unless warranted in special circumstances, the Town will not reinstate a lawn with full turf.

The Town will take responsibility to reinstate permissible verge treatments following any construction or maintenance works undertaken by the Town that impact on the verge. Material and finishes will be matched as closely as practicable to the existing.

The Town will take no responsibility to reinstate synthetic turf affected by routine maintenance of services, assets or construction works. It will be the residents' responsibility to reinstate or repair the affected areas at the residents' cost.

Where requested, the Town will make available to the householder the lawn turf to be removed due to roadworks. A householder is entitled only to the lawn turf removed from the verge immediately outside their property.

### RELATED

### DOCUMENTS:

None

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## ENG11 FENCES BETWEEN TOWN PROPERTY AND ADJOINING PROPERTY

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### POLICY OBJECTIVE:

To provide for the processes in dealing with fencing between Town property and adjoining properties.

### POLICY SCOPE:

This policy applies to fencing between Town and adjoining property.

### DEFINITIONS:

Nil

### POLICY STATEMENT:

The Town may contribute to the cost of a dividing fence between property owned by or vested in the Town and adjoining property.

For the purpose of this policy land owned by or vested in the Town does not include road reserves, linear drain reserves, rights-of-way or pedestrian access ways.

As a rule, the Town contribution will be limited to 50% of the cost of erecting an original fence, or replacing a deteriorated existing fence, in colour bond or similar metal fence or timber lap fence.

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1. A request from an owner for the Town to share in the cost of erecting an original dividing fence or replacing a deteriorated existing dividing fence must be made in writing by the owner setting out:

- The reason for the request;
- The total length of proposed new fence that adjoins Town property;
- The material(s) to be used in the making of the fence together with - if other than a standard material dividing fence - brochures or a sketch detailing the height, design, materials proposed and a quotation (or estimated cost) of the portion adjoining Town property.

*(Note: Dividing fences or walls acting as dividing fences made from materials other than standard fence materials such as 'HardiFence<sup>TM</sup>', 'colorbond', timber picket require the Town's Planning Approval. Contact the Planning and Development Services staff at the Council Office).*

2. Where the Town and the owner are agreed on the terms of the agreement, it shall be documented and signed by both parties. The agreement is to include the type of fence, the cost sharing arrangements and which party will arrange the erection.
3. Where it has been agreed that the Town will arrange the fence erection, the Town will obtain not less than 3 quotes and require the adjoining owner's contribution to be paid to the Town prior to accepting the most suitable quotation.
4. Where it has been agreed that the owner will arrange the fence erection, the Town's contribution is subject to the Town having agreed to a quotation

obtained by the owner - or the owner's selection if more than one quotation - and the fence having been constructed to a satisfactory standard.

5. In cases of financial hardship or where the adjoining owner is an aged or invalid pensioner, the Town may agree to erect or replace a fence and have the owner's share of the costs paid by instalments or have it remain a charge against the property.

**RELATED**

**DOCUMENTS:**

[Local Law Relating to Fencing 2006](#)  
[Dividing Fences Act 1954](#)

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## ENG12 GRAFFITI REMOVAL MANAGEMENT

### POLICY OBJECTIVE:

To provide for the management of graffiti in the Town.

### POLICY SCOPE:

This policy applies to graffiti in the Town.

### DEFINITIONS:

Nil.

### POLICY STATEMENT:

The Town recognises that graffiti vandalism is a costly community problem, not only in monetary terms but also in environmental and social terms. ▼

The Town will remove, clean or cover incidences of graffiti vandalism that can be seen from any public space, including – but not limited to – footpaths, walkways, reserves and roads.

1. The Town will clean, remove or cover graffiti on buildings, fences and structures that are within or constitute boundaries of all reserves under the management of the Town. This includes (but is not limited to) parks, drainage and other reserves, public access ways and road reserves.
2. Where the structure is a fence, wall or building on a shared boundary with private property or a reserve under the management of another authority, the owner of the private property or that authority must provide prior approval for the graffiti to be removed and indemnify the Town against all actions, claims and damages – other than workers compensation claims - resulting from the graffiti removal.
3. The Town will not remove graffiti from:
  - Any place where the graffiti is located higher than what can be safely reached from a 2-metre ladder. The Town will appoint a Contractor to undertake the removal in these instances;
  - Places where it is necessary for the removalist to traverse a roof,
  - Places where it is possible or likely that the removalist may become exposed to hazardous materials such as asbestos or chemicals.
4. Subject to unforeseen circumstances/events, inclement weather or staff availability, the Town will endeavour to remove offensive graffiti within 24 hours and all other graffiti within 10 days of it being reported or authorised.

### RELATED

### DOCUMENTS:

Graffiti Management Act 2016

**Deleted:** The Town will remove, clean or cover incidences of graffiti vandalism that can be seen from any public space, including – but not limited to – footpaths, walkways, reserves and roads.

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## ENG13 RECYCLING COLLECTION – RESIDENTIAL AND COMMERCIAL PROPERTIES

### **POLICY OBJECTIVE:**

To provide guidance for the disposal of recycling waste on commercial properties.

### **POLICY SCOPE:**

This policy applies to the disposal of recycling waste on commercial properties.

### **DEFINITIONS:**

Nil.

### **POLICY STATEMENT:**

Each rateable residential dwelling, whether single or multi unit, is entitled to be provided with one(1) 240 litre capacity recycling mobile garbage bin.

Each commercial premises is entitled to be provided with one(1) 240 litre capacity recycling mobile garbage bin per 450 square metre of floor space.

An additional recycling mobile garbage bin may be supplied upon payment of an annual service fee in accordance with the amount shown in the Schedule of Fees and charges contained within the Annual Budget.

In a multi-unit residential or commercial development where it is impractical for each unit to be provided with its own bin, the Town will require the provision of a bin compound within the development and determine the aggregate number and type of bins that will be provided and collection frequency.

### **Residential Properties**

1. In a multi-unit residential development the tenants of that development are entitled to make shared use of any or all of the recycling bins within the bin compound.
2. Recycling bins are emptied once a fortnight.

### **Commercial Properties**

- 1 Recycling bins are to be kept and contained within an enclosure that is located in an area easily accessible to the truck emptying the bins.
2. Recycling bins are emptied once a week.
3. Recycling bins shall be provided on request.

### **General**

The cost of an additional recycling mobile garbage bin service shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the annual budget. This is payable annually in advance for the number of weeks the service will be provided in a financial year (1 July to 30 June).

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**RELATED  
DOCUMENTS:**

*Waste Avoidance and Resource Recovery Act 2007*  
*Health Local Law 2003*  
ENG6 Waste Removal – Residential Properties  
ENG7 Waste Removal – Commercial Properties

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## ENG14 ASSET MANAGEMENT – INFRASTRUCTURE

### **POLICY OBJECTIVE:**

To provide for appropriate management of the Town's infrastructure assets.

### **POLICY SCOPE:**

This policy applies to the management of infrastructure assets.

### **DEFINITIONS:**

Nil.

### **POLICY STATEMENT:**

The Town shall undertake to sustainably provide and manage infrastructure assets that support the delivery of agreed services in line with its Strategic Vision (Strategic Community Plan), for current and future stakeholders. This will be achieved through:

- A commitment to continuous improvement in its organisational asset management practices;
- A commitment to developing the asset and financial management proficiency of its elected members and staff;
- Ensuring that elected members and staff clearly understand their organisational asset management responsibilities;
- Adopting and applying appropriate and sustainable asset management practices and principles that form the basis of long term decision making;
- Developing and implementing an asset management framework, as part of a broader organisational Integrated Planning and Reporting Framework, and that includes a vision, strategy and plans;
- Ensuring that asset management decisions consider, and integrate with, other key Town policies and plans (e.g. Long Term Financial Plan);
- Developing and implementing a reporting framework for asset management activities;
- Managing assets in a whole-of-life manner;
- Giving priority to the needs of current assets and services over future ones; and
- Establishing level of service targets through community consultation and reporting the Town's performance against these.

### **PROCEDURE:**

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The following Responsibility and Reporting framework shall be established and maintained in order to ensure an organisational approach to Asset Management exists:

1. The Town shall seek to be a leading local government in Asset Management.
2. Council is responsible for approving (including amendments to) the Asset Management Policy, Asset Management Strategy and Asset Management Plans. It shall ensure that sufficient resources are allocated to achieve the objectives of these documents.
3. The Strategic Management Team (SMT) will ensure that strategies are in place for the successful implementation of Asset Management and report to Council, as required, on significant matters relating to Asset Management.
4. An organisational Asset Management Working Group (AMWG) will be responsible for the development, implementation and review of the Asset Management Strategy and Plans. The AMWG shall report to the SMT as required on the Town's asset management performance. The overall purpose of the AMWG is to ensure a coordinated and integrated approach to asset management is achieved across the entire organisation. Attachment A defines the AMWG's scope, role and membership. The AMWG is to be cross-functional and multi discipline.

The Town considers assets (such as infrastructure, land, plant and equipment) to be physical items that support the delivery of one of more of the following services:

- Property
- Recreation
- Transport
- Plant & Equipment
- Information Technology
- Waste Management

The Asset Management Policy shall apply to all assets which are required to be managed by the Town, and where their components have a useful life of more than one year and have a replacement cost greater than \$1,000.

The Town will develop, maintain and implement an integrated asset management framework broadly in line with the WA State Government's Department of Local Government and Communities' Integrated Planning and Reporting Framework (IPRF). The Town's Framework shall be documented in its Asset Management Strategy.

The Town shall take a sustainable and holistic lifecycle approach when considering decisions to renew, upgrade or acquire (new) assets and apply the following principles:

1. *That adequate research has been conducted into:*

- ✓ *other key Town Policies and Plans so that the asset aligns with desired strategic outcomes;*
  - ✓ *the asset to ensure that it will deliver significant, direct and tangible benefits to its stakeholders;*
  - ✓ *the asset's whole of life costs in order to identify potential impacts on rates and charges; and*
  - ✓ *ensuring that the asset will remain sustainable over its lifecycle.*
2. *That the asset's lifecycle costs have been identified and are appropriated captured within its respective Asset Management Plan.*

With respect to the management of land and property assets, Policy 211 Strategic management of land and property assets shall apply.

Long term asset and financial management priority will be given to the resource needs of asset renewal, before upgraded or new assets.

Asset Management Plans for all service areas will be prepared in accordance with the IPWEA's International Infrastructure Management Manual's (IIMM) recommended format.

Asset service delivery performance levels will be developed through appropriate stakeholder engagement methods. Asset performance against these levels will be documented within the AMPs and reported to Council, staff and stakeholders.

Underperforming assets, and/or those determined to not align with the Strategic Community Plan, will be reviewed to determine whether they are required and may then be considered for upgrade, replacement or disposal.

The Town will develop and maintain accurate asset data inventories that support the needs of the organisation and its asset management policy, strategy and plans. This shall be done using industry leading asset management software and data management practices.

#### RELATED DOCUMENTS:

Policy 211 Strategic Management of Land and Property Assets  
Policy 301 Purchasing

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## ENG15 FREE TRADE AREA

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### POLICY OBJECTIVE:

- To enable footpaths to be used by local businesses for outdoor eating areas, as well as the display of goods and signs.
- To designate area(s) of footpath as a "Free Trade Area", permitting the use of the Free Trade Area for outdoor eating areas, as well as the display of goods relating to the business.
- To promote and enhance the vibrancy and diversity of the streetscape and surrounding area.

### POLICY SCOPE:

This policy applies across the Town.

### DEFINITIONS:

Nil.

### POLICY:

#### **Policy Statement:**

The Town supports and encourages activity to be undertaken within the Free Trade Area which:

- Enhances the amenity, vitality and ambience of the Town's trading precincts;
- Comply with the Local Law; and
- Do not interfere with the safe and reasonable movement of pedestrian and vehicular traffic.

The Town has a legal obligation to keep footpaths safe and unobstructed and has developed this policy to outline the requirements associated with obtaining a Free Trade Area permit and operating within a Free Trade Area, to ensure that safe access for pedestrians is maintained.

This policy applies to occupiers of premises within the Town who are eligible to undertake activity within the Free Trade Area, in accordance with the *Town of Victoria Park Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000* (the Local Law).

#### **Deleted: Objective:**

To enable footpaths to be used by local businesses for outdoor eating areas, as well as the display of goods and signs. ¶  
To designate area(s) of footpath as a "Free Trade Area", permitting the use of the Free Trade Area for outdoor eating areas, as well as the display of goods relating to the business. ¶  
To promote and enhance the vibrancy and diversity of the streetscape and surrounding area. ¶

### **RELATED DOCUMENTS:**

*Town of Victoria Park Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000*

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## FINANCE – FIN

### FIN1 INVESTMENTS

#### POLICY:

##### Policy Objective

To provide guiding policy for the investment of surplus funds.

##### Policy Scope

This policy applies to all employees who actively manage the Town's cash and investments or have the responsibility for employees who actively manage the Town's cash and investments

##### Definitions

Nil.

#### **Policy Statement:**

The Council of the Town of Victoria Park is committed to ensuring the Town's finances are managed appropriately, sustainably and transparently for the benefit of the community.

Council supports the investment of the Town's surplus funds, which seek to maximise the return to the Town whilst having due consideration for the risk and security of each investment; and ensuring the Town's liquidity requirements are met.

#### **Practice Implications:**

Implementation of practices to demonstrate the following:

1. Preservation of capital (Investment management is to be undertaken in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk where applicable within identified threshold and parameters).
2. Liquidity (There is to be sufficient liquidity to meet all reasonably anticipated cash flow requirements as and when they fall due without incurring significant costs due to the unanticipated sale of an investment).
3. Investment return (Maximise returns within Council's risk appetite. Investments are expected to achieve a market average rate of return in line with the Council's risk tolerance).
4. Prudent financial management (Investment activities to be managed transparently with probity and good governance).

#### **Deleted: Scope ¶**

This policy applies to all employees who actively manage the Town's cash and investments or have the responsibility for employees who actively manage the Town's cash and investments ¶

#### **Deleted: ¶ References:¶**

*Local Government Act 1995 - Section 6.14;¶  
Local Government (Financial Management) Regulation;¶  
The Trustees Act 1962 – Part III; and¶  
Australian Accounting Standards.¶*

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<b>RELATED DOCUMENTS:</b>	<u>Local Government Act 1995 - Section 6.14;</u> <u>Local Government (Financial Management) Regulations 1996;</u> <u>The Trustees Act 1962 – Part III; and</u> <u>Australian Accounting Standards.</u>	<div>Deleted: PROCEDURE: ...</div> <div>Deleted: POLICES</div> <div>Deleted: None</div> <div>Deleted: DELEGATION: ...</div>
		<div>Deleted: FIN2 BANK ACCOUNTS, SIGNATORIES AND PAYMENTS ...</div> <div>Formatted Table</div>

## FIN3 DEBT COLLECTION

### POLICY OBJECTIVE:

To provide for the recovery of overdue monies owed to the Town.

### POLICY SCOPE:

This policy applies to all employees of the Town and agents authorised to perform debt recovery services on behalf of the Town.

### DEFINITIONS:

#### Rates and Service Charges debtors

Rates and service charges debtors are amounts raised against ratepayers and are secure in the sense that they attach to land which cannot effectively be sold unless the debt is cleared.

#### All other Sundry Debtors

Sundry debtors include (but not limited to) monies owed to the Town through Technical Services, Town Facilities, Community Engagement and Financial Services. There is no security over these debts and it is important that they are rigorously monitored and collected.

#### Fines, Prosecutions and Infringements

Any sums of money owed to the Town as the result of breaches of statutory requirements imposed by the Town or a court of law and includes any costs awarded by the courts.

### POLICY STATEMENT:

The Town is committed to the collection of overdue debt in a fair, equitable and timely manner. The Town will show due diligence in the application of administrative processes relating to payment arrangements and the selection of various actions for the effective recovery of overdue debts.

The following principles provide high-level direction for the ethical and effective management of the Town's debt:

1. Management is to establish and maintain appropriate controls in order to ensure the risk of financial loss is properly managed.
2. Debts are to be pursued within the relevant statutory limitation periods to maximise recoverability.
3. Debt collection process to ensure the Town is reasonable, fair and utilises best practices in its approach to debt recovery.

4. Debt collection activities against individual debtors should be in accord with the Australian Competition and Consumer Commission and Australian Securities and Investments Commission (ACCC-ASIC) Debt Collection Guideline for Collectors and Creditors.
5. Debt is monitored regularly and necessary regular provisions made to recognise unrecoverable debt.
6. Action for the writing off of bad debts (other than rates and services charges) should only take place where all avenues for recovery have been exhausted or it becomes unviable to keep pursuing the debt.

The Town will implement all reasonable measures to ensure the objectives of this Policy are delivered with procedural fairness to those subject to debt collection processes.

#### **Policy Principal Application**

The Town will apply the following fundamental guidelines in facilitating the appropriate establishment and management of its debt collection practices, including the conduct of officers and contracted agents in giving effect to this Policy.

##### **a) Provision of information and payment terms**

The Town will promptly provide targeted and consistent information, payment terms and advice for the type of service being charged.

##### **b) Payment options**

Where practicable, the Town will provide consistent payment options across its full range of services

##### **c) Information readily available**

All information relating to the debt to be accurate and readily available.

##### **d) Financial hardship**

The Town will recognise and assist those experiencing financial hardship, and provide appropriate assistance in a fair and equitable manner.

##### **e) Debt dispute resolution**

A clear and transparent dispute resolution process will be made available to those disputing any debt or charge owed the Town.

##### **f) Formal debt collection and legal action**

The Town will be firm but fair in applying best practice methods for the recovery of

debt, including exhausting all reasonable avenues to prevent matters from proceeding to Court or other formal action.

#### 1. Recovery of Outstanding Rates and Service Charges

Should a debtor fail to pay within the initial 35 day period (or failure to choose to pay by instalments or enter into a negotiated payment arrangement) the following debt collection process is followed (for non-pensioner rates and service charges);

1.1.Final notice - is forwarded via post and email (if appropriate) outlining payment within 7 days or debt collection/legal action may occur as well as additional costs.

1.2.Attempts to contact the debtor are made through any other communication channels available (phone and email).

1.3.Intention to Summons - Failure to contact the debtor then results in a letter of demand being issued (Intention to Summons) outlining that failure to make payment within 7 days will result in recovery action with additional costs and interest.

1.4.General Procedure Claim (GPC) - failure to make any appropriate arrangements for payment will result in the processing of a GPC. This is a court document to initiate legal action for collection of the unpaid debt. If the property is rented, the option to collect landlord rent for rates as per the Local Government Act 1995, section 6.60 and 6.61 may be actioned.

1.5.Procession, Seizure and Sales Order (PSSO) or Means Enquiry Summons (MES) - If the GPC has been served and no arrangement to pay or payment in full has been received, the rates department will explore options for collection through;

1.5.1. PSSO - This court document allows the Town to seize goods and/or property/land for the collection of the outstanding debt

1.5.2. MES – This court document allows the Town to nominate a debtor to attend court and provide all financial records in order for the court to make a decision on their ability to pay. Arrangements are then made for collection based on the outcome.

1.6.Property and Land sale - after three years, if all available collection options have been exhausted and rates/service charges remain in arrears the Town may in accordance with subdivisions under section 6.64 of the Local Government Act 1995 take possession of the land and hold the land as against a person having an estate or interest in the land and

- a) from time to time lease the land; or
- b) sell the land; or
- c) cause the land to be transferred to the Crown; or
- d) cause the land to be transferred to itself.

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## 2. Recovery of Outstanding Debt – All other Sundry Debtors

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Should a debtor fail to pay within the initial 14 day period the following debt collection process is followed;

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2.1. Debt outstanding - 30 days: A statement is forwarded to the debtor with a reminder and alerting them to their unpaid invoice.

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2.2. Debt outstanding - 60 days: A friendly reminder by way of email and phone calls.

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2.3. Debt outstanding - 90 days: An urgent action letter is sent (and emailed if appropriate) requesting immediate payment as well as a phone call. Assistance is also requested from the relevant service area to communicate with the debtor.

2.4. Debt outstanding - 90 + Days: A final notice is forwarded outlining payment within 7 days or debt collection action will occur.

2.5. Non-payment within 7 days – case is forwarded to the Town's debt collection agency.

2.5.1. Ongoing communication occurs between the Town and the debt collection agency relating to the collection.

2.5.2. Continued failure to pay or respond to debt collection results in legal action (dependant on circumstances and cost benefit to the Town).

## 3. Recovery of Outstanding Debt – Fines, Prosecutions and Infringements

Should a debtor fail to pay within the initial 28 day period the following debt collection process is followed;

3.1 The debtor's information is collected through Department of Transport and a reminder notice is issued allowing a further 28 days to pay.

3.2 A final demand is issued along with an additional late fee. The Town allows a further 28 days to pay.

3.3 Failure to pay results in the infringement being forwarded to Fines Enforcement Registry (FER) for collection along with an additional collection fee.

<b>RELATED DOCUMENTS:</b>	None
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## FIN4 PROCUREMENT

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### POLICY:

#### Objective

To provide for the purchasing policy of the Town required under regulation 11A of the *Local Government (Functions and General) Regulations 1996*.

#### Scope

This policy applies to all employees, contractors and entities that procure goods, services or works for, or on behalf of, the Town of Victoria Park.

#### Definitions

Nil.

### Policy Statement

The Council of the Town of Victoria Park is committed to excellence in the procurement of goods, services and works that align with the principles of transparency, probity, good governance and support of local business.

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The use of alternative procurement methods, such as Corporate Credit Cards and Supplier Panels, are supported where benefits through improved administrative practices and more efficient cash management can be demonstrated.

### Practice Implications

Practices to demonstrate;

1. Transparency, probity and good governance to rate payers and relevant stakeholders on procurement activities;
2. Consistency and control over procurement activities;
3. Guidance on ethical behavior in public sector procurement;
4. Increased probability of obtaining the right outcome when procuring goods, services and works; and
5. Support of local business,

are to be implemented and adhered to.

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Scope¶

This policy applies to all employees, contractors and entities that procure goods, services or works for, or on behalf of, the Town of Victoria Park.¶

### MANAGEMENT PRACTICE

#### Practice Purpose

This Practice document supports the Procurement Policy of the Council of the Town of Victoria Park. The purpose of this Practice will ensure:

1. Policies and procedures, demonstrating efficiency and consistency, are followed in relation to procurement activities at the Town;

2. Procurement activities will provide a value for money solution and deliver the most advantageous possible outcome;
3. Openness, transparency, fairness and equity is evident throughout procurement processes; and
4. Legislative obligations are met.

### **Practice Guidelines Addressing Policy**

#### **Transparency, probity and good governance**

##### **1. Records Management**

Records of all procurement documentation are to be retained in accordance with the *State Records Act 2000* and the *Town of Victoria Park – Record Keeping Plan*.

For tenders this includes, and is not limited to:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Approval documentation; and
- Notification and award documentation.

For direct purchasing this includes, and is not limited to:

- Quotation documentation;
- Internal documentation;
- Approval documentation; and
- Other forms and requisitions.

##### **2. Sustainable Procurement and Corporate Social Responsibility**

In the Town of Victoria Park's commitment to support organisations that demonstrate sustainable business practices and high levels of corporate social responsibility, procurement activities must endeavour to support those organisations that minimise environmental and negative social impacts and embrace corporate social responsibility.

Sustainable and corporate social responsibility considerations must be balanced against value for money outcomes.

In practical terms this means that utilised procurement activities and processes must ensure that goods, services and works obtained have one, or more, of the following attributes:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency and / or consumption;

- Demonstrate environmental best practice in water efficiency;
- Are environmentally sound in manufacture, use, and disposal;
- Can be refurbished, reused, recycled and / or reclaimed;
- Demonstrate a regard for the local economy and / or a supply chain that supports local business development;
- Are ethically sourced;
- Demonstrate high fuel efficiency; and / or
- Use renewable energy and technologies.

### 3. Support of Local Businesses

The Town of Victoria Park aims to maximise participation of local businesses in the supply of goods, services and works that are procured by the Town.

It is recognised that not every category of goods, services or works that is, or is to be, procured will lend itself to supply by local business.

Procurement from local businesses must be balanced against value for money outcomes and, where all other factors are considered equal, preference be provided to businesses that have a measureable presence within the District.

Where practical, procurement activities at the Town will:

- Ensure that local businesses are not unfairly disadvantaged;
- Ensure that local business capability and local content are allowed for;
- Explore the capability of local businesses to meet requirements;
- Avoid bias in quotation and tender design and specifications;
- Encourage local businesses to bid; and
- Provide adequate and consistent information to potential suppliers.

### 4. Support of Australian Disability Enterprises

The Town of Victoria Park aims to support registered Australian Disability Enterprises in the supply of goods, services and works that are procured by the Town.

It is recognised that not every category of goods, services and works that is, or is to be, procured will lend itself to supply from Australian Disability Enterprises.

Australian Disability Enterprises must be published on the Australian Business Register.

Procurement from Australian Disability Enterprises must be balanced against value for money outcomes.

#### 5. Support of Aboriginal Businesses

The Town of Victoria Park aims to support registered Aboriginal Businesses in the supply of goods, services and works that are procured by the Town.

It is recognised that not every category of goods, services and works that is, or is to be, procured will lend itself to supply from Aboriginal Businesses.

Aboriginal Businesses must be published in the Aboriginal Business Directory produced by the Small Business Development Corporation.

### Consistency and control over procurement

#### 1. Legislative and Regulatory Requirements

All purchasing by the Town of Victoria Park is to be in accordance with the *Local Government (Functions and General) Regulations 1996*.

Although no timeframe is set by legislation, the Town of Victoria Park considers it important to test the market through suitable procurement processes on a regular basis, particularly for low value, repetitive contracts that may, over time, exceed the procurement thresholds.

The Town considers that three consecutive years is a suitable period by which to ensure suitable market testing occurs.

If it is reasonable to believe that the procurement of goods, services or works from one supplier will exceed a single occasion within any consecutive three year period then the purchasing requirement under the relevant procurement threshold should be observed.

#### 2. Suitable Suppliers

Suitable suppliers include:

- An existing panel of pre-qualified suppliers administered by the Town;
- A pre-qualified supplier on the Western Australia Local Government Association Preferred Supplier Program;
- A pre-qualified supplier on the Western Australian State Government Common Use Agreement Program; or
- From the open market.

#### 3. Procurement Thresholds

The values below prescribe the procurement thresholds, along with the associated guidelines, that are to be observed (all values are exclusive of Goods and Services Tax):

a. Up to \$5,000

- Officers may use their general knowledge of the market, advertisements, in-store price comparisons, catalogues, journals, supplier web sites and any other reasonable means to determine whether the purchase represents value for money.
- Officers should seek more than one direct quotation if they are not satisfied that the first choice of supplier would represent value for money.
- Appropriate records of conversations, verbal quotes, written quotes, and other appropriate documentation are to be kept.

b. From \$5,000 up to \$50,000

- Officers are to obtain at least three written quotations from suppliers.
- Officers are to clearly define and specify the goods, services or works being procured with the intent being to enable suppliers to respond and to appropriately price their quote.
- Officers are to supply the same information to all suppliers. If an important change to the procurement requirements is made, then all suppliers are to be alerted at, or around, the same time.
- Confidentiality is to be maintained throughout the quotation process.

c. From \$50,000 up to \$150,000

- Officers are to obtain at least three written quotations from suppliers.
- The quotation process is to be via formal invitation under a *Request for Quotation* (for the open market).
- Where the use of procurement is to be undertaken using an existing panel of pre-qualified suppliers administered by the Town, a pre-qualified supplier on the Western Australia Local Government Association Preferred Supplier Program, or a pre-qualified supplier on the Western Australian State Government Common Use Agreement Program then the appropriate means by which to obtain quotations, according to the chosen entity, is to be utilised.
- Officers are to provide detailed specifications for the goods, works or services being procured along with evaluation criteria.

- The procurement evaluation and decision is to be based on the pre-determined evaluation criteria and is to be undertaken by an evaluation panel of not less than three Officers.
- Where suitably qualified expertise has been engaged to assist in the process, then a representative of the suitably qualified expertise is to provide written support for the decision made by the evaluation panel.

d. Above \$150,000

- A Request for Tender process is to be conducted where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement, as prescribed.
- The Request for Tender process is to be conducted in accordance with part 4 of the *Local Government (Functions and General) Regulations 1996*.
- The procurement decision is to be based on pre-determined evaluation criteria that assess all value for money considerations, as defined.

4. Tender Exemptions

An exemption to publicly invite tenders may apply. The detail of all Tender Exemptions exists in the *Local Government (Functions and General) Regulations Regulation 11* (When tenders have to be publicly invited).

As this legislation may change from time-to-time, reference is to be made to the aforementioned Regulation prior to considering purchases likely to exceed \$150,000.

When making a decision about whether to conduct a public tender or utilise a Tender Exempt arrangement, consideration and comparison should be made, where reasonable and practical, on the cost and benefits of both processes.

5. Approval Thresholds and Requirements

Officer bands, based generally on Employment Classification Levels, determine Approval Thresholds.

At no time is an employee permitted to approve a requisition that was generated by them. The Chief Executive Officer is exempt from this requirement.

Approval of requisitions and invoices must also meet other requirements as stipulated in this document.

a. Band A

The Officer in this Band:

- Is the Chief Executive Officer (or Acting Chief Executive Officer) in the Employment Classification Levels of the organisation;
- Has complete and total overarching procurement responsibility; and
- Has complete and total overarching budget responsibility.

The Officer in this Band can approve any value requisition and invoice.

b. Band B

Officers in this Band generally:

- Are Directors in the Employment Classification Levels of the organisation;
- Have significant levels of overarching procurement responsibility; and
- Have significant overarching budget responsibility.

Officers in this Band can approve requisitions and invoices up to \$150,000.

c. Band C

Officers in this Band generally:

- Are Business Unit Managers or Executive Managers in the Employment Classification Levels of the organisation;
- Have significant levels of procurement responsibility; and
- Have significant direct budget responsibility.

Officers in this Band can approve requisitions and invoices up to \$50,000.

d. Band D

Officers in this Band generally:

- Are mid-level to senior-level Officers in the Employment Classification Levels of the organisation;
- Have some procurement responsibility; and
- Have minimal direct budget responsibility.

Officers in this Band can approve requisitions and invoices up to \$5,000.

e. Band E

Officers in this Band generally:

- Are lower in the Employment Classification Levels of the organisation;
- Have minimal procurement responsibility; and
- Have \$nil direct budget responsibility.

Officers in this Band cannot approve requisitions or invoices.

#### 6. Procurement Variations

Procurement variations that are not materially different are permitted. One test of whether procurement is 'materially different' is to compare the final position with that which was originally procured for, and to make a judgement in both quantitative and qualitative terms as to whether these positions are generally the same.

As a rule of thumb, if the result of the comparison is greater than 20% difference in price it is indicative of a material difference. A material difference is, however, capable of arising even when the price differential is 20% or less.

If the variation is such that the procurement Band that the approving officer is assigned is breached, or the cumulative procurement value including all variations exceeds the assigned approval limit, then additional approvals must be sought from the supervisory officer in the next Band above.

#### 7. Sole Source of Supply

For procurement of goods, services and works above the minimum threshold and below the tender threshold, where it can be demonstrated that there is only one source of supply, procurement may be permitted without undertaking a quotation process.

Officers must determine if the sole supply is genuine by exploring if there are any alternative sources of supply. This may include, but not be limited to, advertising, open discussion with potential suppliers, networking with peers, and internet searching.

Once determined, the justification must be endorsed by the Chief Executive Officer prior to a contract being entered into.

From time-to-time the Town will determine if the sole source of supply continues to genuinely exist.

#### 8. Emergency Procurement



An emergency procurement is an unanticipated and unbudgeted procurement that is required in response to an emergency situation.

In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency procurement does not relate to procurement not planned for due to time constraints.

Procurement undertaken under the category of Emergency Procurement must be authorised in advance by the Mayor, or the presiding ~~elected member~~, as per legislative requirements.

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#### 9. Corporate Credit Cards

From time-to-time the Chief Executive Officer may approve the provision of a Corporate Credit Card.

Where this occurs, an agreement is to be signed by the cardholder and the Chief Executive Officer setting out the cardholder's responsibilities and legal obligations when using the credit card.

A register of all current cardholders will be held by the Town and will include card number, expiry date of the credit card, credit limit and details of goods, services and works the cardholder has authority to procure.

Credit cards are only to be used for procuring goods, services and works on behalf of the Town. No personal expenditure is permitted on the credit card, nor are cash withdrawals.

The credit limit should be in keeping within the cardholder's approved thresholds for procurement.

#### 10. Supplier Panels

Where most of the following factors apply, and can be firmly and quantifiably assessed, a Supplier Panel may be established:

- The Town determines that a range of similar goods, services and works are required to be procured on a continuing and regular basis;
- There are numerous potential suppliers that satisfy value for money;
- The procurement activity under the intended panel is considered to be of a low to medium risk;
- The establishment of a panel will create efficiencies in, and improve, the procurement process; and

- The Town has the capability to establish, manage the risks and achieve the benefits expected of the proposed panel.

a. Establishing a Panel

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the panel.

Panels may be established for a minimum of two years and for a maximum of five years.

Evaluation criteria are to be determined and communicated in the application process by which applications will be assessed and accepted.

A panel may only be formed where there are not less than three suppliers appointed to each category. Where this criterion cannot be met then no panel is to be established.

State wide advertising is to be utilised when seeking suppliers to be part of the panel. As a minimum, this advertising should reasonably detail the quantity of supply, the expected levels of service to apply, and the expected number of suppliers the Town intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information when establishing the panel.

b. Distributing Work Amongst Panel Members

The Town is to establish the requirements before establishing a supplier panel, including factors to take into account when distributing work.

When establishing a supplier panel, the detailed information associated with each invitation to apply to join the panel must either prescribe whether the Town intends to:

- Obtain quotations from each supplier on the panel with respect to all purchases; or
- Purchase goods, services and works exclusively from any supplier appointed to that panel, and under what circumstances; or
- Develop a ranking system for selection to the panel, with work awarded.

In considering the distribution of work among panel members, the detailed information must also prescribe whether:

- i. Each panel member will have the opportunity to bid for each item of work under the panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the panel will be awarded on the basis of value for money in every instance; or
- ii. Work will be awarded on a ranked basis, which is to be stipulated in the detailed information when establishing the panel. The Town is to invite the highest ranked panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked panel member is to be made and so forth until a panel member accepts a contract. Should the list of panel members invited be exhausted with no panel member accepting the offer to provide the goods, works and services under the panel, the Town may then invite suppliers that are not under the panel, in accordance with the Procurement Thresholds. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a panel supplier for an item of work beyond twelve months, which includes options to extend the contract.

c. Purchasing from the Panel

The invitation to apply to be considered to join a supplier panel must state whether quotations are either to be invited to every member (within each category, if applicable) of the panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be made through an electronic quotation facility.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Town's records system. All communications between the Town and panel members, or prospective panel members, must be readily identifiable within the records system.

Information with regards to the supplier panel, including details of suppliers appointed to the panel, must be kept up to date, consistent and available for access by all officers of the Town.

#### 11. Petty Cash Usage

The town maintains petty cash floats at a variety of locations throughout the organisation. Upon presentation of appropriate documentation, reimbursement up to \$50 will be made. Amounts over \$50 will be processed via the normal account payment process.

Typical allowable transactions include:

- Food, beverages and catering, of an urgent nature;
- Food, beverages and catering for volunteers;
- Strategic external relationship building refreshments;
- Parking reimbursements;

Typical unallowable transactions include:

- Food, beverages and catering, unless of an urgent nature.
- Gifts, awards and prizes;
- Office supplies;
- Telephone reimbursements;
- Mailing services;
- Copy and print services;
- Items covered by creditors or suppliers in the system;
- Entertainment;
- Travel reimbursements (meals, lodging, taxi, airfare);
- Memberships; and
- Personal loans.

All Petty Cash purchases are not to be approved by the purchases, and are to be approved by a direct supervisor of the purchaser.

#### Ethical behaviour in public sector procurement

##### 1. Code of Conduct

All employees, contractors and entities undertaking procurement activities must have regard for the *Town of Victoria Park – Code of Conduct* requirements and shall observe the highest standards of ethics and integrity. All procurement activities must be conducted in an honest and professional manner and must be undertaken to ensure the reputation of the Town of Victoria Park is supported.

##### 2. Procurement Principles

The following principles, standards and behaviours will be observed and enforced through all stages of procurement activities to ensure the fair and equitable treatment of all parties:

- Full accountability shall be taken for all procurement decisions and the efficient, effective and proper expenditure of public monies, based on achieving a value for money outcome;
- All procurement activities shall comply with relevant legislation, regulations, and requirements consistent with the *Town of Victoria Park – Code of Conduct* and influencing policies;
- Procurement is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- Any actual or perceived conflicts are to be identified, disclosed and appropriately managed; and
- Any information provided to the Town of Victoria Park by a supplier shall be treated as commercial-in-confidence and shall not be released unless authorised by the supplier or relevant legislation.

### 3. Anti-Avoidance

Officers shall not cause two or more contracts to occur, or create multiple purchases to occur, of a similar nature for the purpose of 'splitting' the value of the procurement to take the value of consideration below a particular threshold, particularly in relation to tenders, thereby avoiding the need to call a public tender.

### 4. Management of Procurement Breaches

Breaches of procurement provisions of the Competition and Consumer Act can involve criminal and civil penalties. ~~An elected member,~~ and individual staff members, can be liable for their respective involvement in breaches.

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Any breaches, major or otherwise, of Procurement Practices will be considered a breach of the Code of Conduct and will result in disciplinary action, as determined by the Chief Executive Officer.

### Increasing the probability of obtaining the right outcome

#### 1. Value for Money

Value for money is an overarching principle governing purchasing that allows for the best possible outcome to be achieved for the Town of Victoria Park.

It is important to note that compliance with the purchasing specification is more important than obtaining the lowest price, particularly taking into

account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.

An assessment of the best value for money outcome for any purchasing process is to consider:

- All relevant total costs of ownership and benefits including, although not limited to, transaction costs associated with acquisition, delivery, distribution, as well as holding costs, consumables, deployment, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement practices, ease of inspection, ease of after sales service and ease of communications;
- Financial viability and capacity to supply without risk of default (including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- A strong element of competition in the allocation of orders or the awarding of contracts by obtaining a sufficient number of competitive quotations, when practicable.
- Safety requirements associated with both design and specification offered by suppliers and the evaluation of risk when considering procurement of goods, services and works;
- Demonstrated sustainable benefits and good corporate responsibility from suppliers; and
- Providing opportunities for local businesses to supply quotes.

**RELATED  
DOCUMENTS:**

*Local Government (Functions and General)  
Regulations 1996*

FIN5 - Budget Expenditure Authorisation

FIN9 – Business Dealings with Elected Members and  
Employees

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## FIN5 BUDGET EXPENDITURE AUTHORISATION

### **POLICY OBJECTIVE:**

To provide for the authorisation of expenditure for budgeted funds.

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### **POLICY SCOPE:**

This policy applies across the Town.

### **DEFINITIONS:**

Nil.

### **POLICY:**

Subject to conditions imposed under delegated authority, management discretion may be used to incur expenditure for all approved budget items except those identified in the budget as requiring a report, or a further report, to Council.

### **PROCEDURE:**

Refer: Purchasing Procedure (Admin.)

### **RELATED**

### **DOCUMENTS:**

FIN4 Purchase of Goods and Services

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**FIN6 DISPOSAL OF DISUSED EQUIPMENT, MACHINERY AND OTHER MATERIALS**

**POLICY OBJECTIVE:**

To provide guidance to the disposal of property by the Town.

**POLICY SCOPE:**

This policy applies to the disposal of property by the Town.

**DEFINITIONS:**

Disused equipment, machinery and other materials means any item/s which are exempt from disposition pursuant to the Local Government (Functions & General) Regulations 1996, Regulation 30(3), and which cannot be readily sold or be traded-in and have little or no residual value as determined by the Chief Executive Officer other than any item/s that is provided to elected members.

Non-profit community organisation means any non-profit group, agency or service whose primary aims are to improve the quality of life to sections of the community or provide targeted welfare or other support. This includes the provision of recreation and sporting opportunities, community arts and cultural development programmes.

**POLICY STATEMENT:**

Subject to the provisions of s.3.58. of the Local Government Act 1995 and the Local Government (Functions & General) Regulations 30 and 31 the Town may donate to non-profit community organisations, sell to elected members, staff or other persons, or deposit at a refuse site surplus, unused, disused or superseded items of light machinery, office equipment, furniture or construction materials that are of no further use to the Town and that are of little or nominal residual value or which cannot be traded-in.

This does not include office equipment installed in the premises or home of an elected member.

All disposals shall be made in accordance with this policy.

**1. Order of disposal shall be by:**

- (a) Donations to non-profit community organisations and schools
  - o The Town shall give local public notice when an appropriate amount of item/s become available for donation to welfare organisations, sporting clubs, community groups and schools, which are to complete an application form supplied by the Town.
  - o First priority for allocating the donation of item/s will be given to those welfare organisations, sporting clubs, community groups and schools, which are located within the Town.

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- Records will be kept of all item/s donated to organisations for the purpose of ensuring an equitable distribution over time.
- (b) Sale to elected members and staff by tender
  - The Town may invite elected members and staff to submit a tender for the purchase of any remaining item/s not donated.
  - Items will be advertised internally within the Town by giving 14 days notice by e-mail of which a copy is to be placed on staff notice boards and circulated via the Intranet and Councillor Portal. Interested parties are required to submit a tender for the item/s. Each item will be offered for sale separately unless otherwise determined by the Chief Executive Officer.
  - Sealed tenders with the envelope marked "Purchase of Minor Disused Equipment" must be lodged in the tender box prior to the nominated closing time.
  - The responsible officers are to open the tenders and prepare a schedule, which is to be maintained in a register.
  - The Chief Executive Officer may limit the number of same items able to be sold to any elected member or staff.
  - In each case the highest tenderer will be offered the item/s at the tendered price. In the case of several identical items being offered for sale the highest tenderer will have first choice of same items, the second highest tenderer will have the next choice and so on.
- (c) Sale to other individuals
  - If any item/s cannot be disposed of by selling it by tender to an elected or staff member or donation to a non-profit community organisation, it may be advertised to be sold by private treaty to any individual or organisation at a price approved by the Chief Executive Officer.
- (d) Dumping at refuse site
  - If any item/s cannot be disposed of by the processes outlined in (a), (b) and (c) above it may be recycled or dumped at a refuse site with approval of the Chief Executive Officer.

## 2. Conditions of disposal/sale

- All items are sold or donated on an as is where is basis with all faults if any.
- The tendered sum or negotiated sale price is to be paid prior to collection of the item/s.
- The Town will not provide any consumables or technical support for any item/s that have been donated or purchased from the Town.
- The Chief Executive Officer expressly reserves the right to:
  - (i) withdraw any lot or lots from a tender at any time; and
  - (ii) not accept any tender.

## 3. Details of item/s disposed will be reported to Council via the monthly financial statements.

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<b>RELATED DOCUMENTS:</b>	<i>Local Government Act 1995 s.3.58.</i>
	<i>Local Government (Functions &amp; General) Regulations 1996 Reg. 30. and 31.</i>

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## FIN7 DONATIONS – FINANCIAL ASSISTANCE

### **POLICY OBJECTIVE:**

To support the local or regional community through a financial donation (gifting of funds) for charitable purposes, services or enhancement of amenity, or to benefit a cause, whereby the Town receives no direct branding or recognition benefit.

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### **POLICY SCOPE:**

This policy applies to the making of financial donations made by the Town.

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### **DEFINITIONS**

Nil.

### **POLICY STATEMENT:**

The Town will provide an annual Donations- Financial Assistance Program each financial year for the provision of charitable purposes, services or amenities; or to support individual or group achievement at a state or national level. No direct benefit will be sought from the Town, however in-direct benefits may eventuate through the voluntarily recognition of the Town by the recipient.

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### **Aims:**

The aims of the Town of Victoria Park's Community Donations Program are:

- To complement the Town of Victoria Park's strategic objectives;
- The support the following five (5) groups through the donation of a financial assistance:
  1. Welfare, charity and community groups for initiatives or programs which benefit the local or regional community- capped at \$500 per application;
  2. State representation at national level for sport, academic and educational achievement- \$200 per person or \$400 per group of two or more people attending the same event at the same time;
  3. National representation at international level for sport, academic and educational achievement- \$300 per person or \$600 per group of two or more people attending the same event at the same time;
  4. Pre-primary to secondary schools for initiatives which benefit the local community or the amenity of the school- \$500 per application;
  5. School welfare assistance- maximum of two applications per school, per financial year, to support the welfare of students- \$200 per student.

Applications which fall outside of these categories or exceed the maximum donation amounts specified, may be referred to Council for determination.

### **Ineligibility:**

Applicants will be ineligible for a donation where the;

- Applicant has already received a Town donation in that financial year
- Applicant has an outstanding debt with the Town
- Applicant has failed to submit a satisfactory Town acquittal for a previous Town grant
- Application is submitted retrospectively i.e.: after a project, activity and / or program has already taken place
- Application is a Town employee or an **elected member** and their immediate family members.

The Town reserves the right to deny any donation application which conflicts with the Town's Vision, Mission or Values, or which would bring the Town's brand or reputation into disrepute, or at its discretion.

**RELATED DOCUMENTS:** None

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**FIN8 SPONSORSHIP BY PRIVATE COMPANIES ON TOWN PROPERTY INCLUDING EVENTS**

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**POLICY OBJECTIVE:**

To provide guidance to sponsorship by private companies on Town property.

**POLICY SCOPE:**

This policy applies to the sponsorship arrangements with private companies.

**DEFINITIONS:**

Nil.

**POLICY STATEMENT:**

The Town may seek sponsorship from business and/or other organisations for the promotion and delivery of community initiatives, events and facilities which contribute to the vibrancy and wellbeing of the Town.

Any sponsorship arrangements shall be made in accordance with the following Procedure.

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**1. Sponsorship must not:**

- 1.1 compromise the Town's reputation, public image, probity, ability to fulfil its functions or influence decisions or actions by the Town
- 1.2 be in conflict with the Town's strategic objectives and policies (for example, political parties, drugs and alcohol, smoking, fast food, pornography)
- 1.3 provide personal benefits to Town staff, sitting members or staff of the sponsoring agent.

**2. Sponsorship arrangements must be;**

- 2.1 confirmed in writing and provide the Sponsor and the Town with a clear outline of proposed benefits and responsibilities
- 2.2 communicated to the responsible officers before acceptance
- 2.3 endorsed by Council.

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**3. Sponsorship Delivery Risk Assessment;**

- 3.1 risk assessment of the sponsorship delivery must identify potential issues that may arise in managing the sponsorship
- 3.2 control/s to be implemented identified to ensure that the relationship with the sponsor is enhanced and strengthened
- 3.3 complete the prescribed risk assessment.

Deleted: Appendix 1 Risk Management Assessment

**4. Formalising the Agreement;**

- 4.1 sponsorship that involves a transfer of resources to the Town of the value of \$5,000 or more must have an endorsed partnership/sponsorship agreement by all parties

- 4.2 sponsorship for less than \$5,000 requires an endorsed letter of agreement or Memorandum Of Understanding
- 4.3 any invitations or gifts should be noted on Town's Gift Register
- 4.4 complete an appropriate agreement as prescribed.

**Deleted:** Letter of Agreement or Appendix 2 Sponsorship Agreement

## **5. Annual Call for Expressions of Interest;**

- 5.1 the annual call for expressions of interest will be advertised in the West Australian, the *summer* edition of Life in the Park and Town website for one month to allow potential sponsors equal opportunity for involvement. The advertisement will;
  - 5.2 overview The Town's strategic objectives
  - 5.3 list events which are open for sponsorship during the next year
  - 5.4 provide Town's internal contact for responses
  - 5.5 ensure information provided is consistent for all organisations
  - 5.6 the annual call does not prohibit The Town from directly approaching potential sponsors in accordance with the terms of this Policy

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## **6. Unsolicited Offers;**

- 6.1 the Town may be approached directly by an organisation with an unsolicited sponsorship offer. The Town may obtain better value for money by accepting the sponsorship than calling a new expression of interest.
- 6.2 where an unsolicited offer of sponsorship is received and there is a desire to test the market for further interest, the commercially valuable ideas and strategies of the organisation or the individual that proposed the original offer must be protected.
- 6.3 there may be occasions when it is considered desirable to accept an unsolicited offer or to renew an existing sponsorship agreement without first testing the market for alternative offers.  
Such instances could include;
  - sole or limited supplier situations
  - where a considered assessment establishes that the calling or expressions of interest or tenders will threaten the viability of the existing sponsors and/or lead to a lesser end result
  - where there is reason to believe that no other competitor could provide a better offer
  - when deadlines prohibit the calling of expressions of interest or tenders.

## **7. Engagement and Management of existing Sponsors and Prospective Sponsors;**

- 7.1 these engagement activities include but are not limited to;
  - Life in the Park. (4 x editions with personal note as per Engagement Policy)
  - Christmas Card / New Year's note as per Engagement Policy
  - Minimum of 2 x one on one meetings per year
  - Thank you/debrief of event
  - Annual update regarding current sponsors marketing drivers
  - Invitations to Town events
  - Acceptance of invitations issued by sponsors to the Town
  - Email updates

**8. Sponsorship Review;**

- 8.1 Post event meeting/thank you with each sponsor to gain feedback and check any changed sponsor drivers/marketing segment objectives
- 8.2 appropriate transitioning of key sponsorship relationships (both Town staff and sponsor personnel changes)
- 8.3 review of attendance numbers to ensure the subject of the sponsorship retains appeal

**9. Evaluation;**

- 9.1 total value of sponsorship to event: cash and in kind
- 9.2 value add for each sponsorship (stalls, punter appeal and reach)
- 9.3 number of long term sponsorship partnerships managed

<b>RELATED DOCUMENTS:</b>	None
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## FIN9 BUSINESS DEALINGS WITH ELECTED MEMBERS AND EMPLOYEES

### POLICY OBJECTIVE:

To manage business dealings involving closely associated persons.

### POLICY SCOPE:

This policy applies to all business dealings within the Town.

### DEFINITIONS:

closely associated has the meaning given in section 5.62 of the *Local Government Act 1995*

### POLICY:

Where an employee or an elected member owns or is closely associated to a business from which the Town purchases, or intends to purchase, goods and services, the Council will determine annually or before the association commences, whether or not the Town will purchase, or continue to purchase, from the business concerned.

Where the Town conducts business with such an entity, it will disclose the extent of the funds paid to it by way of a separate note to the accounts of the annual financial report.

### RELATED

### DOCUMENTS:

FIN4 – Purchase of Goods and Services

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APPENDICE 1: Risk Management of the Sponsorship Relationship and Delivery¶  
¶  
Risk Register¶  
Project/Activity: ...

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## FIN10 TAXI VOUCHERS FOR COMMUNITY MEMBERS OF WORKING GROUPS AND PROJECT TEAMS

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### POLICY OBJECTIVE:

To provide for taxi vouchers for members of working groups and project teams.

### POLICY SCOPE:

This policy applies to members of working groups and project teams.

### DEFINITIONS:

Nil.

### POLICY STATEMENT:

Community Members of working groups and project teams, established by Council, that are unable to drive a motor vehicle or whose primary mode of transportation is taxi, will be reimbursed for the cost of the incurred taxi fare to and from meetings.

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1. To be eligible for reimbursement, a Community Member must provide evidence that they are a member of the Department of Transport's Taxi Users Subsidy Scheme.
2. If there are two or more Community Members attending the same meeting who require taxi transportation they should endeavour to share a taxi if it is cost effective and convenient for them to do so.
3. Community Members must seek prior approval from the authorised officer who will process the reimbursement if they are leaving from or going to a location that is likely to increase the cost of the fare in comparison to previous fares.
4. The maximum reimbursement for a taxi fare for Community Members shall be the extent to which travel costs can be reimbursed as prescribed in Clause 31(4)(a) and (b) of the *Local Government (Administration) Regulations 1996*.
5. Expenditure relating to reimbursement of taxi fares for community members of committees working groups and project teams in accordance with Policy FIN10 must be presented to Council in its monthly schedule of accounts for authorisation.

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### DOCUMENTS:

*Local Government (Administration) Regulations 1996*

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## FIN11 LOAN BORROWINGS LIMITATION

### **POLICY OBJECTIVE:**

To provide guidance as to the limitation on loan borrowings.

### **POLICY SCOPE:**

This policy applies to loans obtained by the Town.

### **DEFINITIONS:**

Nil.

### **POLICY STATEMENT:**

In any financial year the combined cost of servicing loans, excluding the servicing cost of self-supporting loans, is not to exceed 10% of the total revenue from rates.

### **RELATED DOCUMENTS:**

Local Government Act 1995

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## FIN12 TRANSACTION CARD

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### POLICY OBJECTIVE:

This policy provides a framework to guide the establishment and implementation of appropriate systems and procedures for incurring expenditure and making payments specific to transaction cards.

### POLICY SCOPE:

This policy applies to all employees, contractors and entities that procure goods or services for, or on behalf of the Town of Victoria Park using a corporate credit card.

### DEFINITIONS:

“**Cardholder**” means an employee who has been authorized by the Chief Executive Officer to incur expenditure by means of a transaction card

“**Transaction cards**” means corporate credit cards and store cards issued by the Town.

### POLICY STATEMENT:

The Town is committed to ensuring the procurement of goods and services are managed appropriately, sustainably and transparently for the benefit of the community.

The use of alternative procurement methods, such as corporate credit cards, store cards are supported where benefits through improved administrative practices and more efficient cash management can be demonstrated. This policy is expected to result in:

- Efficient and effective procurement and payment operations
- Minimise the risk of misuse, fraudulent or corrupt use
- Management and oversight obligations; and
- Cardholder duty of care and responsible use obligations are to be implemented and adhered to.

### Allocation of a transaction card

Allocation of a corporate credit card or store card can only be approved by the Chief Executive Officer, or in the case the card is for the Chief Executive Officer, approval is provided by Council.

### Management oversight and reporting

The Chief Executive Officer is to ensure proper accounts and records of transactions and affairs of the Local Government are kept in accordance with the Local Government (Financial Management) Regulations 1996 (WA) (Regulations)

The Chief Executive Officer shall determine and implement systems and procedures adequate to ensure:

- a. Assessment and selection of transaction card facilities suitable to the efficient and effective operations of the Town;
- b. Authorisation and appointment of suitably eligible cardholders;
- c. Cardholder duties and responsibilities are documented and cardholders provided with training; and
- d. Monitoring and auditing of transactional card activities is planned and reported.

The Chief Executive Officer will ensure that at a minimum transaction card statements are reconciled and acquitted monthly. Payments relating to all corporate credit cards be reported on a monthly basis to Council.

#### **Misuse, Misconduct and Fraudulent Use**

Any alleged misuse of Transaction Cards will be investigated, and may be subject to disciplinary procedures.

Where there is reasonable suspicion of misconduct or fraudulent activity arising from Transaction Card facilities the matter will be reported to the appropriate regulatory agency, subject to the requirements of the *Public Sector Management Act 1994* and the *Corruption, Crime and Misconduct Act 2003*.

#### **RELATED DOCUMENTS:**

*Local Government Act 1995*  
Practice – Store Card  
Practice – Credit Card  
Policy 301 – Procurement

## GENERAL – GEN

### GEN1 APPEALS AGAINST TOWN POLICY

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#### POLICY OBJECTIVE:

To provide for appeals against Town policy.

#### POLICY SCOPE:

This policy applies to the policies of the Town.

#### DEFINITIONS:

“a person” means:

- a. An owner or occupier of property within the Town
- b. An authorised agent of an owner or occupier of property within the Town
- c. An employee of an owner or occupier of property within the Tow
- d. An employee of the Town.

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#### POLICY STATEMENT:

A person objecting to or aggrieved by a Town policy may appeal against that policy.

1. Any person other than those listed above may object to any Town policy but such objection shall be restricted to the wording or formulation of the policy, not its intent.
2. Appeals and objections are to be submitted in writing, clearly stating the grounds for the appeal or objection.
3. Every appeal will be referred to, and determined by, the Council.

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#### RELATED

#### DOCUMENTS:

None

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GEN2

## HIRE AND USE OF TOWN BANNER AND FLAG SITES

### POLICY OBJECTIVE:

1. To provide guidance on the use and hire of Town-owned banner and flag sites for promotion and recognition purposes.
2. To provide priority use to Council and secondary access to community groups and commercial organisations on a user-pays principle that is cost neutral to the Town.

### POLICY SCOPE:

This policy applies to the hire and use of the Town's banner and flag display sites.

### DEFINITIONS:

Nil.

### POLICY STATEMENT:

1. when not required for its own purposes, the Town may permit the display of banners and flags at Town-owned sites by community groups and commercial organisations in accordance with the fees applicable, as found in the Schedule of Fees and Charges.
2. Events and activities promoted must be either:
  - a. Town run and sponsored;
  - b. run by a Town-based community group or organisation;
  - c. run by a government department and in the interest of the general public or in partnership with the Town.
3. Priority will be given to events and activities that:
  - a. are aligned with the Town's strategic partnerships or objectives;
  - b. reflect the culture and values of the Town;
  - c. increase visitation to the Town;
  - d. provide direct benefit to the Town's residents.
4. The Town will not permit the promotion of:
  - a. tobacco or alcohol products;
  - b. electoral material; or
  - c. other material or images likely to offend reasonable sensitivities of any significant sector of the community.
5. The Town has discretion to approve or reject applications for the use or hire of its banner and flag poles sites.

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### RELATED POLICES:

None

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## GEN3 COMMUNITY CONSULTATION

### **POLICY OBJECTIVE:**

To provide for the standards of consultation with the community on legislative functions.

### **POLICY SCOPE:**

This policy applies to decision making by the Town.

### **DEFINITIONS:**

Nil.

### **POLICY STATEMENT:**

The purpose of community consultation is to (i) inform the community about matters under consideration by Council and, (ii) enable Council to make better informed decisions.

A community consultation process will usually be commenced after Council has received a proposal put to it by an external party, by its officer(s) or by Council itself. Community consultation provides the opportunity for either a broad or restricted number of the community to make their opinion known to Council. All submissions lodged in an appropriate manner and by the due date will – either in summary or in full – be referred to Council.

As Council is a democratically elected decision making body, the results of a community consultation process should not be construed as binding on Council nor a mandate for it to act in accordance with the majority opinion, irrespective of the total number of respondents for or against a matter.

The target public, extent, duration and manner in which a community consultation process will be undertaken shall be as set out in the following Procedure.

### **RELATED**

### **DOCUMENTS:**

Local Government Act 1995  
GEN6 – Public Participation

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**SCHEDULE A**  
**STATUTORY COMMUNITY CONSULTATIONS**  
**LOCAL GOVERNMENT ACT 1995 (and its various REGULATIONS)**

**INTERPRETATION**

Wherever the Act prescribes that **LOCAL PUBLIC NOTICE** is to be given on a matter this means that it is:

- Published, at least once, in a newspaper circulating generally throughout the Town,
- Exhibited , for a reasonable time and not less than 7 days, on the Notice Board at the Town's offices as well as Town's library.

Wherever the Act prescribes that **STATEWIDE PUBLIC NOTICE** is to be given on a matter, the requirements listed above are the same except the newspaper in which it is published must be in circulation generally throughout the State.  
(s.1.7. and s.1.8.)

Subject	Legislation	Minimum Requirement	Additional Consultation or Notification
LOCAL LAW – Making of New	s.3.12.(3) s.3.12.(3a)	Statewide Public Notice & Minister Local Public Notice	<u>Town</u> Website
LOCAL LAW – Publishing of New	s.3.12.(5)	Publish in Govt Gazette	<u>Town</u> Website
LOCAL LAW – Notice After Making New	s.3.12.(6)	Local Public Notice	<u>Town</u> Website
LOCAL LAW – Review of Existing	s.3.16.(2) s.3.16.(2a)	Statewide Public Notice Local Public Notice	<u>Town</u> Website
ROAD (Thoroughfare) CLOSURES – To Vehicles	s.3.50.(4) Local Govt. (Functions & General) Regulation 4.  s.3.50.(5)	Local Public Notice (reasonable time) – not less than 28 days  <ul style="list-style-type: none"> <li>• All public utility services</li> <li>• St John's Ambulance</li> <li>• Fire &amp; Emergency Services Authority</li> <li>• Occupier of land that will lose access</li> <li>• Main Roads Commissioner</li> </ul>	<u>Town</u> Website Newsletter (if close to next regular publication)
ROAD (Thoroughfare) CLOSURES – To Vehicles and <u>Town</u> (or Minister) decides to Revoke	s.3.50.(6)	Local Public Notice	<u>Town</u> Website Newsletter (if close to next regular publication)
ROAD (Thoroughfare) CLOSURES – To Vehicles, Without Formal	s.3.50.(8)	Local Public Notice as soon as practicable after the closure	<u>Town</u> Website

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Prior Notice (eg. Emergency)			
ROAD (Thoroughfare) CLOSURES – For Repairs and Maintenance	s.3.50A.	No notification required if no significant adverse effect on users	Signs to be erected and local residents to be informed in writing unless closure is during normal working hours only
ROADS – Altering Level and Alignment of	s.3.51.(3) s.3.51. (4) Local Govt. (Functions & General) Regulation 5.	Owners and occupiers of land adversely affected (In writing and not less than 14 days prior notice) Local Public Notice if any land is likely to be adversely affected All public utility services	

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Subject	Legislation	Minimum Requirement	Additional Consultation or Notification
ROADS – Draining Water from a Road or other Public Place onto Adjoining Land	s.3.51.(3) s.3.51. (4) Local Govt. (Functions & General) Regulation 5.	Owners and occupiers of land adversely affected (In writing and not less than 14 days prior notice) Local Public Notice if any land is likely to be adversely affected	
TENDERS – For Goods and Services	s.3.57. Local Govt. (Functions & General) Regulations 14.(1), 21.(3)	Statewide Public Notice (at least 14 days)	<a href="#">Town Website</a>
PROPERTY (Council Owned) – Disposing of	s.3.58.(3) Local Govt. (Functions & General) Regulation 30	Local Public Notice (at least 14 days)	
COMMERCIAL ENTERPRISES – Proposed by Council	s.3.59.(4)	Statewide Public Notice (at least 6 weeks)	
ENROLMENTS – Close of Electoral Roll	s.4.39.(2)	Statewide Public Notice (at least 56 days – but not more than 70 days – before Election Day)	<a href="#">Town Website</a>
NOMINATIONS – Call for Candidates for Election	s.4.47.(1)	Statewide Public Notice (at least 45 days – but not more than 56 days – before Election Day)	<a href="#">Town Website</a>
ELECTIONS – How, When, Where Conducted and who Candidates are (Election Notice)	s.4.64.	Statewide Public Notice (as soon as practicable but no later than 19 days before Election Day)	<a href="#">Town Website</a>

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COUNCIL MEETINGS – Dates, Times and Place Where Held in Next 12 Months	s.5.25.(g) Local Govt. (Admin.) Regulation 12.(1)	Local Public Notice (at least once a year)	<a href="#">Town Website</a>
COUNCIL MEETINGS – Changes to Previous Notification	s.5.25.(g) Local Govt. (Admin.) Regulation 12.(2)	Local Public Notice	<a href="#">Town Website</a>
SPECIAL COUNCIL MEETINGS – Date, Time, Place and Purpose (Not required if meeting not open to the public)	s.5.25.(g) Local Govt. (Admin.) Regulations 12.(3) & 12.(4)	Local Public Notice or, if not practicable, in a manner and extent decided by the <a href="#">Chief Executive Officer</a>	<a href="#">Town Website</a>

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Subject	Legislation	Minimum Requirement	Additional Consultation or Notification
ELECTORS' MEETINGS – Date, Time, Place and Purpose	s.5.29.(1)	Local Public Notice (at least 14 days) Each Council Member (at least 14 days)	<a href="#">Town Website</a>
GRATUITY PAYMENTS – To Employees who are Retiring or Finishing	s.5.50. Local Govt. (Admin.) Regulation 19A	Local Public Notice (of Council Policy ADM7 in relation to employees retiring or finishing)	
GRATUITY PAYMENTS – If More than the Amount Previously Determined by Policy	s.5.50.(2)	Local Public Notice	
ANNUAL REPORT – Availability of	s.5.55.	Local Public Notice (as soon as practicable after acceptance by Council)	<a href="#">Town Website</a>
PLANNING FOR THE FUTURE – Plan for the future of the District & Modification of Plan	s.5.56 Local Govt. (Admin.) Regulation 19C	Local Public Notice (42 day submission period) (at least every 2 years)	<a href="#">Town Website</a>
PLANNING FOR THE FUTURE – Adoption of Plan or Modification of Plan	s.5.56 Local Govt. (Admin.) Regulation 19D	Local Public Notice	<a href="#">Town Website</a>
RESERVE ACCOUNTS – Changing Purpose of or if Using for Another Purpose	s.6.11.(2) Local Govt. (Financial Management) Regulation 18.	Local Public Notice (one month's notice) NOTE: No notice required if: • Disclosed in budget or	

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		<ul style="list-style-type: none"> <li>• Amount does not exceed \$5000 or</li> <li>• Authorised in advance by Mayor in an emergency</li> </ul>	
FEES and CHARGES – Intention to Impose and Date From Which They Apply	s.6.19.	Local Public Notice	<u>Town Website</u>
BORROWING MONEY or OBTAINING CREDIT	s.6.20.(2)  Local Govt. (Financial Management) Regulation 20.	Local Public Notice (one month's notice) NOTE: No notice required if: <ul style="list-style-type: none"> <li>• Included in budget or</li> <li>• Re-financing a loan or another accommodation except if a major variation</li> </ul>	

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Subject	Legislation	Minimum Requirement	Additional Consultation or Notification
BORROWING MONEY – Not Proceeding With or Using Unexpended Part for Other Purpose	s.6.20.(3)&(4) Local Govt. (Financial Management) Regulation 21.	Local Public Notice (one month's notice) NOTE: No notice required if: <ul style="list-style-type: none"> <li>• Disclosed in budget or</li> <li>• Amount does not exceed \$5000 or</li> <li>• Authorised in advance by Mayor in an emergency</li> </ul>	
DIFFERENTIAL RATES and ASSOCIATED MINIMUM PAYMENT	s.6.36.	Local Public Notice (within 2 months prior to the financial year – not less than 21 days submission period) NOTE: No notice required if: <ul style="list-style-type: none"> <li>• In an emergency propose to impose supplementary rate or specified area rate or</li> <li>• Proposed rates or minimum payment is modified after having considered submissions</li> </ul>	
REVESTMENT OF LAND – For Non-payment of Rates, etc.	s.6.74. Local Govt. (Financial Management) Regulation 77.	Government Gazette (not less than 30 days from notice to parties nominated in the Regulation	

WARD BOUNDARIES REVIEW – At least once in every eight(8) years	s.2.2.(3) Schedule 2.2 – Clause 7.(1)	Local Public Notice (not less than 6 weeks notice)	
SALE OF LAND - For Unpaid Rates, etc.	s.6.68.(3) Schedule 6.3 – Clause 1.(1) and 1.(3)	Official Notice Board (not less than 35 days) and/or Local Public Notice	
SALE OF LAND (For Unpaid Rates, etc) - ADVERTISING	s.6.68.(3) Schedule 6.3 – Clause 2.(1) and 2.(2)	Statewide Public Notice	

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## LAND ADMINISTRATION ACT 1997

Subject	Legislation	Minimum Requirement	Additional Consultation or Notification
REQUEST TO MINISTER TO DEDICATE PRIVATE ROAD AS PUBLIC ROAD	s.56.	No requirement	Owner of the private road, adjoining property owners and public utilities
REQUEST TO MINISTER TO ACQUIRE ANY ALIENATED LAND DESIGNATED FOR A PUBLIC PURPOSE OR ANY PRIVATE ROAD AS CROWN LAND	s.52.	Notice to owner of the land, adjoining property owners and public utilities. WAPC Approval required	
REQUEST TO MINISTER TO PERMANENTLY CLOSE A ROAD	s.58.(3)	Daily newspaper circulating throughout the district (at least 35 days prior to request).	Adjoining property owners and public utilities
REQUEST TO MINISTER TO RESERVE CROWN LAND AS A MALL RESERVE	s.59.	Newspaper circulating in the district. Notice on a signpost on the land. Copy of advertisement to owners and occupiers of the land, public utilities and the State Planning Commission.	
REQUEST TO MINISTER TO CLOSE A MALL RESERVE	s.62.	Newspaper circulating in the district. Notice on a signpost on the land. Copy of advertisement to owners and occupiers of the land, public utilities and the State Planning Commission.	

## DOG ACT 1976

DOGS – Applications for Kennel Licence	s.27.(4) Dog Local Law 2000 Part 4	Consultation with surrounding residents (extent of consultation at the discretion of the Director Corporate Services)	
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#### BUSH FIRES ACT 1954

FIREBREAK – Notice to Plough or Clear	s.33.(1)	Government Gazette. Newspaper circulating in the area.	
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### NON-STATUTORY CONSULTATIONS

#### CONSULTATIONS UNDER COUNCIL POLICY

Subject	Legislation	Minimum Requirement	Additional Consultation or Notification
PROPOSED EVENTS ON PARKS AND RESERVES (Major Events)	Policy RECN2	Local residents likely to be disrupted or adversely affected (Not less than 1 week prior to event)	
EXTENDED TRADING PERMIT APPLICATIONS – LICENSED PREMISES	Policy HLTH3	New Applications: Letter to owners and occupiers of residential properties within 60 metres of the premises (if past midnight otherwise at discretion of Manager, Environmental Health and Building). Renewals: At discretion of Manager, Environmental Health and Building	

#### MISCELLANEOUS

Subject	Minimum Requirement	Additional Consultation or Notification
JOB VACANCIES	Statewide Public Notice	<a href="#">Town Website</a>
ANNUAL BUDGET – Draft	Local Public Notice	<a href="#">Town Website</a>
COUNCIL NEWSLETTER – Up to 5 Editions per Year	Hand delivered to all letter boxes Distributed to all PO Boxes at local Post Offices	<a href="#">Town Website</a>

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MAJOR TOWN PLANNING PROPOSALS/STUDIES MAJOR ROAD PROPOSALS MAJOR RESERVE DEVELOPMENT PROPOSALS	Regular or Special edition of Council Newsletter to all owners/residents of selected target area, with or without pre-addressed and pre-paid mail-back response form Newsletter also mailed to all non-resident owners	<u>Town Website</u> Displays rotated between Admin Centre, Library, Aqualife Centre, Leisurelife Centre
LOCAL AREA TRAFFIC MANAGEMENT SCHEME (LATM) – Proposal to Conduct	Notice delivered or mailed to all owners and occupiers within the designated area and those on both sides of the perimeter roads	
STREETSCAPE ENHANCEMENT SCHEME – Proposal to Initiate	Notice delivered or mailed to all owners and occupiers adjoining the proposal street and affected properties on the side streets of the proposal street.	

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Subject	Minimum Requirement	Additional Consultation or Notification
UNDERGROUND POWER SCHEME - Proposal	Notice delivered or mailed to all affected owners and occupiers in the proposal precinct	
COMMUNITY NEEDS SURVEY	Consultation with owners and/or occupiers selected at random or from selected land-use zones, age groups, stakeholders, etc., depending on what needs are being sought, or as recommended by consultant (if used)	<u>Town Website</u>
COMMUNITY SATISFACTION SURVEY	Consultation with owners and/or occupiers selected at random or from selected land-use zones, age groups, stakeholders, etc., depending on what information is being sought, or as recommended by consultant (if used)	<u>Town Website</u>
DOGS – Application for Keeping More than Two	Consultation with surrounding residents (extent of consultation at the discretion of the Director Corporate Services)	
PARKING RESTRICTIONS – Amending Existing or Introducing New	Consultation with adjacent and/or affected residents (extent of consultation at the discretion of the Director Renew Life)	

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## GEN4 COMMEMORATIVE RECOGNITION

### **Policy Objective**

To honour individuals, organisation or events that have made a significant contribution to the Town or the development of Western Australia. This policy aligns directly to the Strategic Community Plan strategic outcomes:

- Social 3 – An empowered community with a sense of pride, safety and belonging.
- Social 4 – A place where all people have an awareness and appreciation of arts, culture, education and heritage.

### **Policy Scope**

This policy applies to the recognition of individuals or organisations within the Town.

### **Definitions**

Nil.

### **Policy Statement**

The Town is committed to honouring individuals, organisations or events that have a made a significant contribution to the Town or the development of Western Australia.

**RELATED DOCUMENTS:** None

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## GEN5 NUCLEAR FREE ZONE

### POLICY OBJECTIVE:

To provide for the Town to be a nuclear free zone.

### POLICY SCOPE:

This policy applies across the Town.

### DEFINITIONS:

Nil.

### **POLICY:**

The Town of Victoria Park accepts that the transport, storage, treatment and use of radioactive substances could involve potential threats to the health and well-being of the residents and environment of the Town and declares:

1. That approval will not be given for the building of any nuclear power stations, enrichment plants, weapons plants, radio-active storage facilities within the Town;
2. That approval will not be given for the storage of uranium and/or nuclear waste within the Town's boundaries;
3. That approval will not be given to transport uranium or nuclear waste through the Town's boundaries;
4. That the responsible use of low levels of radioactive material is acceptable in health facilities, equipment used in geological, geophysical, forensic investigations, structural engineering and materials analysis, and within smoke detectors as the benefits to residents far outweigh the risks to the community at large;
5. That the Town of Victoria Park is a nuclear free zone.

### **RELATED**

### **DOCUMENTS:**

None

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## GEN6 PUBLIC PARTICIPATION

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### **POLICY OBJECTIVE:**

Public participation is a way of including the views of the community in the planning and decision making processes so that together elected members and the community can actively participate in identifying, understanding and developing strategies that deliver services which reflect community expectations.

### **POLICY SCOPE:**

This policy and procedure applies to elected members, staff, contractors, consultants, working groups and committees of Council who are working on any project or program that require Council to engage (inform, consult and/or partner) with the community;

### **DEFINITIONS:**

Nil.

### **POLICY:**

The Town is committed to developing a culture that involves community participation in the decision making process.

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This Policy, and its attachments, provides a framework that:

- allows the elected members and staff be suitably informed regarding community and stakeholder views prior to making decisions regarding the Town's activities, projects, services and policies, where appropriate;
- encourages the community to have a shared understanding on the decision-making process;
- supports the need for each public participation opportunity to be tailor-made specific for each project, requiring deployment of a variety of different engagement techniques and tools;
- provides feedback on decisions made as a result of public participation;
- provides a system and guidelines to ensure that public participation is well-planned, consistent, inclusive and effective in reaching positive outcomes;
- creates a culture that fosters authentic participation opportunities in the decision-making process consistent with a best practice model;
- supports the Town complying with statutory requirements;
- integrates with best practice in project management and strategic relationship management .

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It must be noted that when a decision is

- mandatory it is a compulsory obligation and the Town of Victoria Park shall comply with legislative requirements; and
- discretionary and deemed appropriate, the Town will engage in public participation.

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The Policy is based on the International Association for Public Participation (IAP2) Spectrum, core values and ethics.

### **PROCEDURE:**

### ***Keeping Elected Members informed***

- Elected members should be invited to attend public participation opportunities and should be provided with any supporting information prior to invitations being made to the community
- Opportunities for public participation should be identified to elected members through the Councilor portal; and/or a Concept Forum prior to any planned community participation engagements.

### **Integration of Public Participation with key processes and corporate documents**

#### **1. Project Management**

Integral to effective public participation is the ability to manage projects. A Project Management suite of documents and tools is being developed and will incorporate a section that demonstrates the technique to be used.

#### **2. The Integrated Planning and Reporting Suite of Corporate documents**

Community Actions and Priorities that emanate out of the Public Participation Process shall be used in development of the following Corporate documents:

1. Strategic Community Plan;
2. Work Force Plan;
3. Asset Management Plans;
4. Long Term Financial Plan;
5. 4 Year Corporate Business Plan;
6. Annual Budget; and
7. Annual Business Unit Business Plans

The table below outlines examples of mandatory and discretionary engagement:

Status	Basis	Examples
Mandated	Legislation – Town Planning Scheme	<ul style="list-style-type: none"><li>• Advertising road closures</li><li>• Informing neighbours of property changes</li><li>• Advertising major trading undertakings</li><li>• Council meeting dates</li></ul>
Discretionary	Policy Management Practice	<ul style="list-style-type: none"><li>• Development of Plans that affect the community</li><li>• Gauging community opinion on services provided</li></ul>

#### ***When do we engage?***

Before making a decision on who to engage and the method of engagement to be used, it is critical that the following considerations be made.

**NOTE:** Project Management templates and the International Association for Public Participation (IAP2) Matrix attached to this Procedure MUST BE USED.

#### **Deleted: Purpose:¶**

Public participation is a way of including the views of the community in the planning and decision making processes so that together Council and the community can actively participate in identifying, understanding and developing strategies that deliver services which reflect community expectations.¶

#### **Deleted: Scope:¶**

This policy and procedure applies to Elected Members, staff, contractors, consultants, working groups and committees of Council who are working on any project or program that require Council to engage (inform, consult and/or partner) with the community; ¶

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**Deleted:** Councillors Workshop

### **STEP ONE - SCOPE**

#### ***Decide whether or not to engage.***

- 1 Confirm why you have made your decision
- 2 Keep your Objective simple
- 3 Identify and prioritise your issues
- 4 Be mindful of any constraints or limitations – these could be – budget, timeframe for completion, internal decisions that have already been made; any legal and policy requirements
- 5 Develop a list of stakeholders and chart the nature of relationships (collaboration and conflict)
- 6 Identify the appropriate participation method using the IAP 2 spectrum
- 7 Explore and define the purpose collectively with the project sponsor and team
- 8 Obtain in-principle approval of the Scope

#### **Consider:**

- the purpose of engagement because stakeholders may vary depending upon the type of project;
- characteristics such as ethnicity, gender, age, socio-economic background as well as special needs – each is equally important;
- the impact of not including people from different backgrounds;
- the desired level of participation and influence of stakeholders in the process
- what will maximise participation in the engagement process;
- what will be the most effective ways to reach out to different groups of stakeholders;
- what will be the most suitable method of engagement and tools/techniques to use; and
- a good Communication Plan that can go a long way to ensuring commitment to transparency and accountability as it provides stakeholders with an understanding of the technical aspects that impact the project as well as the engagement process;

### **STEP TWO - PLAN**

- 1 Identify, map and prioritise stakeholders
- 2 Correlate stakeholders and issues
- 3 Conduct a risk assessment
- 4 Determine level of engagement
- 5 Establish the technique you will use
- 6 Establish your evaluation criteria

**Note:** It is extremely significant and important to ensure that adequate financial and human resources are assigned to the project.

In establishing the **evaluation criteria**, consider:

- The purpose of the evaluation;
- What indicators will be used;
- What evaluation method will be used;
- Who will carry out the evaluation; and
- How will reporting back to the community occur.

**Remember to gather quantitative and qualitative data to ensure comprehensive evaluation**

### **STEP THREE – ASSESS THE LEVEL OF PARTICIPATION**

- 1 Assess internal and external expectations
- 2 Review the participation level chosen from the IAP2 Spectrum
- 3 Design your engagement strategy
- 4 Validate and confirm your strategy
- 5 Confirm objectives, scope and accountability

- Include internal and external stakeholders such as elected members, the community and other staff involved in the wide implementation of the project.
- Check to ensure that the project team is clear on the outcomes of the engagement planning process and that there is clarity about responsibility and roles within the team.
- Use the Project Management Suite of Templates.

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### **STEP FOUR – DEFINE THE DECISION PROCESS AND PARTICIPATION OBJECTIVES**

1. The existing decision process
2. Set Participation Objectives for each step in the process
3. Compare decision process with objectives
4. Check to confirm objectives meet needs

Ensure that

- all stakeholders including internal stakeholders such as the project team and elected members are kept informed of the process;
- there are adequate resources and that community resources are used efficiently and effectively; and
- project team members are appropriately trained eg: in cultural awareness and facilitation techniques

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#### **STEP FIVE - DESIGN THE PUBLIC PARTICIPATION PLAN**

- 1 Determine plan format
- 2 Identify public participation techniques
- 3 Plan for evaluation
- 4 Report on engagement outcomes (include internal and external stakeholders)

Ensure that the:

- engagement process is documented;
- quantitative and qualitative data collected during the process is used to determine the need and timing for further engagement;
- results on the outcomes are communicated to all stakeholders;
- provide feedback on community input. Clearly state reason for final decision taken; and
- publish decision on the Web, in the newspapers

#### **STEP SIX – LEARN AND IMPROVE**

- 1 Document your learnings (what worked well; what could be improved); and
- 2 Assess implications of the engagement process and ensure that this information is captured and used in future public participation processes

#### **Financial and Human Resource Implications:**

- All identified public participation engagements should form part of a wider Project Plan approved by the Project Sponsor. The Project Plan should specifically include an engagement budget, human resource allocation and resource requirements commensurate with project and public participation needs.
- As one of the Town of Victoria Park's roles is Advocacy, there may be circumstances where public participation is not undertaken and this should be recorded in Council Minutes.

#### **Statutory Implications:**

It should be noted that when a decision is mandatory the Council shall comply with statutory requirements. An example of this is the Strategic Community Plan, Sections 1.7 and 1.8 of the *Local Government Act 1995* refer.

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**Evaluation of the Policy and Procedure:¶**  
An evaluation shall occur every 2 years and is the responsibility of the Chief Executive Officer. ¶

**RELATED DOCUMENTS:** GEN3 Community Consultation Deleted: POLICES Deleted: DELEGATION: ...

## **SCHEDULE A**

### **Examples of techniques used in the Town of Victoria Park – based on the International Association for Public Participation (IAP2)**

Deleted: Attachments to GEN6 – Public Participation Policy

Method of Engagement	Promise to the public	Examples of techniques for consideration
<b>INFORM</b>		
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives or solutions	We will keep you informed	1. Policy changes 2. Planning Applications for contentious issues 3. Road works – ‘Like-for-Like’ example – replacing bitumen
<b>CONSULT</b>		
To obtain public feedback on analysis, alternatives, or decisions	We will keep you informed, listen to and acknowledge your concerns, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	1. Parking Hotspots 2. Planning Applications for contentious issues 3. Road works - roundabouts
<b>INVOLVE</b>		
To work directly with the public throughout the process to ensure that public and private concerns are consistently understood and considered	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision	1. Events Strategy 2. Website

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Method of Engagement	Promise to the public	Examples of techniques for consideration
<b>COLLABORATE</b>		

To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible	<ol style="list-style-type: none"> <li>1. Events Strategy</li> <li>2. Major Land Transactions – example Town Centre Re-development</li> <li>3. Community Group Projects</li> </ol>
<b>EMPOWER</b>		
To place final decision making in the hands of the public	To place final decisions making in the hands of the public	Community Group Projects

#### More examples of engagement techniques

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Method of Engagement	Promise to the public	Types of engagement techniques (examples)
<b>INFORM</b>		
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives or solutions	We will keep you informed	<ol style="list-style-type: none"> <li>1. Media advertisement</li> <li>2. Fact sheets &amp; Brochures</li> <li>3. Direct email or mail-out</li> <li>4. Newsletters</li> <li>5. Briefings</li> <li>6. Open Days</li> <li>7. Web based engagement</li> <li>8. Progress reports</li> <li>9. Information kiosks/ displays</li> <li>10. Open House</li> </ol>
<b>CONSULT</b>		
To obtain public feedback on analysis, alternatives, or decisions	We will keep you informed, listen to and acknowledge your concerns, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	<ol style="list-style-type: none"> <li>1. Focus groups</li> <li>2. Open days</li> <li>3. Surveys</li> <li>4. Public comment</li> <li>5. Feedback forms</li> <li>6. Resident feedback registers</li> <li>7. Interviews</li> <li>8. Ishikawa (Fishbone)</li> <li>9. Brainstorming</li> </ol>
<b>INVOLVE</b>		
To work directly with the public throughout the	We will work with you to ensure that your concerns	<ol style="list-style-type: none"> <li>1. Stakeholder meetings</li> <li>2. Seminars</li> </ol>



process to ensure that public and private concerns are consistently understood and considered	and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision	3. Workshops 4. Tours and field trips 5. Deliberative Forums 6. Panels 7. Open space technology
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COLLABORATE		
To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible	1. World café 2. Open space meetings
EMPOWER		
To place final decision making in the hands of the public	To place final decisions making in the hands of the public	1. Voting 2. Authorised panels 3. Citizen juries 4. Advisory Committees 5. Participatory budgeting

## GEN7 STRATEGIC MANAGEMENT OF LAND AND PROPERTY ASSETS

### POLICY OBJECTIVE

This Policy provides a framework to guide the Town in the effective management of its land and property assets with the view to increasing the future economic capacity of the Town of Victoria Park and assisting the delivery of Objectives outlined in the Strategic Community Plan.

Specifically the Town's land and property assets will be used to achieve the following:

- The delivery of strategic projects as identified in the Strategic Community Plan and 4 Year Corporate Business Plan;
- The facilitation of environmental, economic and social benefits to the Community;
- The stimulation and regeneration of areas within the Town of Victoria Park;
- Where appropriate enable the adoption of a commercial approach to the management of land and property assets capable of producing an income; and
- Development of non-operational land and property assets that will facilitate additional income streams for the Town.

### POLICY SCOPE

This policy applies to the management of all land and property assets.

### DEFINITIONS

In applying the Scope and Principles of this Policy, the Town will categorise all land and property assets in accordance with the following established Definitions for the purpose of consistency, risk management and performance outcomes.

<b>Surplus properties</b>	Surplus properties are considered to be of no benefit to either the community through the delivery of services or to the Town as part of a more strategic land holding, part of a land bank of property assets or for any other purpose. i.e. surplus to requirements.
<b>Civic properties</b>	Civic properties are used for the delivery of services provided by the Town to the Community. These properties differentiate from Public Open Space and Other Reserves in that they may be held in freehold title by the Town.
<b>Commercial properties</b>	Commercial properties are held by the Town purely for the commercial return provided through the lease of the property to other entities. Such properties are not anticipated to provide services to the community

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	but will yield an appropriate rate of return (on the capital value of the property) as a commercial proposition subject to appropriate levels of risk as determined by the Town.
<b>Investment properties</b>	Investment properties differ from Commercial Properties in that they have the potential to contribute towards the achievement of broader planning, social or strategic objectives of the Town. Whilst such properties may include a commercial undertaking, subject to a commercial agreement between a third party and the Town, the purpose of the Town's ownership of the property is as a contributory factor towards other outcomes rather than purely for commercial returns on the property investment. i.e. Urban Renewal Projects.
<b>Residential properties</b>	Residential properties are designed to provide residential facilities only. Such properties may be provided directly by the Town to the end user, or as part of an agreement with another agency or residential service provider.
<b>Utility properties</b>	Utility properties are used to deliver utility services such as drainage or other key utility functions. The delivery of utility services should be subject to review to ensure that the location from which the service is being delivered is suitable, the need for the utility service can be validated and the tenure of the property does not result in the Town having a significant value of freehold assets set aside for such uses with little opportunity to realise the value of these assets at any time in the future.
<b>Public Open Space and Other Reserves</b>	Public Open Space and others reserved properties are most often held as reserves vested in the care, control and management of the Town. Such properties may provide an active service but may also include properties that have little activation but provide other tangible community benefits through environmental protection or community recreational amenity.

## **POLICY STATEMENT:**

### **1. PRINCIPLES**

The Town will manage its property assets with the view to:

- (1) Increasing the Town's social, economic and environmental sustainability;
- (2) Increasing the Town's financial capacity;

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- (3) Providing essential services and facilities; and
- (4) Developing an investment portfolio capable of providing income generation.

## **2. USE OF PROCEEDS**

- (1) The proceeds from the effective management of Town land and property assets are to be used in the delivery of essential services, facilities and projects which provide for a community benefit.
- (2) The allocation of such proceeds will have due regard to the the Town's Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan and relevant Policies.
- (3) The Town will consider the use of funds in the development of its land and property assets where an appropriate community, social, environmental or economic benefit can be demonstrated.
- (4) The proceeds derived from the application of this Policy will be allocated in accordance with the prevailing Financial Management Policies of the Council and in accordance with any Reserve Fund established for that purpose.

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## **3. APPLICATION OF POLICY**

In applying this Policy, the Town will:

1. Ensure all statutory and applicable governance requirements required by the Local Government Act 1995, associated Regulations and any other applicable legislation are adhered to.
2. Ensure that this Policy complies with all other relevant Council Policies and practices.
3. Ensure that suitable community engagement is undertaken as a fundamental component of any proposal to dispose of land and property assets in accordance with the *Local Government Act 1995*.

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## **4. ACQUISITION AND DISPOSAL OF LAND AND PROPERTY ASSETS**

The Council will only consider the acquisition and disposal of land after the following steps have been taken:

1. A thorough analysis of applicable financial, social and/or environmental benefits, undertaken in accordance with the established Procedure or any other endorsed template or methodology.
2. Consideration has been given to the disposal of land and property by means of auction, tender or private treaty dependent upon the specific circumstances of the proposed disposal and in accordance with the provisions of the *Local Government Act 1995*.
3. The acquisition or disposal follows a strategic approach to all land and property assets owned or controlled by the Town of Victoria Park in preference to considering properties only on a case by case basis.
4. Appropriate risk management strategies have been applied in accordance with any adopted Risk Management Policy.

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## 5. PERFORMANCE MANAGEMENT

The Council will give consideration to the establishment of a Business Plan and specific performance management indicators to guide its property asset development.

Such performance management indicators will provide the means by which the performance of land and property assets can be monitored and reported to the community and will enable the Council to consider acquisitions and disposals of land and property assets cognisant of these indicators and the benefit or dis benefit such acquisitions and disposals may generate.

### RELATED DOCUMENTS:

Nil

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## GEN8 CUSTOMER SERVICE DELIVERY

### POLICY STATEMENT:

#### Policy Objective

To provide for excellent customer service by the Town.

#### Policy Scope

This policy applies to all employees, contractors and elected members who work for, or act on behalf of the Town of Victoria Park.

#### Definitions

Nil.

#### **Policy Statement**

The Council of the Town of Victoria Park is committed to the excellence in the area of customer service delivery to its residents, visitors and ratepayers.

The delivery aligns with the principles of the Customer Service Charter, relevant industry standards and the WA Ombudsmen's best practice.

#### **Practical Implications**

Practices to demonstrate;

1. Transparency and good governance to residents, visitors and ratepayers when delivering services, actioning requests and receiving feedback;
2. Increased satisfaction in obtaining the right outcome when delivering services and requests; and
3. Consistency and control in how the Town investigates and handles complaints;
4. Guidance on treatment of vexatious customers.

#### **RELATED DOCUMENTS:**

Local Government Act 1995  
State Records Act 2000  
Town of Victoria Park- Customer Service Charter  
Town of Victoria Park - Code of Conduct;  
Town of Victoria Park- Record Keeping Plan  
International Standardisation Organisation - ISO 26000-  
Social Responsibility.

#### **Deleted: Scope**

¶ This policy applies to all employees, contractors and Elected Members who work for, or act on behalf of the Town of Victoria Park.¶

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#### **Deleted: ¶ References¶**

Local Government Act 1995; State Records Act 2000;¶ Town of Victoria Park- Customer Service Charter; Town of Victoria Park - Code of Conduct;¶ Town of Victoria Park- Record Keeping Plan; and¶ International Standardisation Organisation - ISO 26000- Social Responsibility.¶

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## GEN9 WATER CONSERVATION

### **POLICY STATEMENT:**

#### **Policy Objective**

To ensure the conservation of water in the activities of the Town.

#### **Policy Scope**

This policy applies to all employees when making decisions associated with the Town's operations and the various initiatives and activities proposed by the community.

#### **Policy Statement**

- The Council of the Town of Victoria Park is committed to the conservation of water including optimising the management and reuse of water resources; and
- The Council of the Town of Victoria Park is committed to the promotion and implementation of water conservation measures, both for the Town's own operations and that of its community.

#### **Background:**

The south-west of Western Australia has experienced a decrease in annual rainfall of 15% since the mid-1970s, which has resulted in a greater reduction in stream flow into dams. Conversely, the population has increased in recent years with higher population growth predicted for the future.

Factors such as decreasing rainfall and water supply combined with an increasing population and water demand means that efforts to conserve water are needed more now than ever before.

With the present potable water scarcity being experienced in Perth, it is necessary for the Town of Victoria Park and its community to reconsider the ways in which water sources are used and managed.

#### **Practice Implications:**

- Protection, conservation and enhancement of the Town's surface and groundwater resources;
- Promotion and implementation of water conservation measures and considerations into the Town's management and operations as well as the various initiatives and activities proposed by the community; and
- Incorporation of high performance water efficiency measures in future buildings and other infrastructure design and introduction of water efficient retrofits when renewing or upgrading the Town's buildings and facilities.

The evaluation of this policy should occur with the following considerations:

- Development of Water Action Plan;

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¶ This policy applies to all employees when making decisions associated with the Town's operations and the various initiatives and activities proposed by the community.¶

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- Analysis of the Town's annual water consumption;
- Identification of high consuming sites;
- Opportunities for water efficiency improvements;
- Review of physical measures taken to improve water efficiency;
- Development of incentive schemes for ratepayers and businesses; and
- Establishment of an organisational cross-functional Water Team who will be responsible for the development and continual review of the Water Action Plan and reporting via the Strategic Management Team.

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**RELATED DOCUMENTS:** Water Conservation Management Practice.

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**References:**¶  
 • Various documents prepared by the Department of Water.¶

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**Directly Associated Practices:**¶  
 Water Conservation Management Practice.¶

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## HEALTH – HLTH

### HLTH2 SMOKING RESTRICTION – TOWN PROPERTY

#### POLICY OBJECTIVE:

To provide for all Town property to be smoke free.

#### POLICY SCOPE:

This policy applies across all Town property

#### DEFINITIONS:

Nil.

#### POLICY STATEMENT:

Smoking is not permitted within Town owned or controlled buildings.

Smoking is not permitted in Town owned motor vehicles whilst being used for commuting or work purposes.

Where smoking is permitted in open areas of Town facilities it shall be as prescribed in the following policy.

1. Environmental Health Officers shall enforce compliance with the *Tobacco Products Control Act 2006*, which from 31 July 2006 prohibits smoking in all enclosed public places except the International Rooms of Burswood Entertainment Complex.
2. Environmental Health Officers will provide advice and educational material on smoking to staff and community members, as required.
3. No smoking is permitted within a Town owned or controlled buildings.
4. Town employees are responsible for controlling and discouraging smoking in all Town controlled properties, including:
  - Sporting and recreation facilities;
  - Public swimming pool centres;
  - Halls;
  - Library; and
  - Public toilets.
5. Smoking is prohibited within 5 metres outside of the entrance to all Town buildings. Where outdoor smoking areas are permitted they shall be established beyond 5 metres from entrances and signposted as such. Bins for the disposal of cigarette butts shall be provided in these designated areas.
6. Smoking is prohibited in the indoors area of the Aqualife Centre pool centre and on the brick-paved concourse of the 50-metre outdoor pool. All other outdoor areas are to comply with the general provisions of the *Tobacco Control Act 2006*.

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HLTH1 ALFRESCO DINING – REVOKED 9 May 2017

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7. Smoke-free zones are to be identified by the display of appropriate signage, where possible.
8. Town Officers are to encourage sporting and community groups to implement no-smoking strategies into their own policies associated with:
- Banning smoking by minors;
  - Banning smoking at events, except in a designated smoking area;
  - Banning smoking at club activities, except in a designated smoking area;
  - Banning the sale of tobacco products at club facilities and events.
9. Town owned vehicles are to remain smoke free during such times as they are being used for commuting or work purposes.

**RELATED  
DOCUMENTS:**

*Town of Victoria Park Local Government Property Local  
Law 2000*  
*Tobacco Products Control Act 2006*

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### HLTH3 EXTENDED TRADING PERMIT APPLICATIONS – LICENSED PREMISES

#### POLICY OBJECTIVE:

To provide for the Town's response to extended trading permit applications.

#### POLICY SCOPE:

This policy applies in relation to applications for an extended trading permit.

#### DEFINITIONS:

Nil.

#### POLICY STATEMENT:

Responses to the Director of Liquor Licensing for Extended Trading Permit applications shall be in accordance with the following policy.

#### **NEW APPLICATIONS**

1. Applications will be assessed taking into consideration any previous application(s), any noise problems or complaints and any previous objections.
2. The Town will consult with the owners and occupiers of residential premises and businesses within a radius of 60 metres from the boundaries of the subject site where an application seeks to extend trading past the permitted time in the *Liquor Licensing Act 1988*. For applications not extending beyond the permitted time, any consultation with the owners and occupiers of residential premises, including the extent thereof, will be at the discretion of the Director Business Life.
3. A copy of all written submissions received in response to a consultation as per 2. above shall be included as part of the Town's submission to the Director of Liquor Licensing.
4. Where an application is received for an occasional (one-off) Extended Trading Permit, approval can be granted subject to conditions.

#### **RENEWALS**

5. Each renewal will be assessed on its merit. Any objections received on any previous approval will be taken into consideration in the preparation of the Town's submission to the Director of Liquor Licensing.
6. Should an application have a prior history of complaints from residents, a community consultation process as per 2. above may be conducted.
7. Regardless of whether it is a new application or a renewal, any application that requires consultation with the community will be reported to Council.

#### **RELATED**

#### DOCUMENTS:

*Liquor Control Act 1988*

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#### HLTH4 MANAGEMENT OF NOISE EMISSIONS FROM EVENTS AT BELMONT RACECOURSE - OTHER THAN HORSE RACING

##### **POLICY OBJECTIVE:**

To provide for the management of noise emissions from events at the Belmont Racecourse.

##### **POLICY SCOPE:**

This policy applies in relation to events at the Belmont Racecourse.

##### **DEFINITIONS:**

Belmont Racecourse means that property located at 1 Graham Farmer Freeway, Burswood, WA, 6100.

##### **POLICY STATEMENT:**

Applications for events at Belmont Racecourse (other than horse racing) made in accordance with Regulation 18 of the Environmental Protection (Noise) Regulations 1997 may be approved without prior approval of the Cities of Perth, Bayswater and Belmont and the Town of Vincent provided such approval is made in compliance with the following Procedure.

1. All events to be held at Belmont Racecourse, other than those conducted by the WATC, shall be assessed under Regulation 18 of the Environmental Protection (Noise) Regulations 1997 and approved by the Chief Executive Officer of the Town of Victoria Park, subject to compliance with this procedure.
2. Not more than six (6) events shall be approved per calendar year and notwithstanding the number of events, no more than 20 cumulative hours of actual event time for events held outside the venue building. If more than 6 events are proposed in any calendar year, the details of the additional proposed event(s) shall be submitted to the Council of the Town of Victoria Park, the Cities of Perth, Bayswater & Belmont, the City of Vincent and the Department of Environmental Protection for appraisal.
3. The Cities of Perth, Bayswater, & Belmont and Vincent and the Department of Environmental Protection shall be advised in writing of any events proposed under this policy at least 30 days prior to the event. These authorities will be advised of the type of event, hours of operation, and contact numbers for anyone wishing to lodge a complaint. Where the above-mentioned local governments have endorsed this policy and procedure, the conditions of an approval given will be taken to have been agreed to by them under Noise Regulation 18(12).
4. Any organisation or statutory authority adversely affected by this policy, including the Cities of Perth, Bayswater, & Belmont and Vincent, the Department of Environmental Protection, and the Western Australian Turf Club, may request a review of the policy. The Town of Victoria Park will

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undertake not to approve any further events for a period of 60 days after receiving such a submission, except those applications that the Town of Victoria Park had already received prior to a request for such a review.

5. A request for a review should be addressed in writing to the Chief Executive Officer of the Town of Victoria Park, and will be assessed in consultation with the Department of Environmental Protection within 30 days of receiving the submission.
6. The starting time and the completion time for an event shall be specified on the application and will only be agreed to if it can be shown that compliance can be made with this procedure. For the purpose of this procedure the start and finish times of an event will be determined in consultation with the Town of Victoria Park, the Department of Environmental Protection and the applicant. For any event held outside the venue building the following time constraints will apply:

Friday and Saturday	10am – 11pm
Sunday, Monday, Tuesday, Wednesday, and Thursday	11am – 10pm.
New Years Eve	until 1.30am New Years Day

7. The duration of any rehearsal sessions and sound checks for an event shall not exceed two (2) hours on or before the event day.
8. Rehearsal sessions and sound checks for an event shall be held at times acceptable to the Town of Victoria Park and the Department of Environmental Protection, and under no circumstances shall commence before 9 a.m.
9. The public address system and stage for an event held outside the venue building shall be installed in compliance with the following requirements:
  - Any stage shall be located such that, as far as practicable, it faces the Belmont Racecourse grandstand or towards the south-east; and
  - For outdoor concerts the mixing desk shall be located in front of, but not more than 30 metres from, the primary speaker banks or at a location approved by the Town.
10. (a) Subject to Clause 10 (iv) below, the sound level resulting from music associated with an event held outside the venue building shall not exceed LAeq,1min level of 100 dB(A) measured at the mixing desk, where LAeq,1min is an average value taken over 1 minute, whose level contains the same energy as the fluctuating noise during that period.  
  
(b) Subject to Clause 10 (v) below, the sound level resulting from music associated with an event held inside the venue building shall not exceed the levels prescribed in the following table:

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Time Period	Measurement Position	Sound Pressure Level – L <sub>Ceq,1min</sub>
Before 12.00am on any day other than New Years Day, or before 2.00am on New Years Day	Position 1	97
	Position 2	103
	Position 3	105
12.00am to 2.00am on any day other than New Years day, or 2.00am to 4.00am on New Years Day	Position 1	92
	Position 2	98
	Position 3	100
After 2:00am on any day other than New Years Day, or after 4:00am on New Years Day	Position 1	89
	Position 2	95
	Position 3	97

where L<sub>Ceq,1min</sub> is the C-weighted average value taken over 1 minute, whose level contains the same energy as the fluctuating noise during that period.

(c) The measurement positions referred to in Clause 10 (ii) are located external to the venue building and are in the following positions:

- i) Measurement position 1:- 10 metres directly in front of any ground level external door;
- ii) Measurement position 2:- 4 metres directly in front of any level one external door or window; and
- iii) Measurement position 3:- 1 metre directly in front of any level two external door or window.

(d) Up to 5 percent of the L<sub>Aeq,1min</sub> levels may exceed, by not more than 5 dB, the levels specified in Clause 10 (i) over the period of the Event.

(e) Up to 5 percent of the L<sub>Ceq,1min</sub> levels may exceed, by not more than 5 dB, the levels specified in Clause 10 (ii) over the period of the Event.

11. Monitoring shall be carried out by persons approved by the Chief Executive Officer of the Town of Victoria Park. The monitoring shall be carried out continuously during the sound system tests for an event and over a period of 10 minutes before an event, during an event and for 10 minutes after the event.

For outdoor events the monitoring shall be carried out at the mixing desk position. For indoor events, monitoring shall be carried out at the measurement positions referred to in Clause 10 (iii).

Provision shall be made to enable the approved person free access in and out of the venue, access to all sound engineers and stage management personnel.

12. The monitoring of sound levels shall be carried out using monitoring equipment that complies with Regulation 22 of the Environmental Protection (Noise) Regulations 1997. The public address system used at an event shall be operated so that the readings of the sound levels recorded by the monitoring equipment do not exceed the sound levels stipulated in Clause 10 (i) and (ii) regardless of the accuracy of the monitoring equipment.
13. If any person authorised to monitor the noise levels - including any Inspector appointed under Section 88 of the Act, the Police or an employee of the Town of Victoria Park – issues a direction to reduce the sound levels, including low frequency sound levels generated by the public address system, the event organiser shall immediately comply with such direction.
14. Prior to the application for an event being processed by the Town of Victoria Park, the applicant shall pay the Town of Victoria Park the prescribed noise monitoring fees and any other costs estimated to be incurred to monitor an event in relation to noise.
15. The applicant shall provide a complaint response service for persons who wish to lodge complaints regarding noise from the activities associated with an event. This shall comprise a telephone service, which must always be answered in person by an operator. The complaint response service may also be handled by a Town of Victoria Park representative in which case a complainant shall also have access to the Town's after hours pager service.
16. The complaint response service shall be attended at all times when the event is in progress and during rehearsal sessions and sound system tests for the event. All complaints received will be logged.
17. Notice of the starting and completion times for the event and the establishment of the complaint service, its telephone number and the times of operation, shall be publicised not later than 5 days prior to the event by means of a "flyer" distributed to all noise sensitive premises (as defined in the Environmental Protection (Noise) Regulations 1997) including –
  - (a) All noise sensitive premises with addresses in the following locations in the **City of Perth**:  
All streets within the area bounded by East Parade, Claisebrook Cove and the Swan River, and all streets within the area bounded by Nile Street, Trafalgar Road, Claisebrook Cove and the Swan River; and
  - (b) All noise-sensitive premises with addresses in the following location in the **City of Vincent**:  
  
All streets within the area bounded by East Parade and the Swan River; and
  - (c) All noise-sensitive premises with addresses in the following locations in the **City of Bayswater**:  
All streets within the area bounded by Guildford Road, Peninsula Road and Tranby Road and the Swan River; and



(d) All noise-sensitive premises with addresses in the following locations in the **City of Belmont**:

All streets within the area bounded by Riversdale Road and the Swan River;

(e) The premises known as Mercy Hospital - Ellesmere Road, Mt Lawley ; and

(f) Any other locality deemed necessary by the Town of Victoria Park, the Department of Environmental Protection, or another potentially affected local authority.

18. The approved person monitoring the noise for the event shall deliver a report on the noise monitoring to the Town of Victoria Park by not later than 5 working days after the event.

19. After the event the Town of Victoria Park shall submit a copy of the noise report to the Cities of Perth, Bayswater, & Belmont and Vincent and the Department of Environmental Protection for information

**RELATED  
DOCUMENTS:**

*Environmental Protection (Noise) Regulations 1997*

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## HLTH5 FIREWORKS MANAGEMENT

### POLICY OBJECTIVE:

To provide for the process for the assessment of applications for fireworks display.

### POLICY SCOPE:

This policy applies in relation to applications for fireworks display.

### DEFINITIONS:

Nil.

### **POLICY:**

Applications for fireworks displays will be assessed having regard to the provisions of the Town of Victoria Park Fireworks Procedure.

Fireworks applications that are dealt with in accordance with Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* may be approved without prior approval from those adjoining Local Governments who have given prior approval of this Policy, provided such approval is made in compliance with the policy.

1. Aerial and ground fireworks displays that have the potential to create noise in contravention of the *Environmental Protection (Noise) Regulations 1997* are permitted in the Town and are to be controlled using the following measures:
  - (a) Displays that are held as part of a community event, such as shows, fairs, fetes, exhibitions and other similar events, with the main purpose being to the overall benefit of the general community are to be controlled through Regulation 16 of the *Environmental Protection (Noise) Regulations 1997*.
  - (b) Displays that are held as part of a non-community event are to be controlled through Regulation 18 of the *Environmental Protection (Noise) Regulations 1997*. Applications for fireworks displays that are to be dealt with under Regulation 18 may be approved by the Town of Victoria Park without prior approval being obtained from those adjoining Local Governments who have given prior approval of the Policy. Other Local Governments will still be required to be consulted.
2. At least one week and not more than two weeks prior to the event/s, the event organiser proposing to hold a fireworks display must notify surrounding residents that a fireworks display will occur. Notification must occur in the form of a prominent display notice in a local community newspaper circulating in the areas that have the potential to be affected by fireworks noise. The information in the public notice must include the dates, times and location of the fireworks as well as a contact name and phone number of the event organiser who will be present to take calls on the night of the display. A press release is also to be provided to the media advertising the event. The notification information

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must be viewed and approved by Environmental Health Services prior to the notification occurring.

3. Not more than a total of ten aerial fireworks displays shall be permitted at any one venue in the Town of Victoria Park in any one calendar year. Any application for additional displays must be referred to Council for determination.
4. Fireworks displays are not to be permitted in the Town on more than three occasions per week, Monday to Sunday.
5. The duration of a fireworks display shall not exceed 30 minutes on any one occasion.
6. Aerial fireworks displays are limited to the following days and times in the Town of Victoria Park:
  - From Sunday to Thursday, and are to finish no later than 10.00pm on those nights; and
  - On Fridays, Saturdays and/or the day before a public holiday and are to finish no later than 11.00pm on those nights; and
  - On 31 December (New Year's Eve) and are to finish no later than 12.30am on those nights.
7. Titanium salute shells used in aerial or ground-based (low level) fireworks displays are not permitted in the Town of Victoria Park.
8. Fireworks shells used in displays within the Town of Victoria Park are not to be any larger than 75mm in size.
9. The relevant State Government department is responsible for approving all fireworks displays held in the Town of Victoria Park. Town Officers are responsible for making a recommendation to the Chief Executive Officer who can in turn make a recommendation in regard to the fireworks application to the Department of Industry and Resources.
10. Town Officers will assess each application, taking into consideration previous application(s), potential noise problems, public safety issues and any previous complaints.
11. The applicant shall comply with the requirements of the Town during restricted and prohibited burning times.
12. The applicant shall comply with all safety conditions of approval stipulated by the relevant State Government agencies.
13. Should an applicant wish to hold a fireworks display that does not comply with the requirements of this policy, the applicant may apply for an exemption in writing. Such an application must be received no later than 60 days prior to the event. The application will be referred to the Chief Executive Officer for determination. No more than two (2) exemptions per venue can be approved by the Chief Executive Officer in any twelve month period. Additional applications for exemptions shall be referred to Council for determination. The Chief Executive Officer can refer any exemption application to Council for determination, as they deem necessary.

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On receipt of such an application, consultation with adjoining Local Authorities under this Policy will not be undertaken unless the proposed timing of the fireworks display is outside of that specified in clause 6.

<b>RELATED DOCUMENTS:</b>	None
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## PARKING – PKG

### PKG1 PARKING PERMITS

#### POLICY OBJECTIVE:

To provide clear guidelines for the issue and control of Parking Permits, in accordance with the Town of Victoria Park Parking and Parking Facilities Local Law.

#### POLICY SCOPE:

This policy applies in relation to the issue of Parking Permits.

#### DEFINITIONS:

Nil.

#### POLICY STATEMENT:

1. TYPES OF PERMITS
  - a. Residential Permits
  - b. Transitional Permits
2. TERMS AND CONDITIONS OF RESIDENTIAL PERMITS
  - a. Purpose

To provide residents with limited onsite parking with an exemption to access parking near their properties that has sign-posted restrictions.
  - b. Maximum Number
    - i) An eligible residential property with no onsite parking may apply for a maximum of two Residential Permits
    - ii) An eligible property with space for one onsite parking bay may apply for a maximum of one Residential Permit.
    - iii) Properties with 2 or more onsite parking bays are ineligible for a Residential Permit.
  - c. Application Process
    - i) To obtain a Residential Permit the applicant must complete the required application form.
    - ii) The application form will not be accepted without payment of the applicable fee.
    - iii) Documents demonstrating that the applicant resides in the Town are required to be provided along with the application form.
    - iv) The application form must include documents demonstrating that the vehicles subject to the application are owned by, or exclusively accessible, to the applicant, who is also a resident at the applicable address.
    - v) One application form can be submitted for up to 2 permits.
    - vi) A replacement or transfer form is required to be completed and submitted with the required documentation and fee before a replacement permit will be issued.

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To provide clear guidelines for the issue and control of Parking Permits, issued in accordance with the Town of Victoria Park Parking and Parking Facilities Local Law.¶

d. Eligibility Criteria

- i) When assessing how many onsite parking bays are available the following criteria for a parking bay will be followed.
  - A standard parking bay on private property is equivalent to a space of 2.4m x 5.4m + an additional 300mm width for any wall or other barrier it abuts.
  - Driveways on private land leading to a carport or garage which are equivalent to the space of a parking bay are considered to be a parking bay for the purposes of assessing the application.
  - Spaces that could reasonably be converted into parking are considered to be a parking bay for the purposes of assessing the application.
  - Parking bays which are being used for purposes other than parking (such as storage of goods) are considered to be a parking bay for the purposes of assessing an application.
- ii) Residential Permits will not be issued to
  - Heavy or Long Vehicles,
  - Caravans,
  - Boats,
  - Trailers,
  - Taxi's, or
  - Buses,
- iii) Residents of strata titled properties consisting of 4 or more individual dwellings are not eligible for a permit.
- iv) Residents who move into the Town after the date that this Policy is adopted will not be eligible for a permit.
- v) Only residents of the Town of Victoria Park are eligible to apply for a permit.
- vi) Businesses, visitors and non-residents are ineligible for a permit.

e. Terms and Conditions

- i) Each Residential Permit is valid for one year.
- ii) Each permit can only be used on the vehicle shown on the permit.
- iii) Residential Permits cannot be used in parking bays where parking fees are payable.
- iv) Residential Permits can only be used in the streets or areas as stated on the permit.
- v) Residential Permits give the user an exemption to park for longer than the sign-posted time limit where the time limit is 1 hour or greater.
- vi) All Residential Permits expire 12 months after the date of issue.
- vii) A permit does not guarantee the holder a parking bay.
- viii) Lost or stolen permits will be replaced on application subject to the payment of the applicable fee.
- ix) Permits must be clearly displayed through the front windscreen of the vehicle at all times.
- x) All permits held by the applicant will be revoked if misused, copied or sold to a third party.

f. Applicable Fees

- i) The application fee as stated in the Town's Schedule of Fees and Charges is required to be paid before an application will be accepted.
- ii) The application fee will not be refunded for incomplete or unsuccessful applications.
- iii) The replacement or transfer fee as stated in the Town's Schedule of Fees and Charges is required to be paid before a replacement permit will be issued.
- iv) Refunds do not apply for unused permits

g. Discretionary Authority

Notwithstanding any other provisions which restrict the number of Residential Permits that may be issued, the Chief Executive Officer may approve the issue of additional Residential Permits, to any resident, under such conditions as the Chief Executive Officer considers necessary.

3. TERMS AND CONDITIONS OF TRANSITIONAL PERMITS

a. Purpose

To provide a period of up to one year for residents to make alternative arrangements if there is inadequate on-site parking available.

b. Maximum Number

- i) An eligible residential property may apply for a maximum of three Transitional Permits.
- ii) Properties with 2 or less onsite parking bays are eligible for up to three Transitional Permits.
- iii) Properties with 3 onsite parking bays are eligible for up to two Transitional Permits.
- iv) Properties with 4 onsite parking bays are eligible for one Transitional Permits.
- v) Properties with 5 or more onsite parking bays are ineligible for Transitional Permits.

c. Application Process

- i) To obtain a Transitional Permit the applicant must complete the required application form.
- ii) The application form will not be accepted without payment of the applicable fee.
- iii) Documents demonstrating that the applicant resides in the Town are required to be provided along with the application form.
- iv) The application form must include documents demonstrating:
- v) That the vehicles subject to the application are owned by, or exclusively accessible, to the applicant, who is also a resident at the applicable address.
- vi) That the vehicles subject to the application were owned by, or exclusively accessible, to the applicant at the time that the parking restrictions were installed.

- vii) One application form can be submitted for up to 3 permits.
  - viii) A replacement form is required to be completed and submitted with the required documentation and fee before a replacement permit will be issued for any lost or stolen permits, or stolen vehicles.
  - ix) Transitional Permits cannot be transferred between vehicles.
- d. Eligibility Criteria
- i) Transitional Permit's may be issued to residents of properties where new parking restrictions have been implemented adjacent to their residence.
  - ii) When assessing how many onsite parking bays are available the following criteria for a parking bay will be followed.
    1. A standard parking bay on private property is equivalent to a space of 2.4m x 5.4m + an additional 300mm width for any wall or other barrier it abuts.
    2. Driveways or similar on private land leading to a carport or garage which are equivalent to the space of a parking bay are considered to be a parking bay for the purposes of assessing the application.
    3. Space that could reasonably be converted into parking are considered to be a parking bay for the purposes of assessing the application.
    4. Parking bays which are being used for purposes other than parking (such as storage of goods) are considered to be a parking bay for the purposes of assessing an application.
  - iii) Transitional Permits will not be issued to
    1. Heavy or Long Vehicles,
    2. Caravans,
    3. Boats,
    4. Trailers,
    5. Taxi's, or
    6. Buses,
  - iv) Only residents of the Town of Victoria Park are eligible to apply for a permit.
  - v) Businesses, visitors and non-residents are ineligible for a permit.
- e. Terms and Conditions
- i) Each Transitional Permit is valid for one year after which time they will not be renewed or replaced.
  - ii) Each permit can only be used on the vehicle shown on the permit.
  - iii) Transitional Permits cannot be used in parking bays where parking fees are payable.
  - iv) Transitional Permits can only be used in the streets or areas as stated on the permit.
  - v) Transitional Permits provide the user with an exemption to park longer than the allowed limit in sign-posted time limited parking where the time limit is 1 hour or greater.
  - vi) A permit does not guarantee the holder a parking bay.
  - vii) Lost or stolen permits will be replaced on application subject to the payment of the applicable fee.



- viii) Permits must be clearly displayed through the front windscreen of the vehicle at all times.
- ix) All permits held by the applicant will be revoked if misused, copied or sold to a third party.

f. Applicable Fees

- i) The application fee as stated in the Town's Schedule of Fees and Charges is required to be paid before an application will be accepted.
- ii) The application fee will not be refunded for incomplete or unsuccessful applications.
- iii) The replacement fee as stated in the Town's Schedule of Fees and Charges is required to be paid before a replacement permit will be issued.
- iv) Refunds do not apply for unused permits

g. Discretionary Authority

Notwithstanding any other provisions which restrict the number of Transitional Permits that may be issued, the Chief Executive Officer may approve the issue of additional Residential Permits, to any resident, under such conditions as the Chief Executive Officer considers necessary.

**RELATED**

**DOCUMENTS:**

[Town of Victoria Park Parking and Parking Facilities Local Law 2008](#)

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## PARKS – PKS

### PKS1 REMNANT NATIVE VEGETATION

#### **POLICY OBJECTIVE:**

To provide for the management of remanent native vegetation on land under the control or management of the Town.

#### **POLICY SCOPE:**

This policy applies in relation to land under the control or management of the Town.

#### **DEFINITIONS:**

Nil

#### **POLICY STATEMENT:**

The management of remnant native vegetation on any land owned by, vested in, or managed by the Town shall be in accordance with the following policy.

1. Only plant species indigenous to the particular area are to be maintained or re-established within naturally vegetated areas. All new plantings or sowing by seed shall be at the commencement of autumn rains. Plants shall be tube stock or stock of a similar size.
2. Areas of native vegetation that are eroded or have no vegetative cover and that require stabilisation shall be re-vegetated using rehabilitation methods or practices appropriate to the particular situation.
3. Weeds such as veldt grass and broad leaf species are to be removed by hand and/or selective herbicide application. Weed spraying is to be carried out at least once per year, in late winter or early spring.
4. All established trees in areas designated for public access are to be inspected annually and maintained to ensure they are not a safety hazard. Retention of the fauna habitat shall, wherever possible, be facilitated when remedial work is undertaken.
5. Areas shall be inspected regularly for rubbish accumulation, firebreak and fence repairs and corrective maintenance shall be undertaken promptly.
6. Access to remnant vegetation areas shall be controlled. Vehicles, other than service vehicles, are prohibited. Pedestrian traffic is to be confined to designated paths except where prior permission to access an area has been granted.
7. As a rule it is desirable that remnant vegetation areas be fenced to control access. The fencing shall be of a type that is appropriate to the particular site and suitable for fire management purposes.

#### **RELATED**

#### **DOCUMENTS:**

None

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## PKS2 STREET TREES

### **POLICY OBJECTIVE:**

To provide for the management of trees on road reserves managed by the Town.

### **POLICY SCOPE:**

This policy applies in relation to road reserves managed by the Town.

### **DEFINITIONS:**

Nil.

### **POLICY STATEMENT:**

#### **Pruning and Maintenance**

1. The Town is responsible for the maintenance of street trees situated within the Crown Land road reserve. Pruning is undertaken by qualified tree surgeons in a way to ensure the long-term survival of the trees and protect them for future generations.
2. The Town has a planned approach to street tree pruning whereby the Town is divided into pruning sectors. Programmed pruning includes lifting the canopies to enable pedestrian movement and allow vehicles vision clearance.
3. The pruning of trees under power lines is done by requirement and is initiated with Western Power liaison. The Town's contracted tree surgeons work through each sector selectively pruning the canopies from overhead power lines.
4. Consideration may be given to reduce the canopy overhang to a property boundary on the request of the adjoining property owner. These individual property line pruning requests are recorded, and then initiated when the tree surgeons are working through the applicable sector.
5. The Town will prune street trees only for the following reasons:
  - To remove or avoid conflict with public utility services;
  - To promote the health of the tree;
  - To remove or avoid a hazard to pedestrians, cyclists or motor vehicles;
  - To remove or avoid damage to adjoining property;
  - To allow access to a building site that would otherwise harm the tree. The cost of pruning a verge tree(s) necessitated by adjacent property development shall be the responsibility of the developer; and
  - Pruning of trees during spring months is to be undertaken in such a manner as to minimise the impact on flora and fauna and shall be done in accordance with the Tree Pruning Procedure.

#### **Planting of Street Trees**

1. The Town will provide and plant, at no charge, one or more street trees on the road verge adjacent to a private property upon the written request of the owner of that property.
2. The Town undertakes an annual tree planting program during the winter months or until appropriate soil moisture conditions as a result of rainfall has been

achieved. Owners can request that their property frontage be listed for consideration within the program.

3. Requested locations are checked just prior to winter to determine the species and amount of trees that can be planted. To maintain unity within the streetscapes, species selection is required to be in accordance with the dominant healthy tree species already occurring within the street or district. The Town will maintain and water the tree(s) for three successive summers following the planting;
4. Applications for street tree planting can be made through the Town's Renew Life program and the request will be considered within the suitable planting program.
5. The Town's TREEPLAN was developed after an extensive process of public consultation and only the tree species specified for the particular street will be approved for planting;

#### **Street Tree Removal**

1. Owing to the hazardous nature of the task, owners, residents, developers/builders or occupants are not permitted to remove street trees themselves.
2. The Town recognises the significant contribution made by street trees to both the aesthetic and environmental aspects of existing streetscapes within the Town. It also recognises that in some cases, tree retention may not be desirable, feasible or reasonable, owing to the condition, location or species of the tree, its implications for development on abutting site or the achievement of other Town objectives.

The Town wishes to avoid removal of street trees except where retention is considered undesirable or unreasonable. In accordance with this policy, the Town may remove, or approve a request from an adjacent property owner or his/her authorised agent for the removal of any street tree that:

- Poses a significant nuisance or hazard to adjacent property or has the potential to become a significant nuisance or hazard. It is the responsibility of the property owner to provide appropriate proof (i.e. Arborist report) of any significant nuisance or hazard;
- Is causing damage or has the potential to cause damage or conflict with adjacent property, underground or overhead services;
- The tree is dead, significantly dying or diseased beyond remedial treatment;
- The tree has been assessed by the Town is structurally weak and dangerous placing the public at risk;
- The tree has been irreparably damaged by a storm or mechanical means;
- Is incompatible with its environment or the provisions of the TREEPLAN,
- Obstructs vehicular access or building development provided the owner/developer is able to demonstrate that it is not feasible to redesign the access or development to avoid the tree removal;
- Is a hazard or has the potential to become a hazard to road users and/or traffic safety;
- Where the owner/developer is able to demonstrate that it is not possible to retain the tree:
  - When a redesign of the access is not feasible; and
  - The tree is still impeding the development.

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- Where the tree is dead, or due to pest and disease, poor health and growth, and will not return to full vigour.
4. Street trees will not be removed for the following reasons:
- The tree obscures or potentially obscures views (other than traffic and pedestrian sight lines)
  - The tree variety is disliked;
  - The tree variety causes nuisance by way of leaf, fruit or bark shedding or the like;
  - The tree causes allergy or health problems. In cases of extreme medical condition, the Town may consider removal of the tree, subject to appropriate certification from a medical practitioner confirming an allergy.
  - The tree is in the way of a non-essential crossover or verge paving options; and
  - The tree shades private gardens, solar installations or the like.

#### **Pruning and Maintenance**

1. All requests for pruning and maintenance to be submitted in writing or via the Town's Service Request system.

#### **Planting of Street Trees**

1. Following a written request from the owner of a property, the Town will arrange an onsite meeting to discuss the number and location(s) of the tree(s) sought and the Town will advise the species of tree(s) that are intended for those locations under the Town's adopted TREEPLAN.
2. The Town TREEPLAN was developed after extensive process of public consultation and only the tree species specified for the particular street will be approved for planting;
3. Street trees shall be located with due consideration to the proximity of existing and possible future public utility services, crossovers and footpaths;
4. Request for street trees will be received at any time throughout the year but planting will not be undertaken until appropriate soil moisture conditions as a result of rainfall has been achieved, i.e. Autumn/Winter;
5. As a rule the Town will plant one street tree for every 15-20 metres of frontage and generally in the centre of a 15-20 metre frontage lot; and
6. The Town will provide and plant street tree(s) requested by an owner on the condition the applicant maintains and waters the tree(s) for at least two (2) successive summers following the planting.

#### **Street Tree Removal**

1. Any decision to remove a mature tree from a road verge is to be communicated to the owners and occupiers of four (4) properties on either side of the tree, on both sides of the road, not less than two (2) weeks prior to the intended removal, unless the removal is or becomes, in the opinion of the Chief Executive Officer, urgent.
2. Any decision to remove a tree, either under 2.0 metres or a mature tree, that is clearly dead, can be removed without community consultation providing a 'Delegation of Authority' application has been approved.
3. Urgent removals after hours because of immediate safety concerns will be assessed by appropriate Town Officers at the time.

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4. Owing to the hazardous nature of the task, owners, residents or occupants are not permitted to remove street trees themselves;
5. Notification of the removal shall be in writing to the owners and occupiers stating the approximate removal date and reasons for the removal; and
6. The full cost of removing a verge tree(s) necessitated by adjacent property development shall be the responsibility of the Developer in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget.

The Town assesses these requests as part of the standard application process. Applicants should consider that developments are required to have minimal impacts on the streetscapes and should primarily design for the retention of street trees.

**RELATED  
DOCUMENTS:**

None

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### PKS3 MOWING OF STREET VERGES

#### **POLICY OBJECTIVE:**

To provide for the management of street verges.

#### **POLICY SCOPE:**

This policy applies in relation to street verges within the road reserve.

#### **DEFINITIONS:**

Nil.

#### **POLICY STATEMENT:**

With the exception of those streets provided in the management practice, routine verge mowing in all other streets within the Town is the responsibility of the owner or tenant of the adjacent property and the Town will only undertake mowing, or consider a request for mowing, where:

- The Town considers there are visibility problems affecting traffic safety
- The Town considers a verge to be a fire hazard

The owner, who must reside at the property, can demonstrate to the satisfaction of the Town an incapacity to undertake the mowing due to an advanced age, infirmity or other relevant disability and except where the Town otherwise decides, approvals shall be for a single service, with each subsequent service being subject to a new request.

The Town arranges the periodic mowing of grassed verges in the streets set out in on the Town's website.

#### **RELATED**

#### **DOCUMENTS:**

None

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The Town arranges the periodic mowing of grassed verges in the following streets within the Town: ...

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## PLNG10 TRANSITIONAL USE POLICY

### **POLICY OBJECTIVE:**

To enable the consideration of temporary uses in an area undergoing redevelopment or regeneration in accordance with an endorsed structure plan, local development plan or Town Planning Scheme provisions.

### **POLICY SCOPE:**

This policy applies to all relevant areas in the Town undergoing transition to an agreed planning direction.

### **DEFINITIONS:**

Nil.

### **POLICY STATEMENT:**

1. In areas of the Town undergoing transition to an agreed planning direction as identified by an adopted structure plan, local development plan or Scheme provisions, (eg Burswood Peninsula and the Causeway Precinct) uses will be considered for approval for a temporary period of up to 10 years, as deemed appropriate, based on the following criteria:
  - (i) The use provides an interim service or facility that benefits the community;
  - (ii) The use provides activation and passive surveillance;
  - (iii) The use promotes economic development of the area by utilising otherwise vacant property/building during the interim period;
  - (iv) The use promotes social interaction and community development;
  - (v) The use is appropriate in the precinct in which it is located and is a use that Council has the ability to approve;
  - (vi) The use promotes the principles of transit oriented development and/or modal shift; and
  - (vii) The use does not replicate a similar use permanently approved in proximity to the proposed use.
2. Where a development meets the criteria in (1) above, Council may vary relevant development standards and provisions at the Scheme or Local Planning Policies in order to facilitate development including exercising discretion under Clause 29 'Determination of Non-Complying Applications' of Town Planning Scheme No.1.

### **RELATED**

### **DOCUMENTS:**

Town Planning Scheme No.1

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¶  
¶ The Planning Policies listed below were revoked by Council Resolution on 9 February 2016.¶  
PLNG1 - Building Height Controls¶  
PLNG2 - Independent Representation for Appeals Against Council Decisions on Applications for Planning Approval¶  
PLNG3 - Public Art Private Developer Contribution¶  
PLNG4 - Car Parking Standards for Developments Along Albany Highway¶  
PLNG5 - Specialised Forms of Accommodation Other than Dwellings¶  
PLNG6 - Minor Residential Development¶  
PLNG7 - Guide to Concessions on Requirements for Mixed-Use, Multiple Dwelling and Non-Residential Developments¶  
PLNG8 - Sea Containers¶  
PLNG9 - Policy Relating to Development in Burswood Station East¶

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#### **Deleted: OBJECTIVE:¶**

To enable the consideration of temporary uses in an area undergoing redevelopment or regeneration in accordance with an endorsed structure plan, local development plan or Town Planning Scheme provisions.¶

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#### **POLICY STATEMENT:¶**

**Deleted: PROCEDURE:** None

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## RECREATION – REC N

### REC N1 RECREATION RESERVES - HIRE

#### **POLICY OBJECTIVE:**

To enable the hire of recreation reserves.

#### **POLICY SCOPE:**

This policy applies to the hire of recreation reserves.

#### **DEFINITIONS:**

Nil.

#### **POLICY STATEMENT:**

Any person or organisation applying to hire a recreation reserve shall provide the Town with such details it requires to assess the application and indemnify the Town against all claims arising from the hire of the reserve, including all buildings, equipment, facilities, landscaping and trees on that reserve.

1. Applicants seeking to obtain approval for the occasional hire of a Town Reserve may be required to complete the Town's Application Form prior to the application being considered.
2. The Town will respond in writing to the application. The reply will include any requirements or conditions associated with the proposed use or event, as well as details of any fees and bonds required and the dates by which these are payable.
1. The Town may convene a meeting with the organisers if the proposed event will be of a considerable size or have a significant impact on either the surrounding locality or the Town generally.
2. A copy of a Certificate of Currency for Public Liability insurance in the sum of not less than \$10,000,000 (ten million dollars) is required from clubs, associations, incorporated organisations, or organisers of large groups or events.
3. Any preliminary discussion or negotiation with the Town on any proposed hire is not to be construed as, or implied to be, an approval. An approval is valid only after the hirer has received it in writing, paid all associated fees and has met the public liability insurance requirements.
4. The Town retains the right to suspend activities on a Reserve or withdraw an approval if the hirer is found to be in breach of any of the conditions associated with the hire. In such an event any fees paid will be forfeited and any bond, or part thereof, may also be forfeited.

Deleted: PROCEDURE:

5. The Town retains the right to cease or suspend activities on a Reserve if the organiser did not make a formal booking in accordance with the procedure, and the nature of use was deemed to require a formal booking due to a variety of factors including, but not limited to, number of people, exchange of money, identifiable teams, identifiable umpires, type of activity or creating a local disturbance.

**RELATED**

**DOCUMENTS:**

*Town of Victoria Park Local Government Property Local Law 2000*  
REC2 Events on Parks and Reserves – Notification to Local Residents

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## REC22 EVENTS ON PARKS AND RESERVES – NOTIFICATION TO LOCAL RESIDENTS

### **POLICY OBJECTIVE:**

To require the notification of nearby residents prior to events on parks and reserves.

### **POLICY SCOPE:**

This policy applies in relation to events on parks and reserves.

### **DEFINITIONS:**

Nil.

### **POLICY STATEMENT:**

Local residents shall be notified at least one (1) week prior to the event where it is intended to grant approval for the use of a park or reserve involving:

- amplified sound or significant noise levels,
- the likely attraction of a significant number of people,
- the likely occurrence of parking difficulties or disruption to the normal traffic flow
- any road closure, or
- any other action likely to significantly inconvenience or disrupt the locality.

The costs associated with notifying the local residents are to be met by the hirer of the park or reserve.

An event which, in the opinion of the Town, may produce noise levels that are likely to adversely affect the comfort and convenience of nearby residents will be referred to Council.

Hire of reserves for seasonal sport and recreation use are exempt from the notification requirement.

### **RELATED**

### **DOCUMENTS:**

REC21 Recreation Reserves – Hire

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## REC N3 VISUAL ARTS

### **POLICY OBJECTIVE:**

The purpose of this policy is to guide the Town's aspirations to be a leader of contemporary visual arts and to further develop the cultural identity of Town of Victoria Park

### **POLICY SCOPE:**

This policy applies to the Town's visual art collection.

### **DEFINITIONS:**

Nil.

### **POLICY STATEMENT:**

#### **Statement:**

The Town recognises the important role played by visual arts in expressing the cultural identity of the Town of Victoria Park, as well as the broader benefits of associating a place with art, rather than art with a specific place.

To achieve this cultural aspiration, the Town's approach to visual arts collection management is driven by a focus on contemporary, quality and professionally significant artwork that elevates the status of the Town as an investor in a culturally-enriched environment that provides a documentation of time. The management of Town's art collection is in accordance with 'National Standards for Australian Museums and Galleries' as the Town facilitates its development as a recognised cultural and artistic hub. Artwork could be acquired Australia wide in contributing to the Town's art collection.

For the Town, promoting and encouraging a significant visual arts education program is key in providing a community engagement with the art collection. This program will provide a clear reflection of Victoria Park, the place and it's people whilst also creating opportunities to build relationships and educate the community on the investment in the culture and health of the community.

### **RELATED**

### **DOCUMENTS:**

None

#### **Deleted: Purpose:**

The purpose of this policy is to guide the Town's aspirations to be a leader of contemporary visual arts and to further develop the cultural identity of Town of Victoria Park.

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## REC N4 HOMELESSNESS – THE TOWN’S ROLE

### **POLICY OBJECTIVE:**

To ensure the Town of Victoria Park plays an active role in reducing homelessness in the Town by connecting people to services, resources and facilities that enhance their physical, social and emotional wellbeing.

### **POLICY SCOPE:**

This policy applies in relation to the Town's management of homelessness.

### **DEFINITIONS:**

Nil.

### **POLICY STATEMENT:**

The Town of Victoria Park recognises that homelessness is a complex issue that affects many people within our community.

The Town is committed to showing respect, compassion and care when dealing with homeless people in the area. A range of factors can lead to homelessness, including unemployment, housing affordability, mental illness, childhood trauma or abuse, family violence and substance abuse. The ever changing challenges of homelessness means we need to work closely with a variety of welfare agencies to put homeless people in contact with service providers.

#### Aims:

The aims of the Town of Victoria Park's Homelessness Policy are:

- To connect people to services, resources and facilities that enhance their physical and social wellbeing;
- To partner with health, welfare, housing and outreach services to coordinate service delivery to itinerant /rough sleepers;
- To try to balance the needs of all members of the community to use public space, while ensuring that people who are experiencing homelessness in our streets are treated respectfully; and
- To address social disadvantage.

### **RELATED**

### **DOCUMENTS:**

None

**Deleted:** Objective:¶

¶

To ensure the Town of Victoria Park plays an active role in reducing homelessness in the Town by connecting people to services, resources and facilities that enhance their physical, social and emotional wellbeing.¶

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Policy Statement:¶

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## REC N5 SPONSORSHIP

### **Policy Objective:**

The objective of this policy is to maximise opportunities for collaboration/partnerships between the Town of Victoria Park and organisations (business and community) with an aim to increase economic vibrancy by raising the profile of the Town and achieving the Town's marketing and communications objectives.

The Policy has been developed to provide a transparent process in the interests of public accountability.

### **Policy Scope:**

This policy applies to sponsorship provided to organisations by the Town.

### **Definitions:**

Nil.

### **Policy Statement:**

Against Corruption – Sponsorship in the Public Sector (May 2006) definition has been adopted:

*Sponsorship is a commercial arrangement in which a sponsor provides a contribution in money to support an activity in return for certain specified benefits.*

*Sponsorship is not philanthropic. A sponsor expects to receive a reciprocal benefit beyond modest acknowledgement.*

The Town of Victoria Park will not enter into sponsorship agreements with any individual, business or organisation which is in legal or financial conflict with the Town or which connects the Town with any political party or lobby group.

The Town may also undertake sponsorship of an individual or organisation if it decides that alignment with them helps the local community, or helps the Town achieve or promote key actions within the Strategic Community Plan.

This process is to be considered separately to the Community Grants Program. An applicant cannot receive both a sponsorship and a community grant in the same financial year.

### **Aims:**

The objectives of the Sponsorship program are:

- To complement the Town's strategic objectives;

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- 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.

**RELATED****DOCUMENTS:**

FIN8 Sponsorship by Private Companies on Council Property Including Events

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## REC N6 COMMUNITY GRANTS

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### **Policy Objective:**

To increase the capacity of community groups, businesses, clubs and organisations within the Town of Victoria Park, to implement projects, activities and programs that enhance and promote community wellbeing, aligned to the Town's Strategic Community Plan.

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### **Policy Scope:**

This policy applies to the Town's community grants scheme.

### **Definitions:**

Nil.

### **Policy Statement:**

The Community Grants program supports initiatives, programs, projects or events which align to the Town's Strategic Community Plan, and which deliver measurable social and environmental outcomes.

The Community Grants program is comprised of a range of individual grant initiatives ranging from, but not limited to;

- Creative arts;
- Community safety;
- Healthy communities;
- Community grants; and
- Town team grants.

### **Aims:**

The aims of the Town's Community Grants Program are to:

- complement and achieve the Town of Victoria Park's strategic objectives;
- provide financial assistance to local not-for-profit community groups, clubs and organisations to develop and implement projects, activities and programs that enhance the wellbeing of the community;
- strengthen local community capacity and cohesion through capitalising on the strengths and abilities of the community to effectively identify its own needs and to plan, develop and implement innovative solutions;
- facilitate fair, transparent and equitable distribution of community resources and programs through the Town; and
- increase participation and accessibility to a range of quality and innovative programs and activities for the residents of the Town.

### **Eligibility:**

Applicants will be eligible for a grant where the party is;



- a legally constituted entity such as, an incorporated association or not-for-profit organisations;
- community groups and clubs;
- service groups and residents associations;
- parents and citizen (P&C) and parents and Friends (P&F) associations;
- schools (only for projects falling outside the Department of Education responsibilities);
- business groups;
- an individual wishing to seek a grant through an auspice organisation; and
- the applicant has current Public Liability Insurance at the time of the project.

#### Ineligibility:

Applicants will be ineligible for a grant where the;

- applicant has already received a Town grant in that financial year
- applicant has an outstanding debt to the Town
- applicant has failed to submit a satisfactory Town acquittal for a previous Town grant
- application is submitted retrospectively i.e. after a project, activity and/or program has already taken place
- applicant is a Town employee or an elected member and their immediate family members.

Deleted: Elected

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#### Approval Process:

- The Town will provide annual Community Grants Programs each financial year;
- A founding round will be opened once per year, with the possibility of a second funding round dependent upon remaining funds in that financial year;
- Administration will be responsible for operationalising and administering the Community Grants Programs;
- The selection criteria for individual grant initiatives will be made publically available on the Town's website;
- The Town may choose to receive public recognition by the grant recipient, through means as deemed appropriate by the Town; and
- Applications which exceed the capped value of individual grant initiatives will be referred to Council for determination.

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The Town reserves the right to deny any grant application which conflicts with the Town's Vision, Mission or Values, or which would bring the Town's brand or reputation into disrepute, or at its discretion.

#### RELATED

#### DOCUMENTS:

None

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## REC7 PUBLIC ART

### Policy Objective:

To guide the Town's aspirations to be a leader of contemporary public arts and to further develop the cultural identity of Town of Victoria Park.

### Policy Scope:

This policy applies to public art in the Town.

### Definitions:

Nil.

### Policy Statement:

The Town recognises the important role played by public arts in expressing the cultural identity of the Town of Victoria Park, as well as the broader benefits of associating a place with art, rather than art about a specific place.

To achieve this cultural aspiration, the Town's approach to public arts management is driven by a focus on contemporary, quality and professionally significant artwork that elevate the status of the Town as an investor in a culturally-enriched environment that activates public spaces to increase people traffic.

For the Town, promoting and encouraging a significant public arts education program is key in providing a community engagement with the public art collection. This program will provide a clear reflection of Victoria Park, the place and its people whilst also creating opportunities to build relationships and educate the community on the investment in the culture and health of the community.

### Aims:

The aims of the Town of Victoria Park's Public Art Policy are:

- To complement the Town's strategic objectives;
- To enhance the built and natural environment and to reflect a Vibrant Lifestyle;
- To enhance public engagement, enjoyment and understanding of the continuous integration of public art throughout the Town.
- To assist the Town of Victoria Park in becoming recognised as a vibrant and dynamic community within Perth, Australia and the World.
- To ensure that all public art displayed in the public realm is maintained to the highest standard for the community.
- To increase profile of the Town through activating public spaces and contributing to the stimulation of the local economy.

### RELATED

### DOCUMENTS:

None

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<b>Policy number</b>	Policy 001
<b>Policy title</b>	Policy management and development
<b>Strategic outcomes supported</b>	CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

## POLICY OBJECTIVE:

To provide for the processes for the making, evaluation and management of policies and management practices.

## POLICY SCOPE:

This policy applies across the Town.

## DEFINITIONS:

**policy evaluation** is the examination of the implementation or impact of a policy, with the intent of determining its success against reaching its objectives, and intended impact.

**policy review** entails a broad review of the content of each policy to allow for minor amendments, including changes to formatting, spelling and grammar, rewording of sections to increase clarity, standardisation of terms used, and the updating of references to relevant legislation and other documents. Any amendments arising from a policy review should not alter the purpose or objective of the policy.

## POLICY STATEMENT:

1. Pursuant to section 2.7(2)(b) of the *Local Government Act 1995*, Council determines the policies of the local government.
2. A policy is the Council's position on a particular matter, and is to guide the Town in undertaking administrative actions relevant to the policy. It is not intended to provide administrative detail, but rather to set out a general direction and guidance.
3. Some policies may be accompanied by supplementary documentation to ensure that the application of the policy is clear and consistent. The hierarchy of policy documents are as follows:
  - a. **Policy** - Strategic direction adopted by Council. This document is public and is intended for all those that live in, work for, or have dealings with the Town.
  - b. **Management Practice** – Administrative detail on how principles set out by the policy will be carried out by the Town. This document is for internal use by the Town's officers. Management practices are to be made under policies by the Council or other relevant legislative instruments and must be consistent with the policy under which they are made. Management practices shall

outline how a policy is to be implemented, particularly any administrative processes necessary to give effect to a policy. Management practices are approved by the CEO in the manner as set out in the practice.

- c. **Guideline** – Further information explaining the practical application of the policy. This document is intended for the general public and will be made available on the Town’s website.

Guidelines are made as a supplement to the Council policy. They do not bind the Town, its officers or Elected Members. Guidelines are intended to assist members of the community by setting out as simply and clearly as possible the Town’s approach in applying an adopted policy.

Guidelines are approved by the CEO in the manner as set out in the practice.

## Guiding Principles

- 4. Policies, management practices will be concise, clear, consistent and compliant.
  - a. Concise – policies will state no more than is necessary to direct decision making and clarify expected conduct.
  - b. Clear – policies and management practices will be written, in plain English, to avoid ambiguity and to be easily understood by the people affected.
  - c. Consistent – policies and management practices will encompass and be consistent with the Town’s strategic goals, values, risk appetite and template documents.
  - d. Compliant – policies and management practices will comply with all relevant compliance obligations and commitments and the Town’s governance framework.
- 5. It is acknowledged that there are three key stakeholders with differing relationships in policy development:
  - a. Officers develop and write policies, engage the community in the policy development process and conduct policy evaluations
  - b. Community members participate in co-creation and consultation processes to inform policy development
  - c. Elected members set policies for the Town by considering policies presented for adoption, review and evaluation.

## Policy Management and Development Principles

- 6. A policy response will be considered where there is either complexity or lack of clarity in one or a combination of any of the following circumstances:
  - a. legislative requirement
  - b. new or changing industry and organisational standards
  - c. to meet the Town’s strategic objectives
  - d. community need or expectation
  - e. advocacy on issues that Council considers to be significant

- f. as a result of a Council resolution
7. Further, a policy response will only be proposed where it can be demonstrated that the policy will deliver:
  - a. clarity and consistency in decision making
  - b. improved efficiency and effectiveness
  - c. improved customer / community outcomes
8. Each policy to be created, reviewed or evaluated, is to be assessed against the principles set out in the Town's Public Participation Policy to ensure that an appropriate level of community engagement has been undertaken before the policy is presented to Council.
9. A policy review of the full policy manual is to occur annually.
10. A policy evaluation is to occur for each policy at least once every four years.
11. All policies are to be available on the Town's website.

## RELATED DOCUMENTS:

[Local Government Act 1995 \(WA\)](#)

Practice 001.1 Policy development practice

Policy 103 Public participation

<b>Policy manager</b>	Manager – Governance and Strategy
<b>Approval authority</b>	Council
<b>Next Evaluation Date</b>	May 2023

## REVISION HISTORY

Version	Approved, Amended, Rescinded	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved		Council		

<b>Policy number</b>	Policy 023
<b>Policy title</b>	Provision of Information and Services – Elected Members
<b>Strategic outcomes supported</b>	<p>CL1 – Everyone receives appropriate information in the most efficient and effective way for them.</p> <p>CL7 – People have positive exchanges with the Town that inspires confidence in the information and the timely service provided.</p> <p>CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision-making.</p>

## POLICY OBJECTIVE:

This policy is to identify the process and expectations for the provision of information and services to elected members.

## POLICY SCOPE:

This policy applies to all elected members and officers of the Town. This does not apply to requests made during a Council meeting or informal forum.

## DEFINITIONS:

**requests** include asking for further information, asking a question, seeking clarity on an issue, which require a response, or actioning.

## POLICY STATEMENT:

1. To preserve the integrity of the decision-making process, the Town is committed to consistency and equity in the provision of information and services to its elected members.
2. To ensure that all elected members are equally informed regarding queries, issues or any concerns raised, particularly on matters requiring a Council decision, this policy sets the direction regarding appropriate etiquette and methods of information provision to all elected members.
3. While elected members are only to direct the Chief Executive Officer, certain services, mostly administrative in nature, are provided to elected members to support the performance of their roles. This policy sets out such administrative services, and the manner in which they are provided.

## Provision of information

4. Section 5.92 of the *Local Government Act 1995* states that an elected member can access information held by the Town that is relevant to the performance of their functions under the Act, or any other relevant legislation.

### Requests from elected members

5. To ensure consistency and integrity in the way requests from elected members are dealt with, the following principles are to be adhered to:
  - a) Elected members are only to refer requests to the Governance email address. Where the matter is confidential in nature, it is to be referred to the Chief Executive Officer.
  - b) All requests that require a response or an action by the Town must be sent via email, in the manner set out in 5a.
  - c) Responses will be provided to all requests within one working day. Where the matter is complex and requires further time, the request will be acknowledged and an estimated time for response will be provided.
  - d) All final responses provided to a request, other than those sent only to the Chief Executive Officer, will be sent to the whole Council and the Chief Executive Officer.
  - e) Requests that are made verbally will not be considered for actioning until it is formally made via email.

### Methods of providing information

6. The accepted methods for the provision of information from the administration to elected members, as well as exemptions, are as follows:

Method	Criteria
Email	<p>Emergency or urgent situations within the Town. Matters that are considered to be high risk and imminent, are deemed to be out of the ordinary or are irregular in nature. Confidential information that is for elected members only.</p> <p>Other allowable emails are responses to media enquiries and proactively published media releases, once finalised; and, responses to requests from elected members, and administrative matters dealt with by the Governance area.</p>
Elected member portal	<p>Matters in which feedback is sought from elected members. This could include draft documents that will require a Council decision such as policies, strategies and plans. Elected members are to be given at least one week to provide their feedback.</p> <p>Elected members may request that an item be presented at a concept forum if deemed to be complex or require further discussion.</p>
Concept forum	<p>Complex matters in which a consensus outcome is sought from elected members to help guide an officer report that will be presented for an eventual Council decision.</p> <p>No 'information only' or 'update' items unless otherwise requested by an elected member or approved by the Chief Executive Officer.</p>
Elected member bulletin	<p>Items of a routine nature that are purely for noting by elected members where no feedback is expected, such as weekly updates on usual business, progress of key projects and progress towards advocacy priorities.</p>

## Provision of services

7. Pursuant to Regulation 10 of the Local Government (Rules of Conduct) Regulations 2007, elected members are only to direct the Chief Executive Officer. It is the Chief Executive Officer's responsibility to direct the administration in ensuring that the needs of elected members are being met. That being said, it is acknowledged that elected members require some provision of administrative services to support the performance of their roles.
8. Such provision of services, and/or administrative requests, from elected members are to be sent and resolved through the Governance email. These requests include, but are not limited to:
  - a) general governance advice
  - b) declaration of gifts received
  - c) reimbursement claims
  - d) management of event invitations (to elected members)
  - e) training and conference requests
  - f) support in relation to Council meetings
  - g) IT support
  - h) support in the attendance of external meetings relevant to their role
9. Email in response to provision of services will not be sent to all elected members.
10. Other types of administrative support may be provided as determined by the Chief Executive Officer. Administrative requests are to be acknowledged within one working day with a proposed time of resolution.

## RELATED DOCUMENTS:

*Local Government Act 1995 (WA)*

*Local Government (Rules of Conduct) Regulations 2007*

<b>Policy manager</b>	Manager Governance and Strategy
<b>Approval authority</b>	Council
<b>Next Evaluation Date</b>	21 May 2021

## REVISION HISTORY

Version	Approved, Amended, Rescinded	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved		Council		



<b>Policy number</b>	Policy 211
<b>Policy title</b>	Parklets and Alfresclets
<b>Strategic outcomes supported</b>	EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship. EC02 - A clean, safe and accessible place to visit.

## POLICY OBJECTIVE:

The objective of this Policy is to:

- 1) Provide an application and approval pathway for Parklets and Alfresclets;
- 2) Provide clear guidelines and requirements for Parklets and Alfresclets to be assessed against; and
- 3) Provide a mechanism for agreements, maintenance and permit renewals.

## POLICY SCOPE:

This policy applies across the Town.

## DEFINITIONS:

**Hosted Parklet** meaning that a community group, not-for-profit organisation or business owner applies to the Town to host a Town funded Parklet. The applicant is responsible for the maintenance of the Parklet, which must be open to all members of the public to use.

**Alfresclet** meaning that a community group, not-for-profit organisation or business owner can apply to the Town to host a Parklet, which is fully funded by the applicant, open to all members of the public to use, permitted to have table service and is capable of being licensed to serve alcohol (subject to approval by the Department, Racing, Gaming and Liquor and Department of Planning Lands and Heritage).

## POLICY STATEMENT:

1. Parklets and Alfresclets are temporary public open spaces, constructed in existing on-street car bays.
2. Parklets and Alfresclets which positively contribute to Victoria Park's public and private realm will be supported by Administration.
3. A Parklet or Alfresclet is to:
  - a) contribute to community, cultural, civic and recreation activities within the Town;
  - b) enhance the pedestrian environment;

- c) contribute to the vibrancy of places and spaces;
  - d) contribute to the attraction of visitors to the Town;
  - e) encourage people to linger longer and contribute to the economic vitality of our local community;
  - f) be a tool that local businesses can use to grow their business and;
  - g) revitalise underutilised spaces within the Town
4. The Council is committed to creating great places that put people first. Parklets and Alfresclets are a tool that businesses and community groups can use to bring life to the street and are a means to enhance already active areas, such as Town Centres.
5. Parklets are located within on-street car parking bays.

## RELATED DOCUMENTS:

[Local Government Act 1995 \(WA\)](#)

<b>Policy manager</b>	Manager – Place Planning
<b>Approval authority</b>	Council
<b>Next Evaluation Date</b>	May 2023

## REVISION HISTORY

Version	Approved, Amended, Rescinded	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved		Council		

## FIN2 BANK ACCOUNTS, SIGNATORIES AND PAYMENTS

### POLICY:

The Town shall maintain the following bank accounts:

- Municipal Account
- Trust Account

The signatories to, and the making of payments from, the above accounts shall be in accordance with the following Procedure.

### PROCEDURE:

1. There shall be two (2) signatories to the Municipal and Trust Fund and with authority to make payments by EFT or for investment of Funds in accordance with Council's Policy, to sign conjointly, from the following five groups of signatories:
  - The Chief Executive Officer
  - An Elected Member
  - A Director
  - The Executive Manager of Business Performance
  - The Financial Services Manager, or in their absence, the Acting Financial Services Manager.
2. The approval for the payment of expenses incurred through the corporate card facility as issued to the Chief Executive Officer and the Directors will be addressed through the standard process of approval as detailed at clause 1 above.
3. Cash floats may be established or amended with the joint authority of the Chief Executive Officer and the Director of Business Life, or in the Directors absence, the Executive Manager Business Performance.

### RELATED POLICES:

None

### DELEGATION:

YES Delegation No. 14.2, refer also delegation Nos. 1.31, 4.1 and 4.2

Sub-delegation –Yes

### AUTHORITY

Council Meeting 12 August 1997

### REVIEW:

August 2006

July 2013

August 2015

## **EM9 MAYORAL VEHICLE**

### **POLICY:**

The position of Mayor shall, for the purposes of carrying out the functions of the Mayoral office, be entitled to receive the provision of a fully maintained Council owned vehicle for his or her exclusive use on official council purposes and for private use during their term of office. Any costs associated with private use of the Mayoral Vehicle are to be reimbursed by the Mayor to the Town in accordance with the Procedure.

The Mayoral Vehicle may also be used by the Deputy Mayor representing the Mayor at the Mayor's request or when the Mayor is on leave of absence or by an employee of the Town approved by the Chief Executive Officer.

The Deputy Mayor shall reimburse the Town for any private use of the Mayoral vehicle in accordance with the Procedure.

### **PROCEDURE:**

The Town of Victoria Park and the Mayor shall enter into an agreement on the provision and use of the Mayoral vehicle. Such an agreement is to include inter alia the conditions enumerated 1 to 6 below:

1. The Mayoral vehicle is provided in lieu of travel/mileage claims otherwise claimable by the Mayor for use of his/her personal vehicle;
2. The Mayoral vehicle can be used for personal private purposes, not for any commercial purpose, but only on the basis that the cost of that private use is fully reimbursed by the Mayor to the Town;
3. The provision of a Mayoral vehicle will not occur at the reduction of the fees, allowances and reimbursements (other than the travel/mileage claims) otherwise ordinarily payable to the Mayor's position as approved by Council in accordance with the relevant provisions of the Local Government Act 1995;
4. The Policy and Procedure will be administered in accordance with any related Management Practice to this Policy that the Council has in place;
5. The calculation of the reimbursement amount is by way of a log book record of private use and through the use of the rates specified in Schedule F – Motor Vehicle Allowance of the Public Service Officer's Award (as amended from time to time); and
6. The private use reimbursement amount is to be deducted from the annual Mayoral allowance paid in two instalments in July and December of each year.

### **RELATED POLICES:**

EM6 Fees, Expenses and Allowances – Elected Members.

<b>DELEGATION:</b>	YES Delegation Number 21.5 for the CEO to administer the Policy.  Sub-delegation – No
<b>AUTHORITY</b>	Council Meeting 11 April 2000
<b>REVIEW:</b>	August 2004  July 2013  August 2015

## **ADM2     TAKING OF LONG SERVICE LEAVE**

### **POLICY:**

An employee shall commence the taking of long service leave within six(6) months after it becomes due.

Where in the opinion of the CEO it is advantageous or not to the detriment of the Town, an employee due to take long service leave may be granted approval to:

- defer the leave, or
- take the leave in two parts, or
- take the leave in half the time (6.5 weeks) at double pay.

Provided the leave is commenced no later than two(2) years from the date it became due, and completed within 4 months of that commencement date, the rate of pay for the leave shall be the rate that is applicable at the time the leave is commenced. The rate of pay for long service leave – or any part thereof - deferred beyond 2 years and 4 months shall remain fixed at the rate in existence on the second anniversary after the leave originally became due.

### **PROCEDURE:**

None

### **RELATED POLICES:**

None

### **DELEGATION:**

Delegated to CEO – Delegation Number 12.2

Sub-delegation – Yes

### **AUTHORITY**

Council Meeting 28 September 1999

Revised – Council Meeting 14 August 2007

### **REVIEW:**

August 2007

July 2013

August 2015

## BACKGROUND INFORMATION

At its Ordinary Council Meeting held on 16 April 2019, Council resolved to conduct a poll of electors asking if the community would support a name change from "Town of Victoria Park" to "City of Victoria Park".

The results of this poll will be provided to Council so that it may consider whether or not to request the Minister for Local Government to change its status from Town to City.

The results of this poll are not binding on the Council.

Further information and frequently asked questions can be found on our website at <https://www.victoriapark.wa.gov.au/>

### Question

**Do you support changing the name of the "Town of Victoria Park" to the "City of Victoria Park"?**

Detailed below is a summary of key points for and against the proposal:

Case for YES	Case for NO
<ul style="list-style-type: none"><li>• Coming of age: Being a City could reflect a coming of age in the Town's history, growth and development.</li><li>• Population: The district's population is 36,601 which exceeds the minimum requirement for city status (more than 30,000 inhabitants) and is expected to reach 75,000 by 2050.</li><li>• Infrastructure: The Town has major urban centre attractions and facilities such as Optus Stadium, the Crown Casino and Curtin University.</li></ul>	<ul style="list-style-type: none"><li>• Recognition: The district is known as the Town of Victoria Park, locally and nationally and the district has been known as a 'Town' for 25 years.</li><li>• Cost: The change of name will require money to be spent to change signage and branding.</li><li>• Community sentiment: Some members of the community perceive that being a Town means a more connected community.</li></ul>

Preliminary list of prominent women who have been identified as having made a significant contribution to the Town for the purposes of renaming parks and/or reserves in their honour.

- Agnes Carmel Edmiston (1922-2010) Aircraftwoman in the RAAF in WWII
- Alice Hannett. Principal of East Victoria Park Primary School, from 1930-1947 (awaiting confirmation of dates with the school)
- Alice Maude Mofflin OBE (1878-1961). Community worker for the health and wellbeing of children. Awarded Medal of British Empire
- Clare Fitzpatrick (1888-?) Nurse in local area who also served in Middle East during WWI
- Doris Eileen Menner (1921-2017) Private in the Australian Army in WWII
- Ellis May Benton (1923-1993) Corporal in the RAAF in WWII
- Joyce Dorothy Hill (1923-1961) Corporal in the RAAF in WWII
- Margaret Winifred Meagher, Lady Meagher (?-1952). Community worker for the welfare of mothers and their children
- Myrtle Rose Barnett (1920-2003) Corporal in the RAAF in WWII
- Nancy Caroline Martin (1924-1991) Private in the Australian Army in WWII
- Nancy Rehfeldt AM (1924-2019) Champion of Sexual Assault Victims. Awarded Order of Australia Medal
- Patricia May Quain 1926-2013) Aircraftwoman in the RAAF in WWII
- Peggy Joan Hood (1923-2014) Corporal in the Australian Army in WWII
- Sister Mary Ursula Frayne (1816-1885) Founded a convent school at Victoria Square, Perth

Preliminary list of suitable parks and/or reserves suitable for renaming in honour of prominent women.

- Asquith Reserve
- Forward Reserve
- Kate St Reserve
- Mint St Reserve
- Rayment Park
- State St Reserve
- Stiles Griffiths Reserve
- Sunbury Reserve
- Taylor Reserve



<b>Policy number</b>	Policy 406
<b>Policy title</b>	Temporary Food Businesses and Itinerant Food Vendors
<b>Strategic outcomes supported</b>	EC1 – A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship; EC2 – A clean, safe and accessible place to visit;

## POLICY OBJECTIVES:

- To promote the success and vibrancy of the Town's established food destinations and commercial strips, including Albany Highway;
- To provide opportunities for the development and growth of small businesses;
- To balance the competing needs and interests of pedestrians, consumers and local business proprietors by detailing the circumstances in which temporary food businesses and itinerant food vendors are permitted to operate in public places; and
- To outline the process and type of permit that temporary food businesses must apply for and obtain from the Town in order to trade in public places.

## POLICY SCOPE:

This policy applies to all temporary food businesses operating in public places (whether on private or public land) within the Town of Victoria Park.

All temporary food businesses are required to comply with the *Food Act 2008*, the *Food Regulations 2009* and the *FSANZ Food Standards Code*, in addition to any requirements that may be applicable under this Policy or conditions stipulated on a Temporary Food Business Permit.

## DEFINITIONS:

**Food stall** includes a stall, tent, marquee or barbecue stand that is used to sell food at an occasional event and is usually dismantled after an event.

**Food vehicle** includes any:

- Registered vehicle, caravan, trailer or any other method of transport from which food is sold; and
- Non-road registered vehicles such as, but not limited to, coffee carts, hotdog carts or similar vehicles; but does not include a food stall.

**Itinerant food vending** means any food vehicle or food stall selling food or drink from the roadway or other public place that travels from place to place to engage in trade, and not staying in one location other than

while executing a sale.

**Itinerant food vendor** is a person or business that engages in itinerant food vending.

**Local Law** where mentioned in this Policy refers to the *Town of Victoria Park Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000* (as amended).

**Public place** has the same meaning given to it under Part 5, Clause 5.1 of the *Local Law* and includes:

- (a) any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare or place is on private property; and
- (b) local government property;

but does not include premises on private property from which trading is lawfully conducted under a written local law.

**Temporary food business** is a person or business involved in the preparation and dispensing of food products from a food vehicle or food stall.

**Temporary Food Business Permit** means a permit issued by the Town under the provisions of the *Town of Victoria Park Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000* (as amended), granting conditional approval to trade.

## **POLICY STATEMENT:**

### **Temporary Food Business Permit required to trade**

1. Any food truck or food stall engaging in trade in a public place within the Town must first apply for and obtain a Temporary Food Business Permit.
2. The approval and issue of a Temporary Food Business Permit by the Town to permit trading of a food stall constitutes the granting of a "stallholder's permit" under Part 5, Clause 5.2 of the Local Law.
3. The approval and issue of a Temporary Food Business Permit by the Town to permit trading of a food vehicle constitutes the granting of a "trader's permit" under Part 5, Clause 5.3 of the Local Law.
4. The permit holder must at all times comply with the requirements of the Local Law, this Policy and any conditions or other trading requirements specified on the Temporary Food Business Permit.
5. Applications for a Temporary Food Business Permit must be in the form prescribed by the Town.
6. Temporary Food Business Permits may be applied for on:
  - a) an annual basis to trade at multiple separate events within the same financial year, with the required fee to be paid in full or calculated on a pro-rata basis of the annual fee up until 30

June (subject to any minimum fee requirement); or

b) for a single event only (whether the event operates on a single day or over multiple days).

7. Payment of any applicable fees and charges as prescribed in the Town's adopted Fees and Charges must be paid prior to the issue of the Temporary Food Business Permit.
8. For small scale events (with ten or less temporary food businesses intending to trade) applications for a Temporary Food Business Permit should be submitted at least two weeks prior to the intended date of trade. Late applications may be refused.
9. For large scale events (more than ten temporary food businesses intending to trade) applications for a Temporary Food Business Permit should be submitted at least four weeks prior to the intended date of trade. Late applications may be refused.
10. Land owner consent to trade must be provided with an application where the trade is proposed to occur on private land or other land not under the Town's control and management.
11. The consent of the land owner(s) and/or event organiser is required in order for a Temporary Food Business Permit to be issued.
12. The Town reserves the right to refuse an application to trade in a public place for reasons of public safety, convenience, amenity, noise, traffic or any other risks or potential impacts it considers appropriate.

### **Trading on land under control and management of the Town**

13. Temporary food businesses may only trade in public places under the control and management of the Town on a temporary basis in association with Town approved events.
14. Where an application for a Temporary Food Business Permit is made seeking to trade at an event which requires the Town's approval, a permit will not be granted until such time as the event has been approved.
15. Trading on the Town's verges, public car parking bays or on-street is not permitted, except where such trade is occurring in association with an approved event and the Town has actively sought to invite or engage such trade to occur.
16. Trading in public places under the control and management of the Town on an opportunistic, commercial basis that is not associated with an approved event is not permitted. Examples of these public places include, but are not limited to, public open spaces, roads, streets, laneways, public car parks/car parking bays and verges.

### **Itinerant food vending**

17. Itinerant food vending is not permitted in public places under the control and management of the Town in view of the following:
  - (a) the unregulated and highly transient nature of trading that may present a public safety risk to pedestrians, vehicles and other road users through frequent stopping and moving on of itinerant

food vehicles, and the potential conflict between customers and vehicles that may occur during trade;

- (b) the playing of music or other forms of noise to attract customers that may cause disruption or nuisance to the residents of locations that itinerant vendors may travel through or trade within; and
- (c) the highly transient nature of the trade, which undermines the objectives of this Policy to promote the Town's established food destinations.

18. The public places where itinerant food vending is not permitted to occur include, but are not limited to, public open spaces, roads, streets, laneways, public car parks/car parking bays and verges.

19. Itinerant food vendors are encouraged to seek approval to trade as an authorised temporary food business at approved events held within the Town.

## **RELATED DOCUMENTS:**

*Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000*

*Local Government Property Local Law 2000*

*Food Act 2008*

*Food Regulations 2009*





# TOWN OF VICTORIA PARK

## Council Policy HLTH6

### Mobile Food Vendors (Vic Park Vendor's) Policy

Policy Adoption Details	
Related Policies:	-
Related Local Law:	<i>Town of Victoria Park Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i>
Authority:	Council Meeting of [insert OCM adoption date] to trial draft policy
Trial Period:	This Policy shall come into operation as an initial five (5) month trial commencing 1 November 2018 until 31 March 2019.
Date of Review:	By 30 June 2019  Following the conclusion of the trial period, a review shall be completed by Council's administration on whether to continue, cease and/or alter the provisions of this Policy, prior to commencement of the 2019/2020 financial year.
Responsible Program Area:	Community Planning Directorate: Development Services - Environmental Health

# 1. GENERAL

## 1.1 Application of Policy

This Policy applies to mobile food vendors operating in the Town of Victoria Park.

## 1.2 Purpose

To guide and establish the appropriate location, management and operation of mobile food vendors within the Town of Victoria Park, in a manner that supports the use and enjoyment of the Town's public open spaces, while balancing the needs and interests of pedestrians, consumers and local business proprietors.

## 1.3 Objectives

The objectives of this Policy are to:

- (a) Increase the vibrancy and activation of public open spaces within the Town of Victoria Park by increasing their attraction to the community as destinations to relax, recreate and socialise;
- (b) Provide new interesting food experiences to the local community, particularly in suburban locations lacking in the number or diversity of available food options;
- (c) To increase the use of public open spaces by making them available to mobile food vending businesses with the potential to offer culturally diverse, unique, healthy, fresh, high quality, safe and reasonably priced food;
- (d) Promote the Town of Victoria Park as a food and beverage destination of choice;
- (e) Provide opportunities for the development and growth of small businesses and to strive to achieve a balance in providing opportunities for food businesses of various kinds, including both mobile food vendors and bricks and mortar food businesses;
- (f) Consolidate existing administrative procedures involved in the approval and regulation of mobile food vending activities.
- (g) Ensure mobile food vending activities are of a temporary nature and do not unreasonably compromise the amenity of surrounding residential areas.
- (h) Ensure that the activities of mobile food vendors can operate in harmony with other public open space users and do not result in damage to public open space vegetation or infrastructure.

## 1.4 Definitions

- **Designated Trading Area** means a Council approved location for permit holders to undertake mobile food vending in accordance with a valid *Vic Park Vendor's Permit*.
- **Itinerant food vehicle** means any vehicle selling food or drink from the roadway or other public place, that travels from place to place to engage in trade, and not staying in one location other than while executing a sale.
- **Itinerant food vending** is defined as the sale of food or drink from an itinerant food vehicle.
- **Itinerant food vendor** is a person or business involved in the preparation and dispensing of food products from an itinerant food vehicle.



- **Local Law** where mentioned in this Policy refers to the *Town of Victoria Park Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000*.
- **Mobile food vehicle** includes any:
  - a) Registered vehicle, caravan, trailer or any other method of transport from which food is sold; and
  - b) Non-road registered vehicles such, but not limited to, coffee carts, hotdog carts or similar vehicles;
 but does not include a temporary food stall.
- **Mobile food vending** is defined as the use of public space within a Designated Trading Area for the preparation and dispensing of food products by mobile food vendors.
- **Mobile food vendor** is a person or business involved in the preparation and dispensing of food products from a mobile food vehicle.
- **Permit holder** means the person(s) whose name is written on the Vic Park Vendor's Permit issued by the Town of Victoria Park.
- **Permit** refers to a Vic Park Vendor's Permit issued by the Council in accordance with this Policy.
- **Temporary food stall** includes a stall, tent or barbecue stand that is used to sell food at an occasional event and is usually dismantled after an event.
- **Vic Park Vendor's Permit** means a permit issued by the Town of Victoria Park under the provisions of the *Town of Victoria Park Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000* (as amended), granting conditional approval to a permit holder for mobile food vending within the Designated Trading Areas approved under this Policy.

## 2. PERMIT REQUIREMENTS

### 2.1 General

- (a) The operation and trading of mobile food vendors within the Town of Victoria Park will generally be restricted to the Designated Trading Areas adopted under this Policy.
- (b) The exception to 2.1(a) is for those mobile food vendors that have obtained a Temporary Food Business Permit from the Town of Victoria Park to operate and trade at a community (Council organised) or privately operated event.
- (c) All mobile food vendors trading at a Designated Trading Area within the Town of Victoria Park are required to:
  - i. Hold a valid *Vic Park Vendor's Permit*;
  - ii. Hold a current *Food Act 2008* Certificate of Registration from a Western Australian Local Government; and
  - iii. Obtain any other relevant approvals or consent.



## 2.2 Vic Park Vendor's Permit

- (a) The approval and issue of a *Vic Park Vendor's Permit* by the Town of Victoria Park constitutes the issue of a *Trader's Permit* under Part 5 of the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000* (as amended) (Local Law).
- (b) A permit holder must at all times comply with the requirements of the Local Law, this Policy and any conditions or restrictions specified on the permit.
- (c) *Vic Park Vendor's Permits* will be issued for the financial year in which the permit is sought, but for no less than one month's duration, and will expire on June 30 of the financial year for which the permit is granted.
- (d) The permit holder will be required to pay the relevant fees and charges as prescribed in the Town of Victoria Park's adopted Fees and Charges.
- (e) Permits will not be issued until the required fee has been paid.

## 2.3 Application Requirements

- (a) Applications for a *Vic Park Vendor's Permit* can be submitted year round but should be submitted at least one month (but no less than 14 days) prior to the intended commencement of trading.

The following information is required:

- i. A completed *Vic Park Vendor's Permit* application form;
- ii. A dimensioned site plan of the mobile food vehicle and its immediate surrounds, depicting the internal layout of the mobile food vehicle, the extent of any projecting signs or fixtures, intended customer seating or queuing areas, etc.;
- iii. Labelled photographs and/or elevations of the mobile food vehicle (from all sides) depicting the external appearance of the mobile food vehicle, including the servery area, all external fixtures and signage, the location of generators or waste receptacles, etc;
- iv. A current Certificate of Currency (Public Liability Insurance) for a minimum of \$10,000,000. Permits shall be conditional upon permit holders maintaining current public liability insurance to this value at all times of trading;
- v. A copy of the manufacturer's specifications for any generators to be used (refer to clause 3.11(b));
- vi. A copy of a current *Food Act 2008* Certificate of Registration issued by the local government where the mobile food vehicle is housed and/or where the majority of the food preparation activities are occurring; and
- vii. other relevant documents or certification in support of the application (refer to section 2.4 below).

## 2.4 Application Assessment

- (a) Applications will be assessed on a case by case basis by the Town of Victoria Park having regard (but not limited) to the following evaluation criteria:
  - i. Demonstrated compliance with the *Food Act 2008* and *Food Safety Standards*.





- ii. Membership/accreditation from one or more relevant industry groups or associations (e.g. WA Mobile Food Vendors Association membership). *Note: membership/accreditation is not mandatory but will be favourably considered.*
- iii. Quality and uniqueness of the business, the mobile food vehicle or its food offering.
- iv. Competition (lack of) against local businesses with similar food offers.
- v. Confirmation of self-sufficient operations without the need to connect to a power supply or any services.
- vi. Public safety and comprehensiveness of information provided in application.

## 2.5 Permit Conditions

- (a) The Council may impose conditions subject to which an application for a *Vic Park Vendor's Permit* is approved in accordance with any of the provisions contained in this Policy.
- (b) As a condition of being granted approval for a *Vic Park Vendor's Permit*, permit holders must:
  - i. Display the permit on the dash or another visually prominent location of the approved vehicle at all operating times;
  - ii. Comply with the conditions stipulated on the *Vic Park Vendor's Permit* issued by the Town of Victoria Park; and
  - iii. Comply with the requirements set out within this Policy, unless otherwise approved by the Town.
- (c) In accordance with Clause 6.2 of the Local Law, the Council may impose any other conditions it considers appropriate on the approval of an application for a *Vic Park Vendor's Permit*.

## 2.6 Change of Permit Details

- (a) A permit holder with a valid *Vic Park Vendor's Permit* may apply to the Town to have their permit details altered to reflect a change of mobile food vending vehicle or vehicle registration details.
- (b) A change of permit details does not extend the approval period of the original permit.
- (c) A change of permit details may incur an administrative fee where the change in vehicle requires detailed reassessment by the Town to ensure continued compliance with this Policy, the Local Law or relevant Environmental Health legislation.

## 2.7 Permit Renewal

- (a) A renewal application for a *Vic Park Vendor's Permit* should be submitted at least one month prior to the expiry of the permit and include the following:
  - i. A completed *Vic Park Vendor's Permit* application form;
  - ii. Details of any proposed changes to the mobile food vehicle or the manner in which it is operated;



- iii. A copy of a current Certificate of Currency (Public Liability Insurance) for a minimum of \$10,000,000. Permits shall be conditional upon permit holders maintaining current public liability insurance to this value at all times of trading.
  - iv. A copy of a current *Food Act 2008* Certificate of Registration issued by the local government where the mobile food vehicle is housed and/or where the majority of the food preparation activities are occurring.
- (b) Renewal applications will be assessed on a case by case basis by the Town of Victoria Park.

## 2.8 Suspension and Cancellation of Permits

- (a) The Town reserves the right to temporarily suspend or cancel a permit, and/or alter the conditions of a permit, where the permit holder has failed to comply with the permit conditions, this Policy, the Local Law or the *Food Act 2008*.
- (b) Permit holders (as well as persons carrying out unauthorised trade or other activities on thoroughfares and public places in the Town) may be subject to infringement action where a breach of the Local Law has occurred. This includes a breach of any permit conditions applied by the Council in respect to this Policy.
- (c) Circumstances that may result in the cancellation of a permit, include (but are not limited to) those where the permit holder has been classified as a high risk vendor by Council's Environmental Health Officers (or other authorised officer) due to non-compliance with the *Food Act 2008* and any other associated environmental health legislation or regulations.

## 2.9 Events Trading

- (a) Mobile food vendors with a valid *Vic Park Vendor's Permit* will not need to apply for and obtain a separate Temporary Food Business Permit from the Town of Victoria Park to trade at an authorised/approved event occurring within the Town during the financial year for which the permit is valid. However, any permit holder must undertake the following prior to the event:
  - i. Obtain written consent from the event organiser to trade at the event; and
  - ii. Advise the Town of Victoria Park in writing (where the event is privately operated/not organised by the Town of Victoria Park) that they will be trading at the event.
- (b) Mobile food vendors who do not hold a valid *Vic Park Vendor's Permit* are required to apply for and obtain a Temporary Food Business Permit from the Town of Victoria Park, in addition to the written consent requirements outlined in section 2.9(a) above.
- (c) Existing permit holders to note that the possession of a *Vic Park Vendor's Permit* does not imply any right to trade at a community event run by the Town or a private operator. Written consent must be obtained from the event organiser to trade at any event and the Council must be kept informed in all instances.

## 2.10 Itinerant Food Vending

- (a) Itinerant food vending is generally not supported by the Council, in view of the following:



- i. the unregulated and highly transient nature of trading that may present a public safety risk to pedestrians, vehicles and other road users through frequent stopping and moving on of itinerant food vehicles, and the potential conflict between customers and vehicles that may occur during trade;
  - ii. the playing of music or other forms of noise to attract customers that may cause disruption or nuisance to the residents of locations that itinerant vendors may travel through or trade within; and
  - iii. the highly transient nature of the trade, which undermines the objectives of this Policy to increase the activation and enjoyment of the Town's public open spaces, as places for community members to gather and recreate.
- (b) Itinerant food vendors are instead encouraged to obtain a *Vic Park Vendor's Permit* from the Town to enable them to trade as a mobile food vendor at one or more of the Designated Trading Areas identified in this Policy.
  - (c) Itinerant food vendors may apply for a Temporary Food Business Permit in order to trade at an approved event run by the Town or a private operator in the Town of Victoria Park.

### 3. VENDOR TRADING AND LOCATION GUIDELINES

#### 3.1 Approved Locations (Designated Trading Areas)

- (a) The Town of Victoria Park has approved the locations identified under Part 4 of this Policy for mobile food vending.
- (b) At each location is one or more Designated Trading Areas, where only an approved permit holder with a valid *Vic Park Vendor's Permit* is permitted to trade. These are detailed in the maps of each location contained in Part 4 of this Policy.
- (c) Alternative or additional trading locations and Designated Trading Areas may be considered by the Council where they are considered to meet the objectives of this Policy.

#### 3.2 Trading Hours

- (a) Trading in Designated Trading Areas at "Day Only" locations is permitted to occur from 7am to 4pm.
- (b) Trading in Designated Trading Areas at "Day and Evening" locations is permitted to occur from 7am to 8:30pm.
- (c) Permit holders are not permitted to be on-site more than one hour prior or one hour after their booked trading period for the purposes of setting up or packing/cleaning up at the end of trade.

#### 3.3 General Trading Requirements at Designated Trading Areas

The following requirements apply to all mobile food vendors trading within a Designated Trading Area:

- (a) The permit holder has obtained approval/authorisation from the Town to trade at the Designated Trading Area prior to the commencement of trade (Refer section 3.5).



- (b) Arrangements have been made for entry onto and securing the controlled access to the public open space on which the Designated Trading Area is located, prior to and at the end of trade. (i.e. The last trader to exit a Designated Trading Area is responsible for securing access onto the public open space when they leave).
- (c) All mobile food vending activities must occur within the boundaries of the Designated Trading Area detailed on the relevant map for each of the approved locations contained in Part Four of this Policy.
- (d) All mobile food vending vehicles are located so as not to obstruct pedestrian flow, vehicular traffic or access for emergency services.
- (e) The permit holder trades for a minimum of three (3) hours duration at the Designated Trading Area during any morning (7am to 12pm), afternoon (12pm to 5pm) and/or evening (5pm to 8:30pm) trading period that they have arranged and sought approval from Council to trade in.
- (f) The maximum number of mobile food vendors (on the relevant map for each of the Designated Trading Areas) is not exceeded during any trading period.
- (g) The Town reserves the right to refuse consent to permit holders to trade at the same trading area/public open space location if it is considered by the Town that the diversity or mix of traders would be adversely impacted by the permit holder trading at the same time as another permit holder with the same or similar food offer that has already been granted permission to trade at that time.
- (h) The Town reserves the right to refuse consent to permit holders to trade during any trading period in which organised sporting clubs or other groups have booked and reserved use of the public open space/playing field from the Town, unless agreement has been obtained from that sporting club/group to trade during that trading period. This includes circumstances where trading is considered by the Town to conflict with incidental fundraising or charitable activities (e.g. sausage sizzles, spectator/club member events, etc.) of the sporting club/group.

### 3.4 Trading at Multiple Locations

Approved permit holders are permitted to operate at multiple locations within the Town of Victoria Park provided:

- (a) Each location of trade is authorised by the Town prior to the commencement of trade; and
- (b) All requirements of this Policy as apply to trading at a single location are met by the permit holder for all trading locations.

### 3.5 Booking of Trading Times and Locations

- (a) Permit holders must request and obtain a booking to trade during a particular morning (7am to 11am), afternoon (12 pm to 4pm) and/or evening (5pm to 9:00pm) trading period at a Designated Trading Area through the Town's Community Development Officer – Clubs, Events and Bookings (or other appointed Council Officer).
- (b) Traders are permitted to trade across more than one trading period if those trading periods are available for booking (e.g. morning and afternoon trading from 7am to 4pm).



- (c) Bookings shall be made at least 1 week prior to the time of trading, and will be secured on a first come, first served basis.
- (d) Advance bookings of more than once month prior to the requested trading date will not be permitted.
- (e) Any permit holder who is unable to trade during a booked trading period should contact the Town to cancel the booking as early as possible, and preferably more than 1 week in advance of the trading period.
- (f) Permit holders are not permitted to make a booking to trade at more than one Designated Trading Area during the same trading period (morning, afternoon or evening).
- (g) Permit holders who make bookings to trade and then fail to trade without prior cancellation of their booking on two or more occasions may be refused further bookings to trade at a particular Designated Trading Area or have their permit cancelled.
- (h) A single permit holder may collectively book to trade at a Designated Trading Area on behalf of a number of permit holders, where the consent of all other permit holders has been provided to do so.
- (i) A collective booking does not over-ride any previous bookings made by any single permit holder(s) to trade at that same time/location being requested. In such circumstances, the collective booking will need to be altered/reduced such that the trading limitations for the requested Designated Trading Area continue to be met at all times.

### 3.6 Self-promotion, rostering and vendor management

- (a) All permit holders are strongly encouraged to utilise at least one social media platform to advertise and promote their arranged (booked) trading times to their friends/followers and the general public.
- (b) Mobile food vendors are encouraged to collectively roster, promote and manage their trading at the approved Designated Trading Areas within the Town of Victoria Park, on the proviso that all mobile food vendors are in possession of a valid *Vic Park Vendor's Permit*, and the booking procedures outlined in Section 3.5 are observed at all times.
- (c) The Town of Victoria Park will endeavour to make the details of the approved Designated Trading Areas and approved *Vic Park Vendors* (permit holders) available on the Council's website.
- (d) A group of permit holders may apply to the Council for approval to operate a Special Event at a Designated Trading Area location that exceeds the maximum number of permit holders normally permitted to trade. Examples may include themed cuisine events or cultural celebrations such as Chinese New Year, St Patricks Day, Christmas, etc.
- (e) Applications for Special Events will be considered by the Council on a case by case basis and should be submitted at least 2 months in advance of the event.
- (f) Special Event applications are to be submitted by the event organiser/manager and detail the number of mobile food vendors intended to trade, provide confirmation



that all traders hold a valid permit and that any non-permit holders (if relevant) will be applying for a Temporary Food Business Permit for the event.

- (g) Priority should be provided to existing permit holders to trade at a Special Event, where the event is occurring at or within close proximity to the location of a Designated Trading Area.

### 3.7 Suspension or Restriction of Trading at Designated Trading Areas

- (a) When an approved Town of Victoria Park event is held within or adjacent to a Designated Trading Area location, a permit holder must obtain the event organiser's consent to continue to trade at the specified event.
- (b) If the Town of Victoria Park states that a location is temporarily unavailable due to maintenance works (or for any other reasons) then the permit holder cannot trade at the specified location for that given time frame.
- (c) The Town has the right to make an approved location unavailable for a set period of time for community events, for works to be undertaken or any other reason the Town deems necessary.
- (d) The Council (without notice) may reduce the size/extent of a Designated Trading Area where it is considered necessary by the Council to ensure public safety, address issues of public amenity due to excessive noise or other disturbances, or for any other reason the Town deems necessary.

### 3.8 Waste Management

- (a) The mobile food vendor is required to maintain the mobile food vehicle and the surrounding area to a high standard at all times of trading and in accordance with the following requirements:
  - i. When trading at an approved location the trading area must be cleaned frequently;
  - ii. No waste or litter from the vehicle may be disposed of into the Town of Victoria Park's rubbish bins. Mobile food vendors must provide adequately sized bins for patrons' and business use and remove all rubbish from the approved location at the end of trade;
  - iii. A mobile food vehicle must have a holding tank for wastewater; and
  - iv. Wastewater, solid waste, litter or any other pollutant must not be placed or discharged on to the site or allowed to enter the stormwater drainage system.

### 3.9 Materials Used for the Serving or Packaging of Food and Beverages

- (a) Any materials used for the packaging or serving of prepared food or beverages to customers are to comprise of compostable materials, including any containers, plates, cups, glasses, cutlery, straws and napkins.
- (b) Single use non-compostable plastics (e.g. plastics that are not *certified compostable*\*) for the packaging or serving of prepared foods or beverages are not permitted.
- (c) Styrofoam/polystyrene packaging materials of any kind are not permitted.
- (d) Any bags provided to customers are to be constructed of paper only.



- (e) Permit holders are encouraged to serve food and beverages in clean, reusable receptacles provided by customers for this purpose (such as reusable food containers and keep-cups).

*\*Certified compostable* refers to bioplastic materials/products that have been verified to comply with Australian Standard AS 4736:2006 *Biodegradable plastics suitable for composting and other microbial treatment* or AS 5810-2010 *Biodegradable plastics suitable for home composting* (as amended). The Australian Bioplastics Association is the lead industry association providing certification of bioplastic products which comply with these standards and provides a list of certified food and beverage packaging products ([www.bioplastics.org.au](http://www.bioplastics.org.au)).

Conventional plastics such as polyethylene are not certified compostable and are not biodegradable. Varieties of polyethylene containing additives, such as those called oxo-degradable or oxo-biodegradable are not certified compostable and are not suitable for normal organic processing/recycling operations as they are not biodegradable.

### 3.10 Alcohol and Tobacco Products

- (a) Mobile food vendors are not permitted to sell, distribute or serve alcohol or tobacco products at a Designated Trading Area at any time.

### 3.11 Temporary Fixtures (seating, tables, etc.)

- (a) A mobile food vehicle is permitted and strongly encouraged to provide temporary fixtures such as tables, chairs and umbrellas for the use of customers in accordance with the following:
  - i. The fixtures are to be of a temporary nature and removed from the site at the end of trade;
  - ii. The mobile food vehicle and temporary fixtures must be kept in a safe and well-maintained condition at all times;
  - iii. All temporary fixtures relating to the mobile food vehicle should be sturdy and made of quality materials without sharp edges or other features likely to cause harm;
  - iv. Any temporary fixtures relating to mobile food vehicles must not obstruct pedestrian flow or vehicular traffic;
  - v. The tethering or securing of mobile food vehicles and any associated fixtures must not result in any damage/penetration of the public open space surface, or any damage to Council buildings or trees/vegetation; and
  - vi. The tethering of any sign, canopy or any other object to Council buildings, trees or any other public open space infrastructure is not permitted, except with prior Council approval.

### 3.12 Signage and Advertising

- (a) All advertising is to be fitted to the mobile food vehicle with the exception of one temporary A-frame sign which:
  - i. Shall be located within 75m of the location of the mobile food vehicle;
  - ii. Shall not exceed any dimension of 1m or an area of 1m<sup>2</sup> on any side;



- iii. Be secured in accordance with any requirements of the Town of Victoria Park; and
- iv. An A-frame sign will be considered a temporary fixture and must comply with the requirements detailed in section 3.9 of this Policy.

### 3.13 Noise

- (a) The use of low level amplified noise (i.e. music) is permitted to create atmosphere and ambience during trading;
- (b) Permit holders that emit excessive levels of noise from their vehicles that is considered by Council to cause unacceptable nuisance to surrounding neighbours/properties may have their permission to emit low level amplified noise removed at the discretion of the Town;
- (c) Generators must not have a manufacturer specified operational volume greater than 75dB, and are to preferably be of a low noise emitting inverter type model; and
- (d) All mobile food vehicle noise (including the generator) must comply with the assigned noise levels specified under the *Environmental Protection (Noise) Regulations 1997*.

### 3.14 Power and Utilities

- (a) All mobile food vehicles must be fully self-sufficient and not require any connection to Council services or utilities to carry out their operations.

### 3.15 Parking

- (a) Towing vehicles used to transport a detachable mobile food vehicle (e.g. a trailer or caravan) are not permitted to park within any Designated Trading Area or any part of the Council public open space and must be legally parked within a public car parking bay or other location.
- (b) Towing vehicles are to be driven away from the site during trading, and then return to collect the mobile food vehicle at the end of trade.
- (c) Any towing vehicles or staff vehicles parked within a public car park adjacent to a Designated Trading Area should park as far from the Designated Trading Area as possible to prioritise access and convenience for members of the public.

### 3.16 Public Liability and Risk Management

- (a) The mobile food vehicle permit holder must, for the duration of the permit, maintain public and product liability insurance for at least twenty million dollars (\$20,000,000).
- (b) The permit holder assumes responsibility for any acts of negligence arising from their activity.
- (c) The mobile food vehicle permit holder assumes responsibility for any liability issues which may arise as a result of the operation of the mobile food vehicle being at the location, the activities of any staff related to the mobile food activity and any issues arising from the installation and use of temporary fixtures placed in association with the mobile food vehicle.





#### 4. APPROVED DESIGNATED TRADING AREAS

The locations in Table 1 and the Location Map below are approved for mobile food vending in accordance with this Policy.

Locations:	Burswood	Victoria Park	East Vic Park	Lathlain	Carlisle	St James
<b>Day Only</b> 7am - 4pm	G O Edwards Park				Carlisle Reserve	
<b>Day and Evening</b> 7am – 8:30pm		McCallum Park	Harold Rossiter Park		Parnham Park	Higgins Park

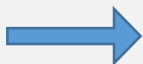
Table 1: Approved Mobile Food Vending Locations



Maps of each location are contained on the following pages, in alphabetical order. These indicate the trading area boundary, maximum number of vendors, permitted trading hours and points of access and egress for mobile food vendors.



Designated Trading Area Boundary



Point of access and egress for mobile food vehicles

**No. of vendors:** Maximum of three (3) mobile food vendors operating at any one time

**Trading Hours:** Day Only trading from 7AM to 4PM  
(to be packed and offsite by 5PM latest)

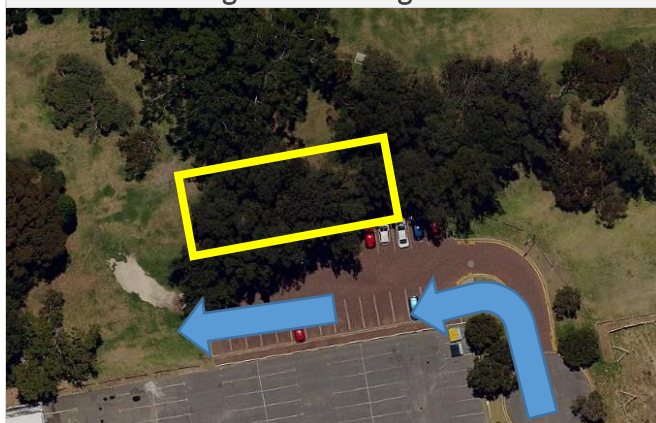
- Vendor Access and Location Notes:**
1. ALL Mobile Food Vendors must be parked/arranged so as not to obstruct entry gates and vehicular access onto the main public open space or its buildings in the event of an emergency.
  2. ALL mobile food vehicles (including all towing vehicles) are to travel along the periphery of the public open space when accessing or exiting the Designated Trading Area(s) and not travel across the main public open space/playing field area.



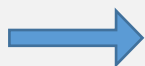


Designated Trading Area A

Designated Trading Area B



Designated Trading Area Boundary



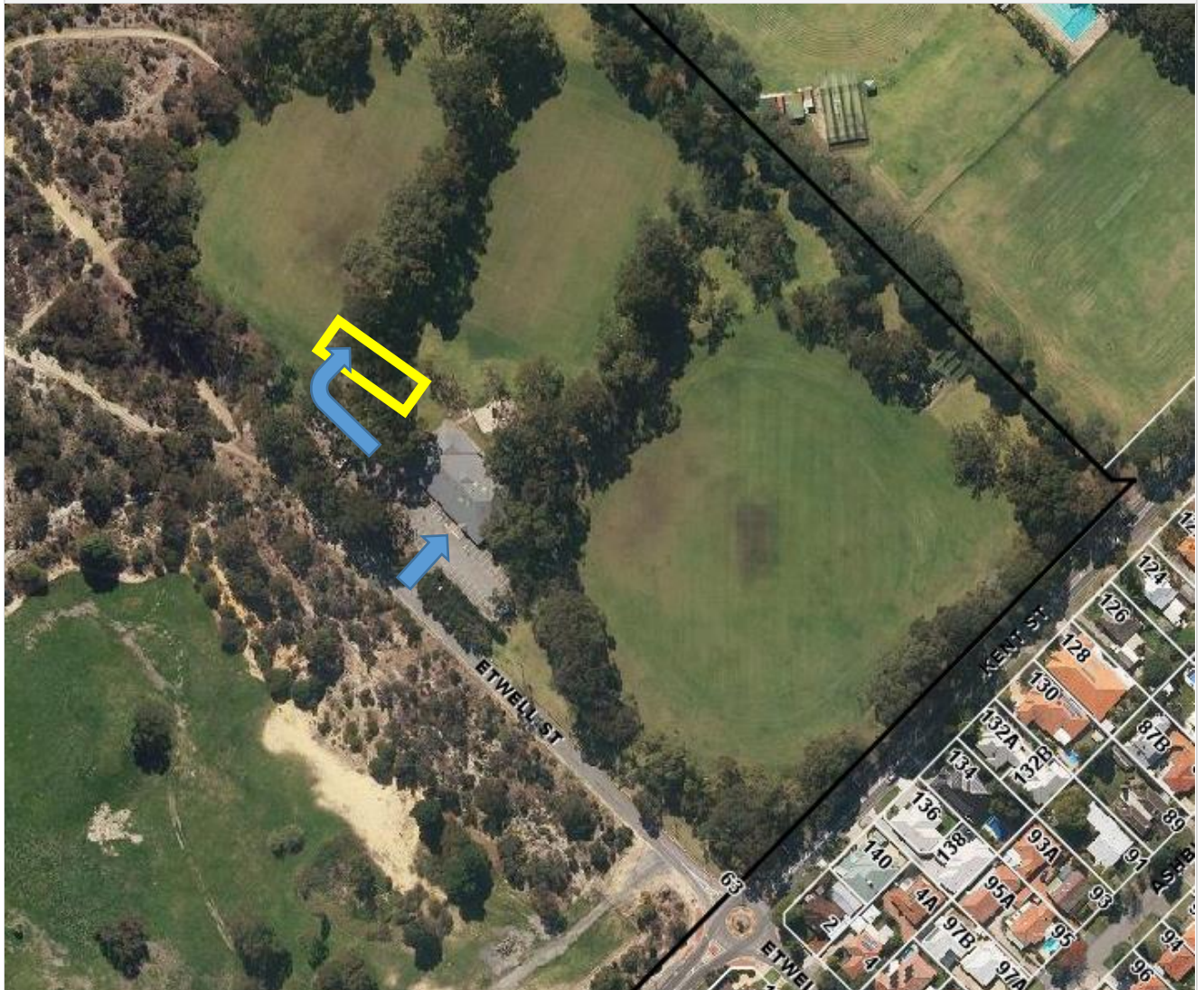
Point of access and egress for mobile food vehicles

**No. of vendors:** Maximum of three (3) mobile food vendors per trading area at any one time

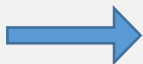
**Trading Hours:** Day Only trading from 7AM to 4PM  
(to be packed and offsite by 5PM latest)

- Vendor Access and Location Notes:**
1. ALL Mobile Food Vendors must be parked/arranged so as not to obstruct entry gates and vehicular access onto the main public open space or its buildings in the event of an emergency.
  2. ALL mobile food vehicles (including all towing vehicles) are to travel along the periphery of the public open space when accessing or exiting the Designated Trading Area(s) and not travel across the main public open space/playing field area.





Designated Trading Area Boundary



Point of access and egress for mobile food vehicles

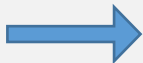
**No. of vendors:** Maximum of three (3) mobile food vendors operating at any one time

**Trading Hours:** Day and Evening trading from 7AM to 8:30PM  
(to be packed and off-site by 9:30PM latest)

- Vendor Access and Location Notes:**
1. ALL Mobile Food Vendors must be parked/arranged so as not to obstruct entry gates and vehicular access onto the main public open space or its buildings in the event of an emergency.
  2. ALL mobile food vehicles (including all towing vehicles) are to travel along the periphery of the public open space when accessing or exiting the Designated Trading Area(s) and not travel across the main public open space/playing field area.



Designated Trading Area Boundary



Point of access and egress for mobile food vehicles

**No. of vendors:** Maximum of three (3) mobile food vendors operating at any one time

**Trading Hours:** Day and Evening trading from 7AM to 8:30PM  
(to be packed and off-site by 9:30PM latest)

- Vendor Access and Location Notes:**
1. ALL Mobile Food Vendors must be parked/arranged so as not to obstruct entry gates and vehicular access onto the main public open space or its buildings in the event of an emergency.
  2. ALL mobile food vehicles (including all towing vehicles) are to travel along the periphery of the public open space when accessing or exiting the Designated Trading Area(s) and not travel across the main public open space/playing field area.

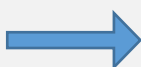








Designated Trading Area Boundary



Point of access and egress for mobile food vehicles

**No. of vendors:** Maximum of three (3) mobile food vendors operating at any one time

**Trading Hours:** Day and Evening trading from 7AM to 8:30PM  
(to be packed and offsite by 9:30PM latest)

**Vendor Access  
and Location  
Notes:**

1. ALL Mobile Food Vendors must be parked/arranged so as not to obstruct entry gates and vehicular access onto the main public open space or its buildings in the event of an emergency.
2. ALL mobile food vehicles (including all towing vehicles) are to travel along the periphery of the public open space when accessing or exiting the Designated Trading Area(s) and not travel across the main public open space/playing field area.

(To be confirmed 13 November 2018)

### 14.3 Recommendation from the Future Planning Committee: Trial of Draft HLTH6 Mobile Food Vendors (Vic Park Vendor's) Policy

<b>File Reference:</b>	PLA/6/41
<b>Appendices:</b>	<ol style="list-style-type: none"> <li>1. <a href="#">Draft HLTH6 Mobile Food Vendors (Vic Park Vendor's) Policy – Modified Version</a></li> <li>2. <a href="#">Draft HLTH6 Mobile Food Vendors (Vic Park Vendor's) Policy – Advertised Version</a></li> <li>3. <a href="#">Ordinary Council Meeting Minutes dated 10 July 2018</a></li> <li>4. <a href="#">Maps of consultation areas</a></li> </ol>
<b>Attachments:</b>	No
<b>Date:</b>	3 October 2018
<b>Reporting Officer:</b>	L. Parker
<b>Responsible Officer:</b>	R. Cruickshank
<b>Voting Requirement:</b>	Simple Majority
<p><b>Executive Summary:</b>  <b>Recommendation – That Council adopt the modified version of draft ‘HLTH6 Mobile Food Vendors (Vic Park Vendor's) Policy’, as contained in <a href="#">Appendix 1</a>, on a trial basis from 1 November 2018 to 31 March 2019.</b></p> <ul style="list-style-type: none"> <li>• A draft Policy has been prepared to establish and guide the appropriate location, management and operation of mobile food vendors within the Town.</li> <li>• The Policy builds on a previous proposal to trial mobile food vending at a number of public open spaces within the Town as a means of increasing the activation and enjoyment of the Town's public open spaces.</li> <li>• Community consultation was undertaken for 21 days from 13 August to 3 September 2018. A total of 76 submissions were received. The majority of submissions were specific to a particular location (Designated Trading Area) proposed for mobile food vending to occur under the Draft Policy.</li> <li>• In preparing the Draft Policy a focus has been to provide flexibility, choice and diversity of mobile food vendors, minimise and/or remove the need to obtain multiple permits and to locate vendors at locations that are lacking in nearby food choices so as to provide convenience and choice to residents, as well as minimise potential conflict with established “bricks and mortar” food businesses.</li> <li>• Having regard to the range of submissions, the specific locations to which they relate and the concerns that have been raised, the Draft Policy has been further modified to reduce the extent of potential mobile food vending (both in terms of maximum vendor numbers and proposed Designated Trading Area locations), refine the trading hours to specify and provide transition time for mobile food vendors to set up and pack up before or after trading, and respond to other general or location-specific concerns that have been raised, where considered appropriate.</li> <li>• It is recommended that the modified Draft Policy be trialled for the 2018/2019 Summer trading period from November to March, with a review to follow in Autumn 2019.</li> </ul>	

#### TABLED ITEMS:

Nil.



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(To be confirmed 13 November 2018)

**BACKGROUND:**Preliminary Consultation

Preliminary community consultation was undertaken from 16 January to 7 February 2018 through the Town's 'Your Thoughts' online consultation hub and included a Community Survey. The purpose of the preliminary consultation was to gauge whether a general level of support for mobile food vendor trading exists and to identify a range of the possible concerns or expectations that the community may have in relation to the operation of mobile food vendors to help inform and guide the development of a draft Policy. A total of 118 submissions were received, the majority of which came from residents, ratepayers and/or property owners within the Town. Of the 118 submissions:

- 78% of respondents agreed that mobile food vendors could fill a particular niche or demand not currently being met in the community;
- The top concerns raised included impact on local businesses, proximity to restaurants, waste management and noise;
- 54% thought that food trucks should be located in specific locations only, rather than anywhere in the Town;
- 59% indicated that there are locations where they should not operate, with the most common reply being "not near existing restaurants and cafes";
- 52% felt that operating hours should be limited;
- 86% indicated that mobile food vendors should be able to co-locate (cluster), with 72% supporting no limit on the number of vendors subject to adequate space and facilities/infrastructure being available to accommodate vendors and their customers; and
- 79% indicated that they would specifically seek out food mobile food vendors if they were aware they were operating within the Town.

Progress/Policy Development Updates to Future Planning Committee

The outcomes of the preliminary consultation and updates on the development and likely form of the draft policy were discussed as workshop items at the February 2018 and April 2018 Future Planning Committee Meetings. The discussions during these meetings indicated a general level of support for the likely direction and form of the draft policy.

Consent to Advertise Draft Policy

Following consideration at the Future Planning Committee Meeting of 20 June 2018, the Council granted consent to publicly advertise the draft Policy for 21 days at its Ordinary Meeting held on 10 July 2018.

**DETAILS:**

Draft HLTH6 'Mobile Food Vendors (Vic Park Vendor's) Policy has been prepared to establish and guide the appropriate location, management and operation of mobile food vendors within the Town.

In preparing the draft Policy a focus has been to provide flexibility, choice and diversity of mobile food vendors, minimise and/or remove the need to obtain multiple permits (as is currently the case) and to locate vendors at locations that are lacking in nearby food choices so as to provide convenience and choice to residents.

(To be confirmed 13 November 2018)

The draft Policy establishes a new form of 'Trader's Permit' under the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000*. The name of the new permit is proposed to be called 'Vic Park Vendor's Permit'. Approved 'Vic Park Vendors' would then have conditional approval to trade on the public open spaces identified within the draft Policy.

### Community Consultation

Community consultation was undertaken for 21 days from 13 August to 3 September 2018 and consisted of the following:

- A total of 1,885 letters to the owners and occupiers of properties immediately surrounding the public open spaces on which Designated Trading Areas (DTAs) are proposed;
- Emails to known food business contacts, organisations and all submitters that made contributions during the Town's preliminary consultation (142 email contacts);
- Advertisement in the Southern Gazette newspaper;
- Online consultation and invitations to submit comments via the Town's 'Your Thoughts' consultation hub; and
- Advertising/promotion on the Town's online social media platforms.

A total of 76 submissions were received comprising:

- 31 objections;
- 36 in support or partial support (some of which objected to specific locations – these are noted as objections in the location-specific tables below); and
- 9 with no position stated but providing comments/concerns (including submissions from Hawaiian and the Restaurant and Caterers Association).

The issues raised in the submissions are summarised and grouped into general and location-specific tables below, with a summary response and recommendation on whether the location should continue to be included in the draft policy. A small number of submissions have been included in multiple tables where they have raised general and/or location-specific concerns in relation to one or more Designated Trading Areas.

The submissions received from the Restaurant and Caterers Association and the Hawaiian (as owner and operator of the Park Centre) are separately considered and responded to in the Comments section of this report. One objection was also received in relation to Fletcher Park but has been dismissed as this location was not proposed under the advertised draft policy.

Further discussion of the submissions is made in the Comments section of this report.

<b>General Submissions</b>		
12 Objections (5 of these received from retail or hospitality business owners/operators)	13 Supporting Submissions (with/without concerns) (3 of these were received from mobile food vendors, 1 from a Temporary Food Business)	4 Concern/Comments (Position not stated)

(To be confirmed 13 November 2018)

<p><b>Concerns Raised:</b></p> <ul style="list-style-type: none"> <li>• Policy should include that no single use plastic is used (plates, cutlery, straws etc) and that anything that is given with the food/drink is fully compostable or reusable. Let us be leaders in this field!</li> <li>• Green spaces are valuable and in short supply in urban areas. Council should instead direct food trucks to trade on vacant blocks and commercial areas that are dead after 5pm, rather than occupying green spaces.</li> <li>• Any policy should consider the effect that mobile food vendors have on small business in the locality.</li> <li>• “Bricks and mortar” businesses pay rent, rates, taxes and outgoings, or if they own the premises they have also invested a huge amount of capital into the locality.</li> <li>• Market condition for retail and hospitality are not good at the moment, we don’t need any more obstacles to getting customers. It will kill bricks and mortar businesses that pay rates, overheads and hire staff, whereas these trucks can come and go as they please without the overheads.</li> <li>• Encouraging low cost Food Truck outsiders into local residential parks will no doubt take more business away from the Albany Highway rate paying established food businesses in a time when many are struggling and already shutting their doors. Three restaurants have already shut their doors this year within 100m from my location and remain closed and others are up for sale. Other ex-retail shop fronts have been vacant for years.</li> <li>• Local resident ratepayers adjacent to the proposed Parks should not need to endure noisy food truck generators, loud music, parking issues, excess rubbish, public alcohol consumption and public urinating until 9pm every night of the week.</li> <li>• The council should be encouraging activation to the area by way of arts festivals, entertainment festivals, circus shows, car shows, bike shows, garden shows, sporting events, cultural events etc. and bring people to the existing food and business strip.</li> <li>• What about the fabulous restaurants that we already have on the main strip they are battling as it is.</li> <li>• Multiple food trucks from 7am to 9pm, 7 days a week in a beautiful family and sports park surrounded by families and children is just ridiculous.</li> <li>• Food vendors should make sure that the areas are left clean.</li> <li>• It would be a poor decision of the Council to continue with this policy and big disregard of the tough circumstances of existing businesses.</li> <li>• Penalties should be in place for not correctly disposing of waste.</li> <li>• I find the Policy too restrictive and smacks of trying to stop food vendors not encourage them.</li> </ul> <p><b>Supporting Comments:</b></p> <ul style="list-style-type: none"> <li>• I think it is a great idea! Hopefully it will encourage folk to wander around the park more with their children and pets.</li> <li>• Needs to be marketed so local people knows it’s happening and other residents of Perth (outside Vic Park) know this is a happening active environment and a great place to live or do business.</li> <li>• This is a great idea for food truck owners, and the community.</li> <li>• I believe there should opportunities for food stalls the same way there are for mobile food vendors.</li> </ul>
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(To be confirmed 13 November 2018)

<b>Council Officers Comments:</b>
<ul style="list-style-type: none"> <li>The scope of the draft policy is recommended to be significantly reduced and limited to trading locations around the periphery of the Town's boundaries, away from brick and mortar food businesses.</li> <li>The maximum number of food vendors at each location has also been reduced.</li> <li>Refer to the Comments section of this report for further changes made as part of the modified version of the draft policy in response to community concerns raised and other feedback.</li> </ul>

<b>DTA Location: Carlisle Reserve</b>		
1 Objection	0 Supporting Submissions	0 Concern/Comments (Position not stated)
<b>Concerns Raised:</b>		
<ul style="list-style-type: none"> <li>I don't want to see any food trucks in Rayment Park or any Park in Lathlain and Carlisle area at all.</li> </ul>		
<b>Council Officers Comments:</b>		
<ul style="list-style-type: none"> <li>Recommended that the location be retained for mobile food vending under the draft policy as it is considered to be of a suitable location, size and facilities, and will provide community benefits through increased activation and utilisation.</li> </ul>		

<b>DTA Location: Fraser Park</b>		
0 Objections	2 Supporting Submissions (with concerns)	0 Concern/Comments (Position not stated)
<b>Concerns Raised:</b>		
<ul style="list-style-type: none"> <li>There is already a rubbish issue some mornings at Fraser Park after the oval has been used for soccer.</li> <li>There is inadequate parking in Fraser Park due to parents picking up kids and weekend sports. People already park on verge.</li> <li>9pm is too late for finish time - it should be limited to 8pm so people are gone by 9pm. 3.</li> <li>People already park on verge when picking up kids at Ursula Frayne and at weekend when there is more than one activity taking place.</li> <li>Food vendors will exacerbate the existing issues at Fraser Park.</li> </ul>		
<b>Council Officers Comments:</b>		
<ul style="list-style-type: none"> <li>Fraser Park is an already highly utilised and active reserve.</li> <li>In view of the removal of several other trading locations where similar concerns have been raised, and given the recommended changes to reduce trading locations to larger, peripherally-located public open spaces, it is recommended that Fraser Park be removed from the draft policy.</li> </ul>		

<b>DTA Location: Harold Rossiter Park</b>		
1 Objection	0 Supporting Submissions	0 Concern/Comments (Position not stated)
<b>Concerns Raised:</b>		
<ul style="list-style-type: none"> <li>Parking on our street is bad enough when people are at the park with dogs and when there are events at PCYC.</li> <li>Having extra activities would exacerbate the traffic and noise affecting our peace and tranquillity.</li> </ul>		

(To be confirmed 13 November 2018)

<ul style="list-style-type: none"> <li>We have young children that need to be able to get to sleep early at night.</li> </ul>
Council Officers Comments:
<ul style="list-style-type: none"> <li>Patrons of food vendors will likely be locals and/or park within the public car parking available near the clubroom buildings, rather than on-street along Anketell Street.</li> <li>Additionally the maximum number of vendors allowed has been reduced from six to three at any one time, at this large, peripherally-located reserve.</li> <li>Considered appropriate to allow the trial of mobile food vending at this location.</li> </ul>

DTA Location: J A Lee Reserve		
4 Objections	0 Supporting Submissions (with/without concerns	1 Concern/Comments (Position not stated)
Concerns Raised:		
<ul style="list-style-type: none"> <li>Alcohol consumption already occurring in park associated with Soccer Club with an increase in antisocial behaviour since this has occurred</li> <li>There has been an increase in littering, including broken bottles, near the children's playground</li> <li>Already significant noise levels associated with soccer games and players shouting and swearing.</li> <li>Food vendors will exacerbate the existing issues, bringing additional litter, noise, odours, traffic and car parking pressures.</li> <li>Residents directly back on the reserve and will have their amenity reduced by the proposal.</li> <li>Reserve is already highly activated and frequently used by dog walkers, sports clubs, walkers and general public for exercise.</li> <li>Generator noise will be significant as witnessed in other locations that mobile food trucks operate, and will harm the amenity of local residents, who are as close as 25m away.</li> <li>We recently lodged a notice on behalf of 18 residents located around the area of the reserve who are opposing the Perth Royals football clubs current application for an extended trading permit due to their ongoing alcohol related noise and other behaviour problems.</li> <li>Nothing in the draft policy points to any rigorous and pro-active regulation enforcement being put in place. Regulation will only be re-active and have little power.</li> <li>The proposal is not in keeping with the area, will not add any value and will devalue the area. It will also add fuel the fire of existing problems we are already trying to get resolved.</li> <li>These are our homes and we expect the Town to protect and maintain our peace not erode it with these sorts of proposals.</li> <li>The current disturbances we get from the club being licenced are already too often and too late into the night.</li> <li>I don't want to see any food trucks in Rayment Park or any park in Lathlain and Carlisle area at all.</li> </ul>		

(To be confirmed 13 November 2018)

<b>Council Officers Comments:</b>		
<ul style="list-style-type: none"> <li>Local residents cite issues with respect to the existing activities occurring at this location, which is already frequently active and highly utilised by the community.</li> <li>The site is of a small to medium size compared to others proposed under the draft policy, and directly adjoins a number of residential properties.</li> <li>Recommended that J A Lee Reserve be removed as part of the modifications to the draft policy.</li> </ul>		
<b>DTA Location: John Macmillan Park</b>		
2 Objections (2 received from Albany Hwy food business)	1 Supporting Submissions	0 Concern/Comments (Position not stated)
<b>Concerns Raised:</b>		
<ul style="list-style-type: none"> <li>We have observed over many months the Town's attempt to lease out the café at The Leisurelife Centre... Now the question must be asked why on earth would anyone want to commit to maintaining the labour cost (yes this is the biggest cost of a hospitality business) of keeping this café open at all hours of the centres trade only to have several food trucks descend on the park next door during the days/hours of high trade?</li> <li>The John MacMillan Park food trucks on Friday nights has proven to reduce business for many including my business.</li> <li>Cafes and restaurants pay thousands of dollars annually to provide food and alcohol to their customers in a safe manner. We are required to be in a suitable area that is proven to minimise harm to the amenity of the community.</li> <li>I observed hundreds of people at John MacMillan Park food truck Friday nights illegally consuming alcohol in a public park and some urinating behind trees. The Council is affectively facilitating this activity.</li> </ul>		
<b>Supporting Comments:</b>		
<ul style="list-style-type: none"> <li>The change in the time for food vendors at John Macmillan Park. It has changed to day time only. I am concerned that the TGIF food markets on Friday night will no longer be able to run there. It is a great event in the summer months for the community.</li> </ul>		
<b>Council Officers Comments:</b>		
<ul style="list-style-type: none"> <li>The draft policy does not alter any existing approvals in relation to the operation of the TGIF markets at the site.</li> <li>Consistent with the direction taken in reducing the scope of the policy to larger, peripherally-located public open spaces, and as the subject site is already benefiting from increased activation and utilisation by the community generated by the TGIF markets, is it recommended that John Macmillan Park be removed as part of the modifications to the draft policy.</li> </ul>		

<b>DTA Location: McCallum Park</b>		
2 Objections (1 received from Albany Hwy food business)	1 Supporting Submissions	1 Concern/Comments (Position not stated)



(To be confirmed 13 November 2018)

Concerns Raised:		
<ul style="list-style-type: none"> <li>Request reduction in number of sites on the reserve from 3 to 2 sites, or the number of vans from 6 to 5 vans for the trial period.</li> <li>There will be increased staffing and costs to Council to manage parking and traffic.</li> <li>If there are lots of additional visitors, there could be conflict with pedestrians, cyclists and cars.</li> <li>McCallum Park car parking is already reduced by city workers parking for free and travelling to the City by bus.</li> <li>Access is restricted at Taylor St.</li> <li>The Embargo Bar last year caused problems with traffic, parking and noise</li> <li>The reserve is already busy with events during the Summer</li> <li>Will erode viability of our business that relies on customers from McCallum and Raphael precincts.</li> <li>Respect must be paid to the precedent set by the State Government just last month, when they abolished licencing approval for pop up bars state wide for periods greater than three weeks. They acknowledged the detrimental effect that these pop-up bars (such as Embargo on our foreshore last summer) have on the local traders. Liquor or food the impact is the same.</li> <li>Embargo Bar resulted in rubbish and bottles being left in the park regularly, some of which was blown into the river. Who will be monitoring rubbish and ensuring this doesn't occur?</li> </ul>		
Council Officers Comments:		
<ul style="list-style-type: none"> <li>The number of DTAs at McCallum Park is recommended to be reduced to two sites and vendors will be required to provide additional bins for waste collection and to ensure the locations are left tidy why they leave. Compliance will need to be monitored and vendors educated/kept informed by Council Officers to appropriately manage rubbish and litter.</li> <li>It is considered that this site is of an appropriate location, size and with adequate facilities to accommodate mobile food vendors. Additionally it is effectively separated from the remainder of Victoria Park by Canning Highway which provides a substantial barrier to businesses present on Albany Highway.</li> <li>It is a prime recreational area and providing added convenience and amenity to the site through provision of food options is considered beneficial to the community.</li> <li>Recommended that the general location be retained for mobile food vending under the draft policy, with the specific location being moved to the southern side of the park.</li> </ul>		

DTA Location: Raphael Park		
8 Objections (1 received from Albany Hwy food business)	1 Supporting Submission (with concerns)	0 Concern/Comments (Position not stated)
Concerns Raised:		
<ul style="list-style-type: none"> <li>Will erode viability of our business that relies on customers from McCallum and Raphael precincts.</li> <li>There is insufficient car parking available for mobile food vendor customers - children and dog walkers attempting to visit the park to use the playground equipment or grass area would not be able to due to the van customers parking there.</li> </ul>		

(To be confirmed 13 November 2018)

- Street parking is already being used by city workers that park and catch the bus to the city, which will be made worse by this proposal.
- I would also be concerned about having people leaving dangerous items in the adjoining playground sand pit. Too easy to sit on the swing on soft sand to consume your takeaway in the late evening.
- The park is already regularly affected by rubbish from takeaway outlets that are several blocks away. How will customer rubbish be controlled/managed?
- There will be additional costs to Council to deal with rubbish and complaints.
- This is supposed to be a "heritage/character area" and mobile food vans do not fit with this.
- I am absolutely opposed to the revenue raising exercise of using Raphael Park for the purpose of a public party. Our residential street will suffer noise, crowds and rubbish for zero benefit except income to you.
- Proposed vendor operating hours are way too long
- Raphael Park is already very heavily utilised and is at capacity, with toilet facilities lacking.
- Raphael Park was left by Mr. Raphael "for the Children of Victoria Park". Let's keep it that way.

**Council Officers Comments:**

- Local residents cite issues with respect to the existing activities occurring at this location, which is already frequently active and highly utilised by the community.
- The site is of a small to medium size compared to others proposed under the draft policy.
- In view of the above and consistent with the direction taken in reducing the scope of the policy to larger, peripherally-located public open spaces it is recommended that Raphael Park be removed as part of the modifications to the draft policy.

**DTA Location: Rayment Park**

8 Objections (4 received from Lathlain Place food businesses)	0 Supporting Submissions	1 Concern/Comments (Position not stated)
Concerns Raised:		

- Food trucks may obscure clear vision of parents supervising their children.
- Small park – its play area would be reduced by food trucks.
- Concern that the food businesses in Lathlain Place will be adversely affected.
- Greater numbers of people, traffic and noise to the area, particularly early morning and evening set up and pack up times.
- Children being provided with unhealthy food options.
- Limited parking that is already heavily utilised.
- Safety concerns to children – park and local school – from increased traffic and reduced grassed playing space.
- Impacts on cockatoo nesting boxes due to increased noise.
- Unfair to existing local businesses that are servicing the small local Lathlain community, unlike Albany Highway.
- Additional food businesses are already being permitted to operate in Lathlain Place and now you are telling us that we are going to have six more competitors in the area for the same amount of customers



(To be confirmed 13 November 2018)

<ul style="list-style-type: none"> <li>• Generator noise at all hours from as early as 7am and littering will harm the amenity of this beautiful park.</li> <li>• Local businesses have to operate under significant overheads and staffing costs without support from the Council. This policy is actively undermining the viability of our business.</li> <li>• Food truck licences would encourage vendors to just enter during peak periods, effectively allowing them to make a cash grab over a short period and therefore not having to endure the tough mid-afternoon quiet periods and wet winters that we as fixed businesses have to face.</li> <li>• I love the idea of food trucks, but only in secluded areas where people aren't afforded the opportunity to dine-in at cafes or restaurants. Or likewise in evening events that draw large crowds to the area that encourages all businesses to succeed.</li> <li>• Rayment Park might have been suitable 5 years ago or even 2 years ago but no longer now that there are three food businesses (and soon to be 4 when No. 12 Lathlain Place is constructed) operating in a 50m long street.</li> <li>• I have looked at GO Edwards Park, John Macmillan Park and Harold Rossiter Park. I visited all the parks within 30 minutes of one another. None of the other parks were being used and are not in close proximity to food and beverage options. I understand why these could be test sites for activation but Rayment Park should not be.</li> </ul>
<b>Council Officers Comments:</b>
<ul style="list-style-type: none"> <li>• Rayment Park is an already heavily utilised and understandably highly value public open space.</li> <li>• The site is of a small size compared to others proposed under the draft policy.</li> <li>• In view of the above and consistent with the direction taken in reducing the scope of the policy to larger, peripherally-located public open spaces, it is recommended that Rayment Park be removed as part of the modifications to the draft policy.</li> </ul>

#### Submissions from Restaurant and Caterers Association

The Restaurant and Caterers Association (R&CA) were directly consulted during the preliminary consultation phase (January to February 2018) and provided an initial submission on behalf of its members. The recommendations requested by the R&CA were considered during preparation of the draft policy and responded by council Officers in the reports to the June Future Planning Committee and July Ordinary Council Meeting. A further submission was received on 11 September 2018 in response to the draft policy, which is summarised and responded to below.

<b>Comments from R&amp;CA</b>	<b>Council Officers Comments</b>
The Association's overriding priority is to ensure that bricks and mortar establishments are operating on a level playing field with mobile food vendors.	Position noted.
The Association would like to see specific mention of the Town's support of bricks and mortar businesses and ensuring a level playing field with mobile food vendors in the objectives of the policy. Section 1.3 (e) seems most appropriate for this.	This has been a strong consideration in development of the draft policy and the policy objective is recommended to include wording stating the policy seeks to achieve a balance in providing opportunities for various types of food businesses.

(To be confirmed 13 November 2018)

We are pleased that mobile food vendors will be subjected to compliance requirements under the <i>Food Act 2008</i> and <i>Food Safety Standards</i> and will need to have public liability insurance	Noted. These are mandatory requirements for all food businesses that operate in the Town.
The Association has previously argued that no mobile food vendors should operate within 25m of existing bricks and mortar food businesses of the same food offer, or 50m with a different food offer.	Noted. No sites are proposed under the modified version of the draft policy in close proximity to bricks and mortar food businesses.

Submission from Hawaiian

Hawaiian owns and manages The Park Centre in East Victoria Park, located closest to John Macmillan Park which is proposed for mobile food vendor trading under the draft policy (as advertised). The submission requests that the Town consider a range of issues including the following:

- The significant number and diversity of food premises that already exist in the Town;
- The financial overheads that permanent businesses are required to pay and the fairness of having to compete with lower cost operators that temporarily operate during peak periods;
- Capping or limiting the number of events and/or mobile food vendors operating under the policy;
- Requiring that a minimum ratio of mobile food vendors be local residents/ratepayers and/or employ local residents;
- That Council consider other place making activities that connect and engage the community but do not negatively impact on existing local businesses; and
- The impact that additional competition will place on the sustainability of local, rate paying businesses that are already under significant pressure due to tough market conditions.

The concerns raised by Hawaiian have been considered during development of the draft policy, and further following conclusion of the consultation period and the consideration of submissions. Given the modifications proposed to the draft policy (refer to recommended changes below) that significantly reduce the amount of mobile food vendors (in terms of trading locations and maximum vendor numbers) it is considered that a balance has been reached between the multiple interest groups to progress with the recommended trial implementation of the policy.

Mobile Food Vendors Workshop

A workshop with mobile food vendors potentially interested in operating a trial of the Draft Policy was held on 28 August 2018, with 10 vendors in attendance. Interest in attending was significantly higher than this, however mitigating circumstances contributed to the lower than expected turn out. The purpose of the workshop was to provide an overview of the Draft Policy, clarify vendor issues/queries and receive feedback before the potential commencement of the trial. A number of trading expectations were also communicated to those in attendance, including for participating vendors to undertake the following as part of any Council approved trial of the Draft Policy:

- Trade at least once a month for the duration of the trial;
- Trade during two or more trading periods (e.g. morning, afternoon and/or evening)
- Trade in DTAs across 3 or more suburbs  
(= minimum requirement to trade on at least 5 occasions)

(To be confirmed 13 November 2018)

The above expectations were formulated in order to obtain a minimal level of trader feedback on the potential success of the Draft Policy to inform its review/evaluation at the conclusion of the recommended trial. Specific feedback was also sought on a number of issues to further improve the policy provisions and ascertain whether they are realistic/practical from a mobile food vendor perspective. These are detailed in the below table.

<b>Feedback Sought</b>	<b>Vendor Feedback</b>	<b>Officer Comments</b>
Are any of you WA Mobile Food Vendors Association (WAMFVA) members? Is membership beneficial?	Majority of attendees indicated that they are members, and that most mobile food vendors hold membership with the association. Attendees responded that this should be retained in the Policy given most vendors are members, and could even be altered to be a mandatory (rather than preferable) requirement to participate in the trial.	WAMFVA members are required to accord with the association's Code of Conduct which advocates appropriate vendor trading behaviour and minimum standards. Recommended that WAMFVA membership continue to remain in the Draft Policy as a highly encouraged attribute for Vic Park Vendor permit applicants.
Are the minimum trading expectations reasonable?	Most attendees indicated that the minimum trading expectations were reasonable and not overly onerous, particularly as no fees to participate in the trial are being recommended. Attendees did not express opposition to the minimum trading expectations.	While not stipulated in the Draft Policy, the trading expectations will be communicated to vendors that participate in the trial of the Draft Policy (if approved by Council). The vendor expectations continue to be considered reasonable having regard to the recommended changes to the Draft Policy.
There are calls for vendors to only supply food/beverages in paper-based packaging, cups, cutlery etc....how feasible is this for you if required by the Draft Policy?	Attendees indicated that most vendors are now moving to fully paper-based or recyclable food packaging. Vendors indicated that any requirements should be a mandatory requirement under the Policy rather than "highly encouraged" or aspirational requirements, in	The recommended changes to the Draft Policy include an additional provision (Clause 3.9) requiring all prepared food and beverages to be provided in compostable (fully biodegradable) packaging. Refer to Environmental Issues section of report for further explanation of the new policy provision.
<b>Feedback Sought</b>	<b>Vendor Feedback</b>	<b>Officer Comments</b>
	order for vendors to abide by them.	

(To be confirmed 13 November 2018)

The Draft Policy allows for clustering of food trucks with most DTAs allowing up to 6 mobile food vendors...is this too many or should it remain as is?	Vendors agreed that the ability to cluster is essential however that the proposed number at each site was too high and was extremely unlikely to be reached and for most locations would be commercially unviable. It was suggested that the appropriate maximum number at each site is more appropriate at 3 or 4 food trucks, with potentially higher numbers at McCallum Park.	In view of both the subject vendor feedback as well as concerns received from community members that the maximum vendor numbers proposed are too high the recommended changes to the Draft Policy include a reduction from a maximum of 6 to 3 mobile food vendors at any one time at all locations, with the exception of McCallum Park where it has been retained as 6 vendors at its 2 DTAs (reduced from 3 DTAs).
Is there anything we've missed or should be added to the Draft Policy to help make the trial a success?	Vendors requested that Town of Victoria Park branding be developed for vendors to utilise as part of their trading/event promotion on social media, to support the success of the trial.	Council Officers are currently investigating development of Town branding to be distributed to successful permit holders should the trial of the Draft Policy be approved by Council.

**Proposed Trial Implementation of Draft Policy**

It is recommended that the policy only be adopted on a trial basis to enable the Council to assess whether the proposed trading locations (Designated Trading Areas) are successful, evaluate any negative or positive impacts arising from the trial and to then determine whether a further trial or formal adoption of the draft policy should occur.

It is recommended that the draft policy be trialled during the 2018/2019 summer trading period from November 2018 to March 2019, with a review to follow in autumn 2019 by the end of the financial year.

**Legal Compliance:****Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000**

The Town's *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000* (Local Law) provides for the regulation, control and management of activities and trading on public spaces within the Town. The Local Law provides for the Council to adopt a policy in relation to activities for which a permit is required from the Town, as well as the conditions that the granting of a permit may be subject to.

The trading of mobile food vendors on the Town's public open spaces constitutes an activity that requires the granting of a "trader's permit" under the Local Law.

The draft Policy seeks to establish the granting of a specified form of "trader's permit" under the Local Law (proposed to be named "Vic Park Vendor's Permits") and to set out the circumstances, trading requirements and conditions that the granting of such permits may be subject to.

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(To be confirmed 13 November 2018)Department of Conservation, Biodiversity and Attractions (DCBA) Approval

A 'Form 7 Permit' under the *Swan and Canning Rivers Management Regulation 2007* is required to be applied for and granted by the Rivers and Estuaries Division of the DCBA in order for mobile food trading to occur at McCallum Park, as it is located within the Swan Canning Riverpark, under the control of the Swan River Trust. The application is currently being assessed and it is hoped that it will be favourably considered and approved by the end of September/early October.

Department of Planning, Lands and Heritage Consent

As previously reported to Council, written consent under Section 75 of the *Land Administration Act 1997 (LAA)* is required for mobile food vendor trading at McCallum Park and Edward Millen Park. This is due to the fact that these are Crown land sites under conditional tenure that cannot be the subject of any licence, mortgage, charge, security or other encumbrance without the written approval of the Minister for Lands. Unfortunately, Council Officers have received advice that such consent is unable to be provided in a 'blanket/umbrella' type fashion for mobile food vending to occur in accordance with the Draft Policy and that the restrictions under the LAA mean that individual consent for each occasion that mobile food vending takes place will still be required.

In view of the above, and the intended flexibility for vendors under the Draft Policy to trade (rather than requiring individual event applications to Council (and subsequent requests from Council to the State Government for consent) that requires a long lead-time of weeks to months, it is recommended that Edward Millen Park be removed from the Draft Policy as a trading location. Special event requests can still be received from Council in future (as is the case currently) for this site, however the benefits and platform provided to mobile food vendors as 'Vic Park Vendors' under the Draft Policy is not able to be facilitated for this location.

With respect to McCallum Park, this site is comprised of a number of lots, with the largest being Lot 124 adjoining the Swan River foreshore, which is Crown land. The three proposed DTAs on McCallum Park under the advertised version of the Draft Policy are located on Lot 124. The other lots on the southern portion (approximately half) of McCallum Park are owned in fee simple by the Town and are not subject to the Section 75 consent requirement. Accordingly, it is recommended that the DTAs on McCallum Park be reduced from three to two, located at each end of McCallum Park, and on the southern portion of the Park, as detailed in the modified version of the Draft Policy.

**Policy Implications:**

The draft Policy is aligned with, and assists in achieving a number of the aims and objectives contained in a broad range of the Town's adopted Strategies and Policies. This was outlined in detail in the July Ordinary Council Meeting report (Appendix 3) and included the following:

- Strategic Community Plan 2017-2032
- Safer Neighbourhoods Plan 2017-2022
- Events and Place Activation Strategy 2017-2018
- Disability Access and Inclusion Plan 2017-2022 (DAIP); and
- Healthy Vic Park Plan 2017-2022

(To be confirmed 13 November 2018)

**Risk Management Considerations:**

<b>Risk &amp; Consequence</b>	<b>Consequence + Rating</b>	<b>Likelihood = Rating</b>	<b>Overall Risk Analysis</b>	<b>Mitigation/Actions</b>
Continued ad hoc consideration of mobile food vending applications, multiple application types and general lack of any mobile food vendor trading in the Town (aside from organised events) if a Policy is not adopted.	Moderate	Likely	Low	Support the recommended trial implementation of the Draft Policy (as modified) from November 2018 to March 2019, with a subsequent review/evaluation of its success to occur in April to May 2019. Development of internal procedures, education and training of staff will also be required to effectively administer the Policy and maximise its potential success.
General lack of policy success and therefore waste of Council resources in its development/implementation.	Moderate	Unlikely	Low	
Significant opposition from local residents and existing food businesses to the nearby trading of mobile food vehicles	Low to moderate	Unlikely	Low to Medium in view of proposed changes to Draft Policy.	
Inability to attract mobile food vendors and realise potential benefits of mobile food vendors to the community	Significant	Unlikely	Medium	
Trading area locations that are not successful due to a range of potential factors (e.g lack of information/awareness, lack of exposure, insufficient customers, etc.)	Moderate	Some likelihood of occurring	Medium	



(To be confirmed 13 November 2018)

Damage to public open spaces and increased littering and inappropriate disposal of food waste/containers	Low to moderate	Some likelihood of occurring	Low	
Traffic and noise impacts to surrounding residents	Moderate	Some likelihood of occurring	Low	
Excessive fees that discourage mobile food vendors or insufficient fees that do not recover the additional costs for Council staff and resources in implementing the policy or managing/mitigating potential adverse impacts.	Moderate	Unlikely	Low	
Inability to obtain consent/statutory approvals from relevant Stage Government agencies to allow for mobile food vendor trading at McCallum Park and Edward Millen Park.	Low	Unlikely	Low given recommend -ed changes to address inability to obtain Section 75 consent under the LAA.	
Internal staff opposition or lack of policy 'buy in' of staff to effectively implement and administer the Policy due to its cross-functional nature.	Low to moderate	Some likelihood of occurring	Low	
Ineffective or delayed review/evaluation of policy trial.	Low to moderate	Some likelihood of occurring	Low	

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(To be confirmed 13 November 2018)

**Sustainability Assessment:**External Economic Implications:

The draft Policy will provide a platform for mobile food vendors to trade within the Town, supporting the growth of existing and new small businesses. While efforts have been made to locate the majority of proposed Designated Trading Areas at public open spaces situated a significant distance from existing 'bricks and mortar' establishments, there is evidence that rather than directly competing with these businesses, mobile food vendors can attract additional visitors and customers to their trading locations than would otherwise normally occur, which can have a positive impact on the trading of nearby established traders.

Notwithstanding, a major objective of the Policy is to increase choice and diversity where only limited food options exist and to increase the activation of the Town's public open spaces. Therefore, these objectives support mobile food vendor trading away from locations where a large number of food businesses already exist, in any case.

Cultural Issues:

The draft Policy has potential to provide a platform for the small business community to showcase and provide culturally diverse, unique and interesting food choices to the local community. The ability for food to serve as a medium for cultural exchange and the celebration of cultural diversity may also contribute to positive cultural and social outcomes.

Environmental Issues:

The Vendor Guidelines contained within the Draft Policy include an emphasis on ensuring that potential environmental impacts arising from the trading of mobile food vendors are minimised and avoided. These include provisions requiring traders to provide bins for the disposal of patron waste, to have receptacles for the collection of any waste water or other emissions from the mobile food vehicles themselves, and provisions regarding their operation or setting up to avoid damages to the public open spaces, Council buildings or vegetation. A further provision (Clause 3.9 in the modified draft policy) has been recommended for inclusion in the Draft Policy requiring vendors to only serve prepared food or beverages in compostable (fully biodegradable) packaging and encouraging them to accept clean, reusable receptacles (e.g. 'keep-cups') from customers for the serving of products.

The ability for enforcement action (e.g. infringement or suspension of trading permits) to occur as a result of damages caused by traders exists under the Local Law, and adherence to these requirements will be encouraged/enforceable as part of the conditions able to be applied to the proposed 'Vic Park Vendor's Permits'.

There is a risk that the ability to enforce these requirements or penalise offenders may be limited due to difficulty in identifying the party responsible for any damages, particularly if the damage occurs during the trading of multiple vendors or if the damage arises from the actions of customers/the public rather than the traders themselves. However, it is considered that these potential issues can be managed/minimised through a variety of measures, including the following:



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(To be confirmed 13 November 2018)

- Evaluation and review following the proposed initial trial of the policy;
- Continued communication and education of mobile food vendors by Council staff;
- Potential changes to the provision of facilities by Council (e.g. more Council bins or public seating); and
- Changes to the scale or timing of activities that are permitted to occur at the proposed Designated Trading Areas (e.g. reducing the maximum number of mobile food vehicles permitted to trade at a given time, 'resting' or alternating the trading areas to provide increased turf recovery times, etc.).

**COMMENT:**

The proposed Policy will enable the Town to establish a platform for the trading of mobile food vehicles within the Town and share in the positive activation and community benefits that can arise from their trade, as has been witnessed in a number of local government areas throughout the Perth Metropolitan area and more broadly in other centres nationally and internationally.

There is a growing trend for local governments to provide opportunities for mobile food vendors and other activities such as weekend markets and festivals, to facilitate enjoyable, interesting, unique and convenient leisure and recreational opportunities for residents, families and other members of the community to experience in their local area.

The addition of diverse and convenient food options at a number of the Town's public open spaces provides the potential for their increased activation and utilisation by the community, and the ability for residents and families to enjoy these spaces for longer periods of time, in a richer, and more socially inclusive manner. Some of the potential benefits include:

- greater social connectedness;
- opportunities for community members to meet or build on existing relationships with their neighbours;
- supporting other activities occurring in public open spaces by providing convenient food options for families or spectators (e.g. at sporting events/matches (with permission), before or after undertaking outdoor exercise or by responsible parents/caretakers supervising the use of playground equipment by their children); and
- fostering a greater attachment to the local community and an enhanced sense of place.

**Recommended Changes to Draft Policy**

A number of changes are recommended to be made to the Draft Policy (as advertised) in response to the concerns raised in submissions received during the community consultation period, at the mobile food vendors workshop held by Council Officers and as a result of further review by Council Officers since consent for public advertising was granted by Council in July 2018. These include the following:

1. Insertion of a new Clause 3.9 requiring all permit holders to only serve prepared food or beverages in compostable packing, and encouraging vendors to serve food/beverages in reusable receptacles brought by customers (e.g. "keep-cups");
2. Reducing the maximum number of permitted mobile food vendors from 6 to 3 vendors at most DTAs, and to 6 vendors for the DTAs at McCallum Park;
3. Increasing the public liability insurance requirement for permit holders from \$10 million to \$20 million, consistent with the up-to-date requirements of other local governments;

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(To be confirmed 13 November 2018)

4. Shifting the DTAs at McCallum Park to the southern side of the park on land that is owned in fee simple by the Town to avoid the need to obtain Department of Planning, Lands and Heritage consent (under Section 75 of the Land Administration Act 1997 for each occasion that mobile food vending occurs;
5. Insertion of new Clause 3.10 clarifying that the policy does not permit the sale or distribution of alcohol or tobacco products.
6. Alteration to the evening trading time of 5pm to 9pm, to 5pm to 8:30pm, with clarification that mobile food vendors must be packed and offsite by no more than one hour after trade has finished (i.e. by 9:30pm latest);
7. New clause 3.2(c) to clarify that mobile food vendors are not permitted to be on-site more than one hour prior or one hour after their booked trading period;
8. Alteration to trading periods to provide for one hour pack up/set down transition between trading periods as follows:
  - a. Morning – 7am to 11pm;
  - b. Afternoon – 12pm to 4pm; and
  - c. Evening – 5pm to 8:30pm;
9. Removing the DTA at Edward Millen Park, given the need to obtain individual Department of Lands consents (under Section 75 of the Land Administration Act) for each occasion that mobile food vending occurs;
10. Removing the DTAs from several of the smaller and/or more centrally located public open spaces, including Fraser Park, J A Lee Reserve, John Macmillan Park, Rayment Park and Raphael Park in view of the following matters:
  - a. Issues raised by a number of local residents surrounding J A Lee Reserve with respect to the activities of the soccer club and its members, and their concerns that additional activities may adversely affect their amenity by way of additional noise, litter, parking and traffic, etc.;
  - b. The concerns expressed by local residents of Fraser Park, Raphael Park and Rayment Park that these reserves are smaller than other proposed sites, are already highly activated and well-utilised, have car parks that are often at or under-capacity for the number of park users, and other concerns regarding safety, noise, littering etc.; and
  - c. The concerns expressed by local businesses in close or nearby proximity to John Macmillan Park, Raphael Park and Rayment Park with respect to the potential for increased competitive commercial interests (in addition to the existing potential that exists) and the objective of the Draft Policy to balance the interests of 'bricks and mortar' businesses with those of mobile food vendors by providing mobile food vending opportunities at appropriate public open space locations.
11. Change to clause 3.13(c) to additionally specify that mobile food vehicle generators should preferably be of low noise emitting, inverter type models.
12. Change to objective 1.3(e) to outline that the policy strives to achieve a balance in providing opportunities for food businesses of various kinds, including both mobile food vendors and bricks and mortar food businesses.

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(To be confirmed 13 November 2018)

Consideration was also given to the further restriction of mobile food vendor trading to non-consecutive days, effectively halving the potential trading opportunities for mobile food vendors. However, given the policy is being proposed on a trial basis and the take-up of vending opportunities is very unlikely to be at a capacity where everyday mobile food vending will be seen, the restriction of trading opportunities to such an extent is not considered warranted. Notwithstanding, this is an option that Council may wish to consider in either adopted the draft modified Policy, or in the future when reviewing the policy following any trial for certain locations, should they prove to be exceptionally busy and to warrant such restriction.

#### Restriction of trading to Mobile Food Vehicles

A small number of food businesses operating as temporary/pop-up food stalls (rather than from a mobile food vehicle) have indicated an interest in participating in the trial of the policy. Stall holders were not originally considered as part of the Draft Policy given the additional food safety risk they represent to the community from an Environmental Health perspective in combination with the intended flexibility that Vic Park Vendors are proposed to have to operate under the draft policy.

During the mobile food vendor workshop it was communicated to two stall holders in attendance that there may be an opportunity to trade under a separate events approval from Council's Environmental Health Officers, alongside mobile food vehicles operating under the draft policy.

Environmental Health Officers have further considered this request and the food safety risk and have reconfirmed the position that the trial of the draft policy should only include mobile food vehicles.

Having regard to the increased risk as well as the proposed modifications to the draft policy reducing the number of vendors and trading locations, it is not recommended to permit food stall operators in the recommended trial of the modified draft policy. This position could potentially be reconsidered following the proposed trial.

#### Permit Fees

It is recommended that for the duration of any trial implementation of the draft policy, that fees for the assessment and granting of Vic Park Vendor's Permits to approved mobile food vendors not be charged, so as to maximise the attraction and take-up of mobile food vendors to trade as part of the trial. This will encourage greater numbers of traders to the Town and provide the community and the Town with increased opportunity to experience and evaluate the impacts of their trade (negative and positive). It should also be noted that the waiving of fees would be consistent with the Town's approach to alfresco dining for bricks and mortar food businesses.

Payment of a \$100 bond for keys to access the secured gates to the reserves will continue to be charged as for all other park users/normal reserve hire processes, to cover the Town's costs for replacement of lost or stolen keys that are issued to mobile food vendors. This will then be refunded upon the return of the key to the Town (i.e. at the conclusion of the recommended trial).

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(To be confirmed 13 November 2018)**CONCLUSION:**

Preliminary engagement undertaken during January to February 2018 indicated a high level of support for mobile food vending within the Town, with the majority of respondents calling for trading to be located at public open spaces. 20 public open space locations were nominated during the preliminary engagement period. Further, a significant majority of respondents indicated they supported the clustering of mobile food vendors at these locations with no restriction on the number of vendors provided adequate facilities exist on site. Evaluation of the nominated locations resulted in twelve being identified as potentially suitable for mobile food vendor trading given the availability of infrastructure public (toilets, playground, seating, lighting etc.) and car parking as well unique activation potential in the case of Edward Millen Park, which were included under the draft policy, with a maximum of six mobile food vendors at any one time being specified for the majority of these locations.

Having regard to the range of submissions received during the community consultation period, the specific locations to which they relate and the concerns that have been raised, the Draft Policy has been further modified by Council Officers to reduce the extent of potential mobile food vending activities (both in terms of maximum vendor numbers and proposed Designated Trading Area locations), refine the trading hours to specify and provide transition time for mobile food vendors to set up and pack up before or after trading, and respond to other general or location-specific concerns that have been raised, where considered appropriate. This has included the removal of six Designated Trading Areas, halving the overall number of locations originally proposed. The maximum number of food vendors at any one time has been reduced to three for all Designated Trading Areas, excluding those at McCallum Park which are considered appropriate to have up to six vendors (although it is expected that this would rarely be reached in any case). The remaining locations under the modified draft policy are all larger public open spaces located around the periphery of the Town's boundaries, away from Albany Highway and other local neighbourhood centres that contain 'bricks and mortar' food businesses.

Unlike a development application for a development where a property owner has a legal right to develop their land, the subject policy proposal is at the complete discretion of Council to consider, and a wide range of concerns and interests are able to be considered. It is considered that the modified Draft Policy achieves an appropriate balance between the interests of various members in the community, including local residents, local businesses, mobile food vendors and the wider community. It is recommended that the modified Draft Policy be trialled for the 2018/2019 summer trading period from November to March, with a review to follow in autumn 2019.

**RECOMMENDATION/S FROM THE FUTURE PLANNING COMMITTEE:**

That Council:

1. Adopts the modified version of draft policy 'HLTH6 Mobile Food Vendors (Vic Park Vendor's) Policy', as contained in Appendix 1, on a trial basis from 1 November 2018 to 31 March 2019;
2. Waives application fees for submission of an application for a 'Vic Park Vendor's Permit' for the duration of the policy trial (with all permits issued to expire upon conclusion of the trial);

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(To be confirmed 13 November 2018)

3. Receives a further report reviewing the trial implementation of the draft policy by 30 June 2019 to determine whether it will formally adopt the draft policy, with or without modifications; and
4. Advises all persons whom have lodged a submission on the draft Policy, during the community consultation period, of its decision.
5. During the trial period, no temporary food business permits be approved for on street vending or itinerant food vendors.

#### **FURTHER COMMENTS:**

At the Future Planning Committee meeting on 19 September 2018, the Committee resolved to add part 5 to the recommendation (detailed above). The intent of adding part 5 is to ensure that during the trial period, no new temporary food business permits are issued for on-street vending or itinerant food vendors only, as this may affect the success of the trial. Instead such operators should be encouraged to apply for a Vic Park Vendors Permit allowing them to operate on one of the approved Designated Trading Areas. This would not preclude the issuing of new temporary food business permits for trading on parks or reserves associated with events, or impact upon persons who currently hold a valid permit to operate on-street.

For clarity, it is suggested that part 5 of the Committee recommendation be reworded (see Officer's Recommendation below).

Furthermore, in response to questions and comments raised at the Elected Members Briefing Session on 2 October 2018, the following information is provided:

- A further analysis has been undertaken of the public submissions received. It has been concluded that a total of 76 submissions were received, not 59 as previously stated. Of the 76 public submissions received, 53 were made through the Your Thoughts system (20 being in support; 15 objecting; 11 supporting with concerns; 7 unstated position with concerns) and 23 were received through other means (2 in support; 16 objections; 3 supporting with concerns; 2 unstated position with concerns).
- Of the 76 submissions received, 12 submissions were received from existing food businesses or retailers including 6 submitted through Your Thoughts.
- In relation to the Your Thoughts system there was a reported outage of the system on 16<sup>th</sup> August for a period of 15 minutes (site was still visited on this day and submissions were still received on this day).
- In addition to the use of the Your Thoughts system, other methods of lodging a submission included :
  - Online, using the [submission form](#)
  - By email: [admin@vicpark.wa.gov.au](mailto:admin@vicpark.wa.gov.au), quoting reference TPS1/78
  - By letter: Town of Victoria Park, Locked Bag No. 437, Victoria Park WA 6979, quoting reference TPS/78
  - In person at 99 Shepperton Road or the Library

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- Maps are now provided at Appendix 4 indicating those properties that received letters directly from Council inviting comments on the draft Policy. It should be noted that the extent of the respective areas that were directly consulted by letter was determined based upon amenity impacts rather than competition considerations. In other words, the consultation areas were determined having regard to those nearby properties which may be affected by the proposed trial in relation to amenity impacts (ie. noise, parking, rubbish etc. It was considered that owners and operators of properties that may be affected in other ways would have been adequately informed through the other consultation methods that were undertaken.
- In relation to the Officer's recommendation for up to six (6) mobile food vendors at each of the two (2) DTA's at McCallum Park, as opposed to a reduction to three (3) vendors at the other DTA's, it was considered that given the site's size, location and available facilities, that six (6) vendors was acceptable. It is open to Council to reduce this number as deemed appropriate.
- The Officer's recommendation below now includes the deletion of the word "administration" on the cover page of the Draft Policy to ensure consistency with Part 3 of the recommendation requiring a report to come back before Council to review the trial period.

#### OFFICER RECOMMENDATION/S:

That Council:

1. Adopts the modified version of draft policy 'HLTH6 Mobile Food Vendors (Vic Park Vendor's) Policy', as contained in Appendix 1 with the deletion of the word "administration" on the cover page, on a trial basis from 1 November 2018 to 31 March 2019;
2. Waives application fees for submission of an application for a 'Vic Park Vendor's Permit' for the duration of the policy trial (with all permits issued to expire upon conclusion of the trial);
3. Receives a further report reviewing the trial implementation of the draft policy by 30 June 2019 to determine whether it will formally adopt the draft policy, with or without modifications; and
4. Advises all persons whom have lodged a submission on the draft Policy, during the community consultation period, of its decision.
5. Not issue any new temporary food business permits for on-street vending or itinerant food vendors for the period that the draft Mobile Food Vendors Policy is trialled. This does not preclude the issuing of new temporary food business permits for trading on parks or reserves associated with events.



(To be confirmed 13 November 2018)

## **ALTERNATE MOTION**

**Moved: Cr Vernon**

**Seconded: Cr Anderson**

**That Council:**

- 1. Defer the motion to adopt the modified version of draft policy 'HLTH6 Mobile Food Vendors (Vic Park Vendor's) Policy' on a trial basis from 1 November 2018 to 31 March 2019;**
- 2. Directs the Chief Executive Officer to convene a workshop with local business owners to consult with them about the Policy, and report the outcome of the workshop to the Future Planning Committee for consideration; and**
- 3. Refer the draft HLTH6 Mobile Food Vendors (Vic Park Vendor's) Policy ("the Policy") back to the Future Planning Committee for further consideration after receiving a report on the outcome of the workshop.**

**The Motion was Put and**

**CARRIED (8-0)**

**In favour of the Motion: Cr Ammons Noble; Cr Anderson; Cr Ife; Cr Jacobs; Cr Oliver; Cr R Potter; Cr V Potter; and Cr Vernon**

## **REASON:**

**This alternate motion will ensure that:**

- 1. There is an opportunity for public consultation with local business in the Town regarding the Policy in light of concerns expressed by local businesses about the extent of public consultation;**
- 2. The Future Planning Committee will have an opportunity to consider the outcome of the workshop as part of a further consideration of the Policy and any recommendation to Council; and**
- 3. Council is able to make an informed decision.**

(To be confirmed 14 August 2018)

**RESOLVED:****Moved: Cr Anderson****Seconded: Cr Ife**

**That the Future Planning Committee Recommendation/s for Items 14.5 to 14.11 be adopted by exception resolution by Absolute Majority.**

**The Motion was Put and****CARRIED BY AN ABSOLUTE MAJORITY (8-0)**

**In favour of the Motion: Mayor Vaughan; Cr Anderson; Cr Ife; Cr Jacobs; Cr Oliver; Cr R Potter; Cr V Potter; and Cr Vernon**

**FUTURE PLANNING COMMITTEE**
**14.5 Recommendation from the Future Planning Committee - Draft HLTH6 Mobile Food Vendors (Vic Park Vendor's) Policy**

<b>File Reference:</b>	PLA/6/41
<b>Appendices:</b>	1. Draft HLTH6 Mobile Food Vendors (Vic Park Vendor's) Policy 2. Summary Report of Preliminary Consultation Outcomes 3. Submission from Restaurant and Caterers Association
<b>Attachments:</b>	No
<b>Date:</b>	11 June 2018
<b>Reporting Officer:</b>	L. Parker
<b>Responsible Officer:</b>	R. Cruickshank
<b>Voting Requirement:</b>	Simple Majority
<b>Executive Summary:</b> <b>Recommendation – The Future Planning Committee recommends to Council that the draft HLTH6 Mobile Food Vendors Policy be advertised for public comment.</b> <ul style="list-style-type: none"> <li>• A draft Policy has been prepared to establish and guide the appropriate location, management and operation of mobile food vendors with the Town.</li> <li>• The Policy builds on a previous proposal to trial mobile food vending at a number of public open spaces within the Town as a means of increasing the activation and enjoyment of the Town's public open spaces.</li> <li>• Preliminary consultation undertaken in January to February 2018 indicated a high level of community support for mobile food vending to occur at public open spaces within the Town.</li> <li>• In preparing the draft Policy a focus has been to provide flexibility, choice and diversity of mobile food vendors, minimise and/or remove the need to obtain multiple permits and to locate vendors at locations that are lacking in nearby food choices so as to provide convenience and choice to residents, as well as minimise potential conflict with established "bricks and mortar" food businesses.</li> <li>• It is intended for the Policy to be trialled for the 2018/2019 summer trading period from November to March, with a review to follow in Autumn 2019.</li> <li>• It is recommended that the draft Policy be advertised for public comment and consultation with key external stakeholders and relevant State Government agencies.</li> </ul>	



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(To be confirmed 14 August 2018)**TABLED ITEMS:**

Nil

**BACKGROUND:**Preliminary Consultation

Preliminary community consultation was undertaken from 16 January to 7 February 2018 through the Town's 'Your Thoughts' online consultation hub. The purpose of the preliminary consultation was to gauge whether a general level of support for mobile food vendor trading exists and to identify a range of the possible concerns or expectations that the community may have in relation to the operation of mobile food vendors to help inform and guide the development of a draft Policy.

This engagement involved the following:

- Your Thoughts online consultation hub
  - Community Survey, Pin a Place, Ask a Question, Quick Poll, FAQs
- Advertisements in Southern Gazette and on social media calling for submissions
- Community Survey:
  - basic questions to help underpin and establish policy direction;
  - identify desirability of food trucks/mobile food vendors in the Town; and
  - where and when people do or don't wish to see mobile food vendors operating.

There were a total of 574 visits to the Your Thoughts consultation page for the project during the consultation period. Of these:

- 497 visitors were 'aware participants' (individuals accessing the project home page);
- 346 were 'informed participants' (visited the Key Dates page, viewed FAQs, visited multiple pages or contributed to a tool);
- 118 participated in the Community Survey;
- 107 participated in the Quick Poll, with 76% of respondents indicating they support mobile food vendors operating in the Town;
- 3 asked questions;
- 24 pinned a place on a Map; and
- 93 new user registrations to Your Thoughts.

Community Survey Results

The majority of submissions were received from residents, ratepayers and/or property owners within the Town. The 118 submissions identified the following with respect to the trading of mobile food vendors within the Town:

- 78% of respondents agreed that mobile food vendors could fill a particular niche or demand not currently being met in the community;
- The top concerns raised included impact on local businesses, proximity to restaurants, waste management and noise;
- 54% thought that food trucks should be located in specific locations only, rather than anywhere in the Town;
- 59% indicated that there are locations where they should not operate, with the most common reply being "not near existing restaurants and cafes";
- 52% felt that operating hours should be limited;

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- 86% indicated that mobile food vendors should be able to co-locate (cluster), with 72% supporting no limit on the number of vendors subject to adequate space and facilities/infrastructure being available to accommodate vendors and their customers; and
- 79% indicated that they would specifically seek out food mobile food vendors if they were aware they were operating within the Town.

A summary report of the consultation outcomes is included in the Appendices.

#### 'Pin a Place' Results

- 71 visitors, 57 contributions from 24 visitors (average of 2 or 3 locations nominated)
- 24 locations nominated for Food Trucks – 20 of these were public open spaces, 2 train stations, and 2 road/shop locations.

#### WA Mobile Food Vendors Association

The WA Mobile Food Vendors Association have indicated general support and interest in mobile food vendors operating within the Town. It is expected they will provide further detailed comments during the recommended consultation for the draft policy.

#### Restaurant and Caterers Association

The Restaurant and Caterers Association (R&CA) were directly consulted during the preliminary consultation phase and provided an initial submission on behalf of its members (Appendices 3). The recommendations requested by the R&CA for consideration by Council Officers in the development of the draft Policy are listed and responded to in the Comments section of this report.

#### Progress/Policy Development Updates to Future Planning Committee

The outcomes of the preliminary consultation and updates on the development and likely form of the draft policy were discussed as workshop items at the February 2018 and April 2018 Future Planning Committee Meetings (Appendices 3 and 4). The discussions during these meetings indicated a general level of support for the likely direction and form of the draft policy.

#### **DETAILS:**

A draft Policy has been prepared to establish and guide the appropriate location, management and operation of mobile food vendors with the Town (Appendices 1).

The Town does not have an adopted policy position with respect to the location or regulation of mobile food vendors, and applications to trade within the Town are assessed on an ad hoc basis, and may require multiple forms of approval depending on whether they are located on Council property, privately owned land, public open spaces, car parks or on the roadside.

The Policy builds on a previous proposal to trial mobile food vending at a number of public open spaces within the Town as a means of increasing the activation and enjoyment of the Town's public open spaces.

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In preparing the draft Policy a focus has been to provide flexibility, choice and diversity of mobile food vendors, minimise and/or remove the need to obtain multiple permits and to locate vendors at locations that are lacking in nearby food choices so as to provide convenience and choice to residents.

The draft Policy establishes a new form of 'Trader's Permit' under the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000*. The name of the new permit is proposed to be called 'Vic Park Vendor's Permit'. Approved 'Vic Park Vendors' would then have conditional approval to trade on the public open spaces identified within the draft Policy.

It is intended for the Policy to be trialled for the 2018/2019 summer trading period from November 2018 to March 2019, with a review to follow in autumn 2019.

The draft Policy is organised as follows:

- Part 1 – General  
(Policy application, purpose, objectives and definitions)
- Part 2 – Permit Requirements  
(Application requirements, permit conditions, renewal and suspension, events trading, itinerant food vendors)
- Part 3 – Vendor Trading and Location Guidelines  
(Approved locations, trading hours, trading at multiple locations, waste management, signage, noise, parking, public liability)
- Part 4 – Approved Designated Trading Areas  
(Maps of public open spaces with approved trading areas marked, vehicle access points identified and trading hours/maximum vendor numbers detailed)

#### Internal Staff Review

The draft Policy has been referred internally to a broad range of staff and service areas that will or are likely to be impacted by its recommended implementation, including Environmental Health, Parks, Waste and Bookings. An initial working group meeting followed by multiple meetings, discussions and correspondence with internal staff have informed development of the draft Policy.

#### Review of Other Local Government Policies

The draft Policy has been informed by a review of other local government mobile food vehicle/food truck policies, including those of the Cities of Bayswater, Fremantle, Kwinana, Perth, Vincent and Wanneroo.

#### Community Consultation:

It is recommended that the draft Policy be advertised for public comments and consultation with key external stakeholders and relevant State Government agencies (refer to comments under Legal Compliance below).

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While not a local planning policy, it is recommended that the draft Policy be subjected to a similar level of community consultation, including:

- Letters to owners and occupier of properties immediately surrounding the proposed mobile food vendor trading locations/public open space;
- Emails to known food business contacts, organisations and all submitters that made contributions during the Town's preliminary consultation;
- Advertisement in the Southern Gazette Newspaper;
- Online consultation and invitations to submit comments via the Town's 'Your Thoughts' consultation hub; and
- Advertising/promotion on the Town's online social media platforms.

### **Legal Compliance:**

#### *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000*

The Town's *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000* (Local Law) provides for the regulation, control and management of activities and trading on public spaces within the Town. The Local Law provides for the Council to adopt a policy in relation to activities for which a permit is required from the Town, as well as the conditions that the granting of a permit may be subject to.

The trading of mobile food vendors on the Town's public open spaces constitutes an activity that requires the granting of a "trader's permit" under the Local Law.

The draft Policy seeks to establish the granting of a specified form of "trader's permit" under the Local Law (proposed to be named "Vic Park Vendor's Permits") and to set out the circumstances, trading requirements and conditions that the granting of such permits may be subject to.

#### Department of Conservation, Biodiversity and Attractions (DCBA) Approval

Application for a Form 7 Permit under the *Swan and Canning Rivers Management Regulation 2007* is required to be obtained from the Rivers and Estuaries Division of the DCBA in order for mobile food trading to occur at McCallum Park, as it is located within the Swan Canning Riverpark, under the control of the Swan River Trust. The approval process is approximately 4-6 weeks following receipt of the application. Initial enquiries have been made as to whether it will be possible for a single approval to be issued to the Town, rather than requiring individual permits for each mobile food vendor/activity as would usually be the case. Council Officers have been requested to provide a written enquiry with a copy of the draft policy for consideration before a formal response is provided. It is recommended that this occur during the community and stakeholder consultation period.

#### Department of Planning, Lands and Heritage Consent

Written consent is likely to be required for mobile food vendor trading to occur at McCallum Park and Edward Millen Park, under Section 75 of the *Land Administration Act 1997*, as these Crown land sites are conditional tenure land that cannot be the subject of any licence, mortgage, charge, security or other encumbrance without the written approval of the Minister for Lands. The approval process usually takes a number weeks. Initial enquiries have been made as to whether it will be possible for a single 'blanket' type approval to be issued to the Town, rather than requiring individual permissions for each

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mobile food vendor/activity as would usually be the case in relation to a specific event or activity occurring for a defined time period. Council Officers have been requested to provide a written enquiry with a copy of the draft policy for consideration before a formal response is provided. It is recommended that this occur during the community and stakeholder consultation period.

### **Policy Implications:**

The draft Policy is aligned with, and assists in achieving a number of the aims and objectives contained in a broad range of the Town's adopted Strategies and Policies. These are outlined below.

### Strategic Community Plan 2017-2032

The Town's Strategic Community Plan is the principal strategy outlining the long-term vision, values, aspirations and priorities for the Town of Victoria Park for the next 15 years. The policy aligns with the plan by embracing the following strategic outcomes:

- Social - The outcome is to provide an environment where the community can live a safe, healthy and active life with opportunities to participate in socially diverse and culturally rich activities and exchanges.
  - S1 – A healthy community.
  - S3 – An empowered community with a sense of pride, safety and belonging.
  - S4 – A place where all people have an awareness and appreciation of arts, culture, education and heritage.
- Economic - The outcome is to provide the community with a vibrant, strong and sustainable local economy as well as a range of business and employment opportunities.
  - EC1 – A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.
  - EC2 – A clean, safe and accessible place to visit.
- Environment – The Town's natural environment (including parks and reserves) have been enhanced and protected, providing options for a cleaner, healthier lifestyle.
  - EN6 – Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.

### Safer Neighbourhoods Plan 2017-2022

The draft Policy supports Crime Priority Area 3 contained in the Safer Neighbourhoods Plan to support and encourage inclusive and socially connected streets and neighbourhoods, by promoting social inclusion and connectedness and increasing the activation and vibrancy of the Town's public open spaces.

### Events and Place Activation Strategy 2017-2018

The draft policy is consistent with the following objectives of the Events and Place Activation Strategy:

- Foster community pride and involvement in a diverse and vibrant Town – through activation and celebration of people, spaces and places, and creating an inclusive environment for people to live, work and play.
- To be a destination of choice by – attracting and increasing visitors to the Town, fostering and facilitating a destination rich with experiences for everyone to enjoy, and creating the right environment for events and activation to succeed.

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- Destination development – encourage local residents and community groups to activate local spaces and places through community-driven initiatives and events.
- Place activation – investigate and pursue opportunities to activate local street and neighbourhood spaces with events (not just along Albany Highway and East Victoria Park).
- The Town will maintain, enhance and develop Town infrastructure and resources, including parks and reserves, to activate local spaces and to attract visitors to the Town.
- Identify and implement new and innovative methods to support best practise approach and capitalise on emerging opportunities in relation to event and place activation within the Town.

#### Disability Access and Inclusion Plan 2017-2022 (DAIP)

The draft Policy has been prepared in alignment with the outcomes of the DAIP, most notably ensuring that events organised by the Town are planned and delivered in accordance with the Disability Service Commission's 'Creating Accessible Events Checklist'. This checklist has been integrated into the Town's Operational Events Guide and supporting Accessibility Checklist, which focuses on ensuring events held in external environments are accessible for people with a disability by providing a continuous, even accessible path of travel.

Efforts have been made to ensure that the proposed Designated Trading Areas are conveniently located, close to public car parking areas (and disabled car parking bays) and are on predominantly flat, accessible areas of the relevant public open spaces.

#### Healthy Vic Park Plan 2017-2022

The draft Policy is aligned with the following "Community Visions" and associated actions contained in the Healthy Vic Park Plan under the Key Areas of 'Healthy People and Community' and 'Healthy Business and Events':

- There is healthy air, water and land for me to recreate and live:
  - Action 2 – Implement and adhere to legislative requirements as defined in the Food Act, Environmental Protection Act, etc.
- There are activated and exciting urban spaces for me to socialise with others.
- I am connected and supported by my community:
  - Action 1 – Deliver programs and initiatives that encourage resilience and positive mental health
  - Action 4 – Link and foster socially inclusive opportunities for all residents, including culturally and linguistically diverse community members, Aboriginal people, seniors, people with a disability, youth with complex needs and young families.
- There are social events for me:
  - Action 1 – Deliver events that create community connectedness and cohesion
  - Action 2 – Promote and encourage premier public events in the local community
  - Community Vision: My local government leads by example when it comes to being a healthy business.
  - Action 5 – Ensure health is considered and incorporated into new and reviewed plans and policies.



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- There's a healthy and safe food option for me.
  - Action 1 – Offer healthy eating alternatives at events
  - Action 2 – Monitor and educate food business around food safety initiatives
  - Action 3 – Work directly with and support food businesses and outlets to provide healthy food options

**Risk Management Considerations:**

<b>Risk &amp; Consequence</b>	<b>Consequence + Rating</b>	<b>Likelihood = Rating</b>	<b>Overall Risk Analysis</b>	<b>Mitigation/Actions</b>
Continued ad hoc consideration of mobile food vending applications, multiple application types and general lack of any mobile food vendor trading in the Town (aside from organised events) if a Policy is not adopted.	Moderate	Likely	Low	Support the proposed draft Policy for the purposes of community consultation, including consultation with industry organisations, relevant State Government agencies, local food businesses and directly with mobile food vendors. This feedback to then inform further changes/improvements to the draft Policy, prior to an anticipated recommended trial implementation from November 2018 to March 2019, with a subsequent review/evaluation of its success to occur in April to May 2019. Development of internal procedures, education and training of staff will also be required to effectively administer the Policy and maximise its potential success.

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General lack of policy success and therefore waste of Council resources in its development/implementation.	Moderate	Unlikely	Low	
Significant opposition from local residents and existing food businesses to the nearby trading of mobile food vehicles	Moderate	Unlikely	Low	
Inability to attract mobile food vendors and realise potential benefits of mobile food vendors to the community	Significant	Unlikely	Medium	
Trading area locations that are not successful due to a range of potential factors (e.g lack of information/awareness, lack of exposure, insufficient customers, etc.)	Moderate	Some likelihood of occurring	Medium	
Damage to public open spaces and increased littering and inappropriate disposal of food waste/containers	Low to moderate	Some likelihood of occurring	Low	
Traffic and noise impacts to surrounding residents	Moderate	Some likelihood of occurring	Low	
Excessive fees that discourage mobile food vendors or insufficient fees that do not recover the additional costs for Council staff and resources in implementing the policy or managing/mitigating potential adverse impacts.	Moderate	Unlikely	Low	



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Inability to obtain consent/statutory approvals from relevant Stage Government agencies to allow for mobile food vendor trading at McCallum Park and Edward Millen Park.	Low	Unlikely	Low	
Internal staff opposition or lack of policy 'buy in' of staff to effectively implement and administer the Policy due to its cross-functional nature.	Low to moderate	Some likelihood of occurring	Low	
Ineffective or delayed review/evaluation of policy trial.	Low to moderate	Some likelihood of	Low	

**Sustainability Assessment:**External Economic Implications:

The draft Policy will provide a platform for mobile food vendors to trade within the Town, supporting the growth of existing and new small businesses. While efforts have been made to locate the majority of proposed Designated Trading Areas at public open spaces situated a significant distance from existing 'bricks and mortar' establishments, there is evidence that rather than directly competing with these businesses, mobile food vendors can attract additional visitors and customers to their trading locations than would otherwise normally occur, which can have a positive impact on the trading of nearby established traders.

Notwithstanding, a major objective of the Policy is to increase choice and diversity where only limited food options exist and to increase the activation of the Town's public open spaces. Therefore, these objectives support mobile food vendor trading away from locations where a large number of food businesses already exist, in any case.

Cultural Issues:

The draft Policy has potential to provide a platform for the small business community to showcase and provide culturally diverse, unique and interesting food choices to the local community. The ability for food to serve as a medium for cultural exchange and the celebration of cultural diversity may also contribute to positive cultural and social outcomes.

Environmental Issues:

The Vendor Guidelines contained within the draft Policy include an emphasis on ensuring that potential environmental impacts arising from the trading of mobile food vendors are minimised and avoided. These include provisions requiring traders to provide bins for the

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disposal of patron waste, to have receptacles for the collection of any waste water or other emissions from the mobile food vehicles themselves, and provisions regarding their operation or setting up to avoid damages to the public open spaces, Council buildings or vegetation.

The ability for enforcement action (e.g. infringement or suspension of trading permits) to occur as a result of damages caused by traders exists under the Local Law, and adherence to these requirements will be encouraged/enforceable as part of the conditions able to be applied to the conditions of the proposed 'Vic Park Vendor's Permits'.

There is a risk that the ability to enforce these requirements or penalise offenders may be limited due to difficulty in identifying the party responsible for any damages, particularly if the damage occurs during the trading of multiple vendors or if the damage arises from the actions of customers/the public rather than the traders themselves. However, it is considered that these potential issues can be managed/minimised through a variety of measures, including the following:

- Evaluation and review following the proposed initial trial of the policy;
- Continued communication and education of mobile food vendors by Council staff;
- Potential changes to the provision of facilities by Council (e.g. more Council bins or public seating); and
- Changes to the scale or timing of activities that are permitted to occur at the proposed Designated Trading Areas (e.g. reducing the maximum number of mobile food vehicles permitted to trade at a given time, 'resting' or alternating the trading areas to provide increased turf recovery times, etc.).

**COMMENT:**

The proposed Policy will enable the Town to establish a platform for the trading of mobile food vehicles within the Town and share in the positive activation and community benefits that can arise from their trade, as has been witnessed in a number of local government areas throughout the Perth Metropolitan area and more broadly in other centres nationally and internationally.

There is a growing trend for local governments to provide opportunities for mobile food vendors and other activities such as weekend markets and festivals, to facilitate enjoyable, interesting, unique and convenient leisure and recreational opportunities for residents, families and other members of the community to experience in their local area.

The addition of diverse and convenient food options at a number of the Town's public open spaces provides the potential for their increased activation and utilisation by the community, and the ability for residents and families to enjoy these spaces for longer periods of time, in a richer, and more socially inclusive manner. Some of the potential benefits include:

- greater social connectedness;
- opportunities for community members to meet or build on existing relationships with their neighbours;

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- supporting other activities occurring in public open spaces by providing convenient food options for families or spectators (e.g. at sporting events/matches (with permission), before or after undertaking outdoor exercise or by responsible parents/caretakers supervising the use of playground equipment by their children); and
- fostering a greater attachment to the local community and an enhanced sense of place.

The key features of the draft Policy are described in the 'Details' section above.

#### Submission from Restaurant and Caterers Association

The recommendations requested in the submission from R&CA are listed and responded to below.

Recommendation from R&CA	Council Officers Comments
1. That no mobile food vendors are permitted to operate within a 100-metre radius of an existing café or restaurant business. This rule would only apply during the normal operating hours of these existing food business.	Supported in part – A major objective of the policy is to provide greater choice and diversity of food options in locations where currently little exists. However, subject to the consultation and having regard to the types of food offers available, there may be instances where existing business can comfortably (and even benefit) from the nearby trading of mobile food vendors, through the additional attraction of potential customers to their vicinity.
2. The Town impose a limit on the overall number of mobile food vendors permitted to operate within its boundaries at any one time.	Supported in part – The draft policy proposes a maximum number of mobile food vendors that can trade at any one location at one time. The total number of vendors able to trade across all locations at any one time is 94, however many of the proposed locations will have one or no mobile food vendors operating on them for much of the available trading times, as sufficient numbers of potential customers/park users to make trading financially viable will occur only infrequently if at all – e.g. on weekends, Friday nights, public holidays or celebrations, etc.. Accordingly, the potential competition that mobile food vendors could have with the approximately 250+ bricks and mortar businesses operating within the Town is considered minimal.
3. That there should be only incremental increases in the number of operators permitted to trade each year to allow the Town of Victoria Park a sufficient opportunity to monitor the impact of mobile food vendors on existing businesses.	Supported in part – The draft policy is proposed to be subjected to rigorous community consultation and implementation on a trial basis, followed by a review following the trial. It is not anticipated that the trial will identify a substantial demand for mobile food vendor trading higher than that proposed, and the trading of mobile food vendors is likely to be self-limiting due to limited exposure and numbers of potential customers at the designated trading areas.

(To be confirmed 14 August 2018)

<b>Recommendation from R&amp;CA</b>	<b>Council Officers Comments</b>
4. That the operation of mobile food businesses be subject to all applicable regulations that existing food businesses are required to comply with.	Supported – As food businesses, mobile food vendors are subject to the same or similar Environmental Health food and safety regulations/legislation that is applicable to bricks and mortar food businesses.
5. That the same standards of enforcement must also apply to mobile food vendors as existing food businesses.	Supported – As above. Additionally, provision under the Thoroughfares Local Law provides Council the ability to infringe non-compliant food vendors or to suspend or cancel a Vic Park Vendor's Permit where a breach of the permit conditions (and by extension the draft Policy), or Local Law occurs.
6. That the maximum permit cost paid by mobile food vendors reflects the commercial value of trading in certain precincts, and is comparable to the Council rates applied to the operation of bricks and mortar food businesses.	To be considered at later stage. Refer to comments below in relation to Permit Fees.
7. The Town explicitly outline its support for existing bricks and mortar food businesses in all relevant Council collateral and communication material regarding the regulation of mobile food vendors.	Supported in part – The Town actively supports and promotes bricks and mortar food businesses in a number of its strategies and projects, including the Albany Highway Activation Project, various economic development projects and the recently implemented 'Eat, Ride n Enjoy' campaign. The draft Policy objectives include reference to existing bricks and mortar businesses and the consideration of proximity/competition to these as a contributing factor in the selection of the proposed designated trading areas.

### Selection and Evaluation of Proposed Designated Trading Areas

The initial draft of the Policy considered both the public open spaces identified by the community as potential locations they would like to see mobile food vendors trading within the Town during the preliminary consultation, as well as the following additional factors:

- Public car parking bays (including disabled access bay(s)) and their proximity to suitable mobile food vendor trading locations;
- Flood lighting (so as to permit night time (dinner) trading;
- Availability of public toilets;
- Amenities and other infrastructure associated with prolonged use/enjoyment of the public open space (and therefore higher propensity for purchase of food/beverages) – i.e. benches/seating, children's playgrounds, shaded grassed areas/picnic spots, etc.
- Site conditions and topography – public open space
- Vehicular access onto the public open spaces
- Size of the public open space - Capacity of proposed locations to accommodate mobile food vendor vehicles;
- Location/proximity to existing bricks and mortar food premises; and

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(To be confirmed 14 August 2018)

- Potential benefits that may be gained through increased activation (e.g. reduced crime/antisocial behaviour, increased use of under-utilised public open space, increased awareness/enjoyment of the Town's heritage, etc.)

A number of the locations do not achieve all of the above criteria, notably Edward Millen Park, John Macmillan Park and Rayment Park, which are located in close proximity to existing bricks and mortar food businesses. It is considered that on balance and subject to community consultation that these locations represent important and unique opportunities for increased activation and utilisation of these public open spaces by the community. The additional competition brought by mobile food vendors at these select locations is not considered significant and may even increase patronage of local businesses by attracting more people to the area.

Following further review (including site inspections and internal staff liaison) the initial draft was revised resulting in the following changes:

- Carlisle Reserve – Designated trading area originally located near playground/oval scoreboard which is narrow and at risk of conflicting with playground users, oval users/players and spectators. Relocated to larger grassed area adjacent to car park vehicle entry gate. Location also replaces removed Fletcher Park trading location.
- Fletcher Park – Removed as a trading location as responsibility for maintenance and management of the public open spaces rests with the WA Cricket Association.
- G O Edwards Reserve – Reduction in maximum vendor numbers at Designated Trading Area B due to limited size of the grassed area adjacent to the recently installed nature playground;
- Higgins Park - the removal of a second designated trading area at Higgins Park (at corner of Hill View Terrace and Creaton Street) due to steep slope of this location and significant distance away from other park amenities and facilities.

#### Permit Fees

Determination of the appropriate fee to charge Vic Park Vendor's Permit holders is yet to be conducted. Whilst there have been calls by the R&CA and some established food businesses that the charges imposed should equate to those applicable to bricks and mortar food businesses, a number of factors will need to be considered by the Council. These include the costs to Council in administering the Policy, ensuring balance/equity between the various fees charged for the various permit types issued by the Town for food businesses, as well as the high seasonality of trade of mobile food vendors.

Notwithstanding, it is recommended that for the duration of any trial implementation of the Policy, that fees for the assessment and granting of Vic Park Vendor's Permits to approved mobile food vendors not be charged, so as to maximise the attraction and take-up of mobile food vendors to trade as part of the trial. This will encourage greater numbers of traders to the Town and provide the community and the Town with increased opportunity to experience and evaluate the impacts of their trade (negative and positive). It should also be noted that the waiving of fees would be consistent with the Town's approach alfresco dining for brick and mortar food businesses.

Payment of a \$100 bond for keys to access the secured gates to the reserves will continue to be charged as for all other park users/normal reserve hire processes, to cover the Town's costs for replacement of lost or stolen keys that are issued to mobile food vendors.

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(To be confirmed 14 August 2018)

This will then be refunded upon the return of the key to the Town (i.e. at the conclusion of the recommended trial).

**CONCLUSION:**

It is recommended that the Future Planning Committee recommend to Council that the draft HLTH6 'Mobile Food Vendors Policy' (see Appendices), be advertised for public comment and consultation with key external stakeholders. 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 Policy (in its current form or in a modified form informed by the results of the community consultation and further review/refinement).

If adopted, and subject to the proposed locations being supported by the community and ultimately Council, there may be a number of implementation measures (subject to further detailed site evaluations) required to facilitate trading at each of the sites (e.g. access, facilities maintenance, trading area boundaries at each location, etc.).

There will also be additional regulatory approvals required to be obtained from the Department of Biodiversity, Conservation and Attractions, and the Department of Planning, Lands and Heritage to facilitate trading at McCallum Park and Edward Millen Park, as proposed under the Policy. It is recommended that these be pursued during the public consultation process as they may take approximately two months to obtain or may need to be removed from the draft Policy if the required approvals/consents are not forthcoming.

**RESOLVED BY EXCEPTION RESOLUTION:****Moved: Cr Anderson****Seconded: Cr Ife**

**That Council authorises public advertising of the draft policy 'HLTH6 Mobile Food Vendors (Vic Park Vendor's) Policy' as contained in the Appendices, including consultation with key stakeholders and relevant organisations, for a period of 21 days, and that the outcomes of the public advertising and consultation be summarised in a further report to the Council prior to adoption of a final Policy for implementation on a trial basis.**

**CARRIED (8-0)**





# **Etwell Street Local Centre Revitalisation Plan**

## **Old Spaces New Places Project 2**

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TOWN OF  
VICTORIA PARK

# **Draft Report**

**Rev B**



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



# Executive Summary

**The Etwell Street Local Centre Revitalisation Project represents a collaborative design approach to urban design. Local residents, business owners, land owners, Town of Victoria Park staff and Elected Members have worked together to develop a shared vision for the future of the Etwell Street Local Centre.**

The Etwell Street Local Centre Revitalisation Project aims to transform the Etwell Street Local Centre into an important hub and local meeting place.

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

The first stage in the design process involved analysing the current context and condition of the center 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.

The second stage involved the interpretation of these objectives into a number of spatial concepts for the future public realm of Etwell Street. 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.

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 a special, somewhat unique outcome best suited to the context, usage and desired condition.

The final outcome is a product of this process and captures a vision that was developed collaboratively with local residents, business owners, land owners, Town of Victoria Park staff and Elected Members. It is an idiosyncratic design outcome that aspires for Etwell Street Local Centre to be a special place that plays an important part in the local lifestyle. A place the local community can be proud of.



Figure 01: Etwell Street Local Centre - Photo - Chris Tran



# Introduction

The Etwell Street Local Centre is well situated to be a neighbourhood hub that provides local scale amenity and services to its surrounding community. This role is supported in the planning framework with the "Local Centre" zoning of the land allowing a diverse range of land uses.

The Etwell Street Local Centre is currently restricted by the poor quality of the public realm and private built form. Expansive hard-scape ground surfaces, inhospitable (and in some instances defensive) buildings, a lack of trees and car prioritisation contribute to create an urban environment that is harsh, uninviting and uncomfortable. Due to this environment the local community are not encouraged to stay within or frequently visit the centre. Without street life the business' and private land use is symptomatically introverted further contributing to the poor experience.

A statement received from an early workshop session succinctly summarises the current local centre's situation:

*"We reside on Etwell Street, but we LIVE elsewhere"*

This statement summarised the current condition with local residents frequently meeting their amenity needs by traveling out of their local area seeking improved experiences.

## Project Initiation

A self forming group of local residents met with Town of Victoria Park staff and different avenues and approaches for the revitalisation of the Etwell Street Local Centre were presented. It was agreed the most suitable approach for the group was to participate in a collaborative design process with the aim of capturing the group's desired condition and vision for the Etwell Street Centre in a concept plan (illustrated in Figure 02).

During this meeting the significant role of business owners, land owners, town subject matter experts and Elected Members was identified. These key stakeholders were identified and invited to join the local resident group in forming a Design Reference Group of approximately 25 members.

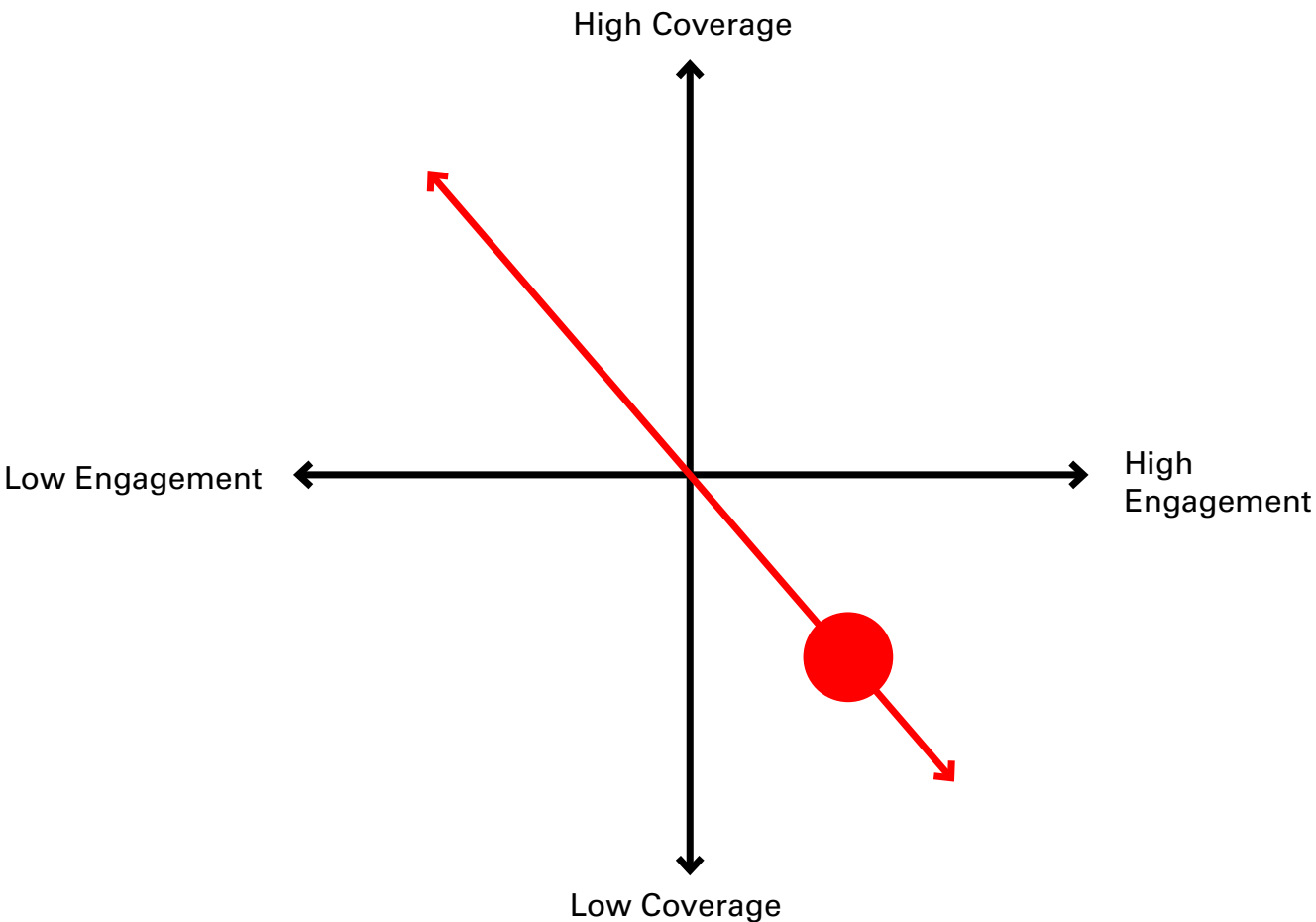


Figure 02: Community engagement spectrum with the agreed collaborative design process represented as the red circle.

## Project Process

The low coverage high engagement approach that the resident group agreed to pursue, was planned and supported by the Town of Victoria Park.

The process centred around three workshops:

- Workshop 1: Analysis and Opportunities
- Workshop 2: Concept Options
- Workshop 3: Agreed Direction

These workshops follow the typical stages of the design process and allow the community and stakeholders to be intimately involved with the evolution of the design through each stage of the process.

The aim of the collaborative design process is a sense of shared ownership of the final outcome. In this project it is a sense of ownership of, and contribution to, a shared vision for the future of the Etwell Street Local Centre.

## Site and Scope

The project scope focused on the public realm along Etwell Street between Riverview Road and Northampton Street. The Etwell Street streetscape beyond this was not included in the project. The private land holdings within the centre were also not considered beyond speculation that public realm upgrades could catalyse upgrades on private land and a regenerative upward trend.



# Analysis and opportunities

## Town context

The focus of the Etwell Street revitalisation project is the Etwell Street Local Centre. There are a number of reasons that contribute to this being an appropriate location for a focused revitalisation project with the potential to have a significant positive influence on the surrounding community.

Etwell Street is a 1.4km straight road running between two of the Town's largest active reserve spaces of Harold Rossiter Reserve and Higgins Park. Each of these reserves has an adjacent school (Kent Street Senior High School and Millen Primary School respectively).

Surrounding the Etwell Street Local Centre is the large residential neighbourhood of East Victoria Park. East Victoria Park Town Centre is 1km north-east and Curtin University, Technology Park and South Metropolitan Tafe is only 400m south west of the Local Centre.

While the major regional activity drivers are relatively close by, the predominantly residential land use surrounding the Etwell Local Centre highlights the potential of this small local centre to provide meaningful local scale amenity to the community.

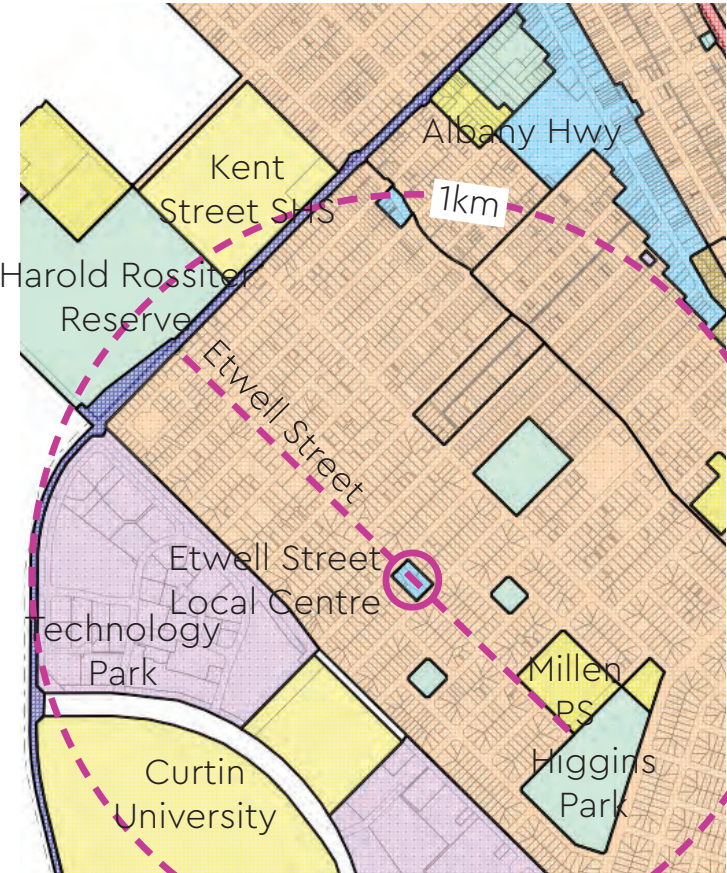


Figure 03: Excerpt from Town of Victoria Park, Town Planning Scheme No.1 - P12 East Victoria Park Precinct

## Planning and tenure

The Etwell Street local centre comprises five privately owned properties, 63, 63a, 64, 65 and 66 Etwell Street and a wide road reserve that varies from 20m to 30m.

The "Local Centre" land use zoning is intended for the consolidation of services meeting the day to day needs of the local population. This is a flexible zoning typology which allows a broad range of land uses as described in the Town of Victoria Park Town Planning Scheme No.1, P12 East Victoria Park Precinct.

The centre's northern boundary is defined by Riverview Road and its southern by Northampton Street.

Currently 63 and 66 Etwell Street are occupied by lodging houses for short term accommodation and 64, 63A and 65 are occupied by shops and restaurants.

Local Centre Residential (R20)



Figure 04: Excerpt from Town of Victoria Park, Town Planning Scheme No.1 - P12 East Victoria Park Precinct

## Services

The service infrastructure at Etwell Centre comprises:

- Five pole top street lights, four of which are attached to the transmission poles on the western side of the street and one free standing pole on the eastern side.
- Water lines to each side of the street that notably run beneath the car park spaces.
- Overhead power line on the western side of the street including over the car park spaces.
- Underground power on the eastern side of the street that follows the footpath alignment (not beneath car park space).

Power (underground) Water  
Power (above ground) Street light



Figure 05: Location of services - information from ToVP Intramaps



Existing urban form



**Commercial premises (north to south):** TJ's Thai Cuisine, Om Cafe, Jay's Masala Junctions and Iwash Laundry service



**Lodging house and car park:** 66 Etwell Street



**Streetscape:** The Etwell Local Centre streetscape comprises 21 angled car bays, 1 DDA compliant car bay, 10.5m road carriageway with painted median, two bus stops and paved and concrete hardscape pedestrian circulation spaces.







**Lodging house and car park:** 63 Etwell Street



**Commercial premises (north to south):** U Chus Fair Trade, Cloud 9 smoke shop, Healthy Corner (News and deli) and Hoya Sushi.



**Vacant block:** An open vacant lot exists at the southern portion of the 65 Etwell Street lot.



Existing urban form continued





Urban Trees

The Etwell Street Local Centre currently has minimal public or private realm trees. This lack of tree canopy coverage when combined with the expansive pedestrian and vehicle hardscape surfaces creates an unpleasant hot, harsh urban environment which has a detrimental effect on the experience of the centre during the day and discourages visitation and occupation of the centre.

The current composition of street trees in the Etwell Street Local Centre is represented in Figure 06, right. The size of the canopy of each tree is represented by the size of the green circle on the plan (source ToVP Intramaps).

Two large Canary Island Date Palms (*Phoenix canariensis*) are within the roundabouts at each end of the centre. Two Norfolk Island Hibiscus (*Lagunaria patersonia*) are located in front of the lodging houses, one at 63 and one at 66 Etwell Street. A single Callistemon (*Callistemon Kings Park Special*) is located in front of the vacant portion of the 65 Etwell Street lot. The shade provided by these trees is minimal and they offer very little relief from the expansive hardscape of the local centre.

The under provision of street trees on Etwell street, especially the Etwell Street Local Centre is highlighted in Figure 07, right. The adjacent east/west running streets of Northampton Street and Riverview Road have considerably more street trees and canopy coverage. This under provision is considered a key deficiency in the urban form of the existing Etwell Street Local Centre.



Figure 06: Location of street trees- information from ToVP Intramaps



Figure 07: Location of street trees- information from ToVP Intramaps



Phoenix canariensis in the northern roundabout



Laguna patersonia near 63 Etwell Street



Callistemon Kings Park Special near 65 Etwell Street



Laguna patersonia near 66 Etwell Street



Melaleuca lanceolata street trees on Riverview Road from Etwell Street intersection



Phoenix canariensis in the northern roundabout





Aspirational Precedents

A number of aspiration precedents were studied to understand the elements of their urban design that led to their success as popular local centres.

Each precedent was selected for certain similarities to the Etwell context and notably all precedents were from within the Perth metropolitan area. The use of local precedents allowed a familiarity of the project team and community Design Reference

Group with the physical space, opposed to photographs of the space. This allowed a more comprehension understanding of the context and experience of each precedent.

The local nature of the precedents also provided the benefit of allowing the project ambition to be constrained within the limits of public realm in Perth and be appropriate to the climate, policy context, road and safety standards and community lifestyle characteristics.

Angelo Street, South Perth

Angelo Street was described as an aspirational precedent by residents of Etwell Street. It is close enough (4km) that Etwell Street residents will drive to Angelo Street because the experience and offerings is of a better quality than that of the Etwell Street Centre.

Characteristic urban design elements:

- Road surface change (colour and texture) to the local centre area.
- Amble trees and garden beds to verge spaces and road median
- Parallel parking and sense of tightness to road carriageway
- Trading into, and engaging with the footpath space



Ardross Street, Applecross

Ardross Street in Applecross is a successful local centre that is fairly close to the Etwell Street Local Centre (6km). Ardross Street is similarly located within a large residential area servicing the local community and attracting visitors from beyond.

Characteristic urban design elements:

- Road surface change including raised portions
- Trees and garden beds in verge spaces with a focus on shading pedestrian and alfresco spaces
- Wide public space areas in certain locations between the carriageway and shopfronts.



Napolean Street, Cottesloe

Napolean Street in Cottesloe is a successful local commercial centre. While the commercial context is quite different from the Etwell Street Local Centre, Napolean Street's urban design is considered to create a comfortable and interesting environment for visitors.

Characteristic urban design elements:

- Alternating public space and car parking space between verge and shopfronts
- Narrow road width and sense of tightness to the urban form
- Varied parking typologies
- Small trees and planter boxes



George Street, East Fremantle

George Street in East Fremantle was studied as another successful local centre that provides an inviting, desirable environment. This street provides significant local amenity within its relatively small space.

Characteristic urban design elements:

- Parallel parking to both sides of the street
- Narrow road carriageway
- Sense of tightness and intimacy to the whole form.
- Commercial premises that engage with the street and spill into the pedestrian environment
- Shade from both awnings and trees



Opportunities Exploration

During the first of three workshops a Design Reference Group was lead through a summary of the project intent and purpose, site analysis and an aspirational precedent analysis. This Design Reference Group comprised local residents, business owners, land owners, Elected Members and Town of Victoria Park subject matter experts. Following this information session a workshop session was conducted in which the design reference group focused on individual topics and contributed to the generation of opportunities for each topic that could be implemented to enhance the Etwell Street Local Centre. These topics were based on four major themes, Movement, Activation and Amenity, Beautification and Safety. These four themes were derived from the initial meeting with local residents and were determined as the main underlying themes from the feedback and discussion of their experience of the Etwell Street Local Centre. Below represents a summary of the opportunities and directions described by the Design Reference Group related specifically to a number of subjects. A detailed compilation of workshop responses can be found in Appendix 01 Workshop 1 Outcomes.

Safety
Passive Surveillance
<ul style="list-style-type: none"><li>Active open frontages</li><li>Clear sight lines</li><li>CCTV</li></ul>
Community Activities
<ul style="list-style-type: none"><li>Street Life</li><li>Frontage and verge pride</li><li>Active at various times of day</li></ul>
Perception
<ul style="list-style-type: none"><li>Unsafe, uninviting</li><li>The environment creates the perception</li></ul>
Lighting
<ul style="list-style-type: none"><li>Street lighting</li><li>Lighting from business</li><li>Feature lighting</li></ul>
Public Space Design
<ul style="list-style-type: none"><li>Mixed / varied usage</li><li>Less hardscape, more softscape)</li><li>CPTED</li></ul>
Other
<ul style="list-style-type: none"><li>Improve cyclist safety</li></ul>

Movement	
Pedestrian Experience	Cycling Experience
<ul style="list-style-type: none"><li>Shading</li><li>Encourage stopping</li></ul>	<ul style="list-style-type: none"><li>Slowing vehicles</li><li>Quality bike facilities</li></ul>
Buses	Parking and Loading
<ul style="list-style-type: none"><li>Examine bus stop locations</li><li>Slowing of the buses</li><li>Improve quality of the bus stops</li></ul>	<ul style="list-style-type: none"><li>A lot of deliveries and take away pick ups occur without specific spaces</li><li>Timed parking was mentioned as a suitable and appropriate means of managing parking.</li></ul>
Vehicles	
<ul style="list-style-type: none"><li>Slowing and enticing them to pull over and stop</li><li>Narrowing of the roadway</li><li>Material change (colour and textural change)</li><li>Raising the road surface</li><li>Street trees and roadside parking to help slow vehicles</li></ul>	

Activation and amenity	
Types	Spaces
<ul style="list-style-type: none"><li>Food focus / food hub</li><li>Alfresco dining</li><li>Daytime activation (cafe, shop footpath engagement)</li></ul>	<ul style="list-style-type: none"><li>Create public spaces in the verge/footpath area</li><li>Alfresco areas, parklets etc.</li><li>Enable street life</li></ul>
Business	Program / Events
<ul style="list-style-type: none"><li>Shop front quality (inc. signage quality)</li><li>Business diversity (eg Cafe')</li><li>Business promotion opportunities</li></ul>	<ul style="list-style-type: none"><li>Food focused street event</li><li>Community meal / dinner event</li><li>Opportunity for an event on the vacant land</li></ul>
Other	
<ul style="list-style-type: none"><li>Lighting to improve night experience</li><li>Car parking rationalisation</li></ul>	

Beautification	
Trees	Planting
<ul style="list-style-type: none"><li>Tree planting to shade pedestrian spaces and this function to be prioritised in species selection</li><li>Both median and verge planting opportunities for tree planting</li><li>Large, soft, lit trees</li></ul>	<ul style="list-style-type: none"><li>Soft, green, inviting space created through inclusion of planting</li><li>Median and verge opportunities</li><li>Lead - in / approach verges (corners with Northampton Street and corners with Riverview Road)</li><li>Soften the hard surfaces and walls</li></ul>
Surfaces	Private interfaces
<ul style="list-style-type: none"><li>Widen verge / path space</li><li>Alter road alignment, material, colour and elevation (rasied road)</li></ul>	<ul style="list-style-type: none"><li>Planting to soften</li><li>Elements to encourage visiting and stopping (eg. drink fountain and dog bowl)</li></ul>
Art	
<ul style="list-style-type: none"><li>Encourage stopping</li><li>Building identity</li><li>Murals and shop front opportunities</li></ul>	



Design Principles

While specific opportunities were described and discussed, the collated responses can be extrapolated into a number of design principles. These design principles not only provided guidance the concept design but also future detailed project stages. These principles form the underlying vision for the Etwell Street Local Centre

The complete information and responses gathered during the workshops can be found in Appendix 01.

The following will be created by the Etwell Street Local Centre Revitalisation project:

- *Interesting (unique)*
- *Aesthetic (beautiful)*
- *Greening*
- *Trees with an emphasis for shading of pedestrians*
- *Distinct public spaces*
- *Moderated parking*
- *Flexibility in program opportunities*
- *Integrated art work*



Figure 08: Etwell Street Local Centre from the Riverview Road intersection





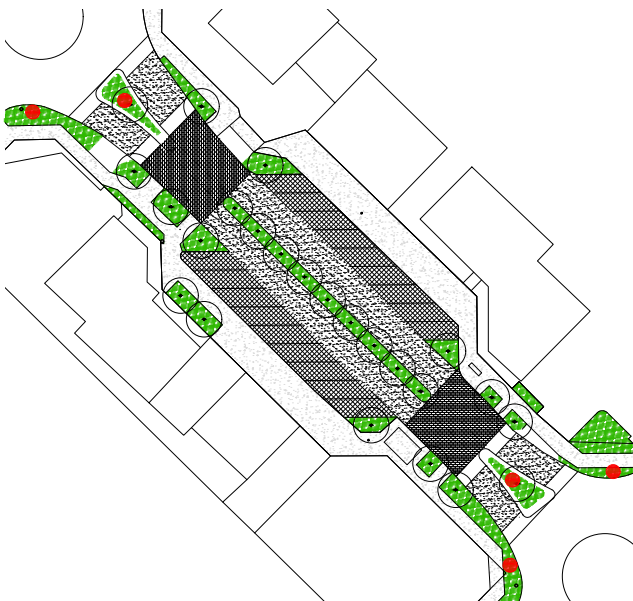
# Concept Options

## The Options

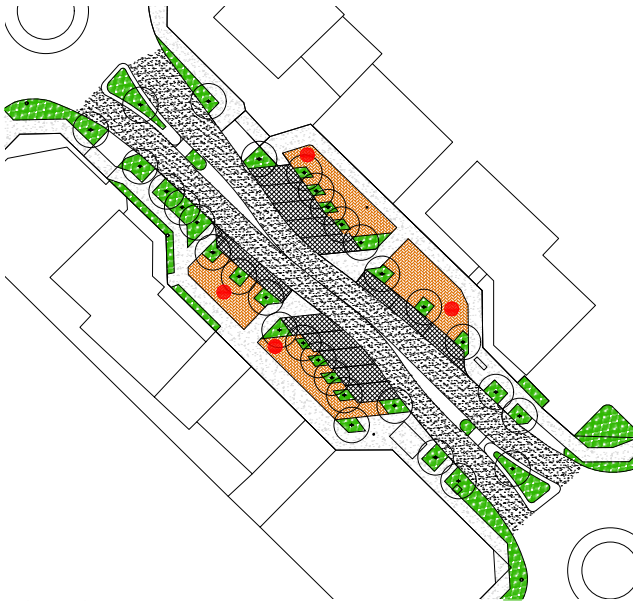
Information gathered during the analysis and opportunities stage was used as the basis for creating three different spatial concepts for the revitalisation of the Etwell Street centre's public realm. Each of these options proposed different concepts for the Street, Parking and Loading, Public Space, Trees and Planting, Event Opportunities and Art Opportunities. The concepts were presented and discussed with the Design Reference Group during the second workshop. The following describes the proposed concepts and the majority response of the Design Reference Group to each element.



Sketch Option 1



Sketch Option 2

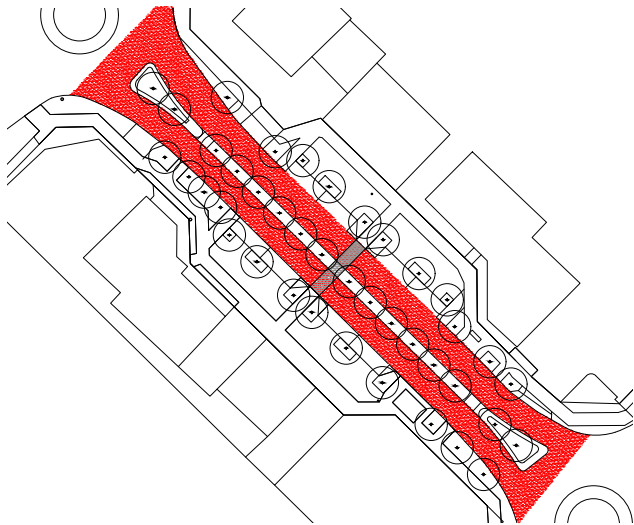


Sketch Option 3

## The Street

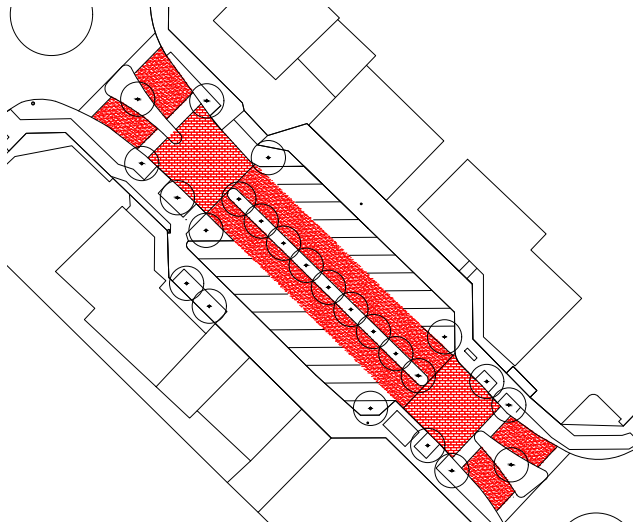
### Option 1

- Maintain roadway material and height Add planted median
- Add central crossing



### Option 2

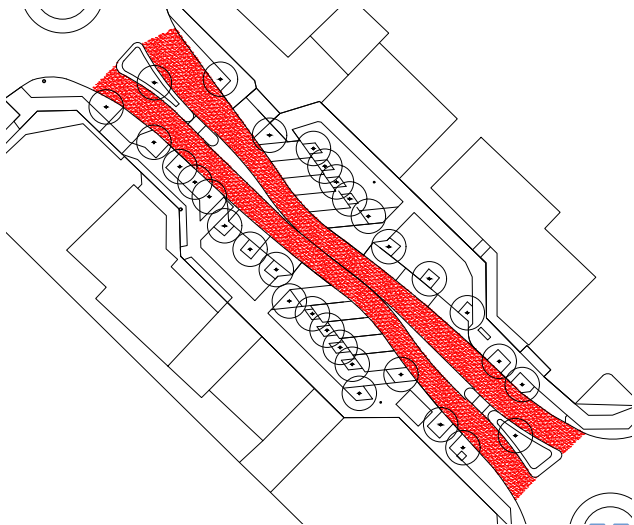
- Raise full length of roadway
- Delineation of crossing zone with surface treatment



### Option 3

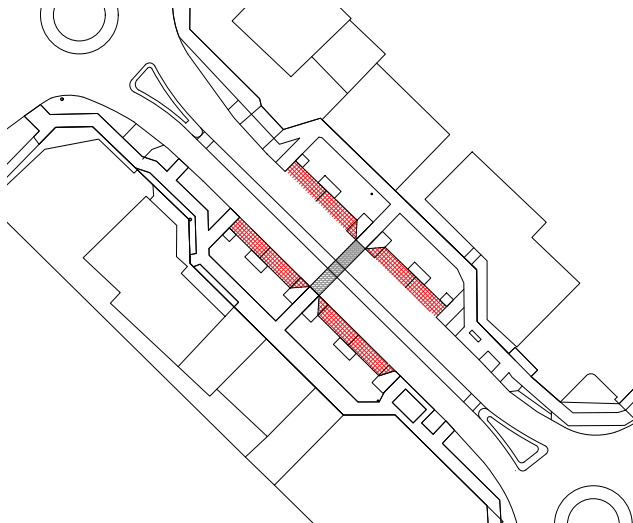
- Re-Aligned (curved) road
- No median
- Existing crossing points

**Option 3 was the preferred option and curving of the roadway was favoured as a traffic calming technique.**

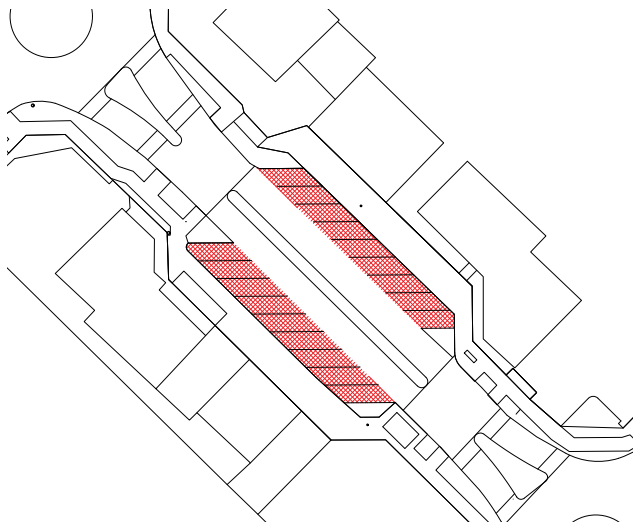


Parking and Loading

- Option 1
- Convert all angled parking to parallel parking

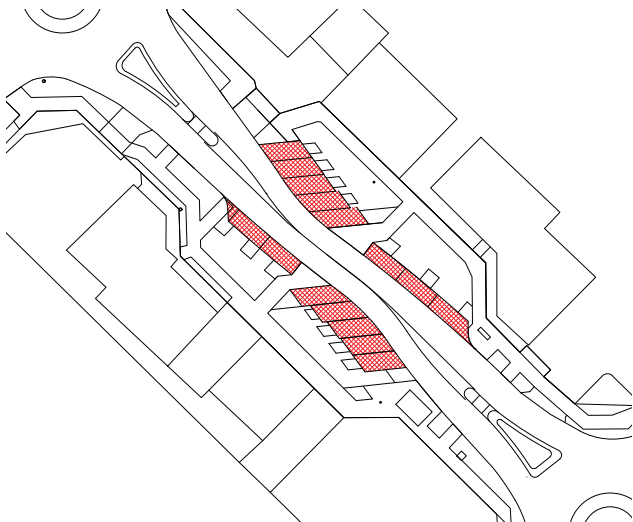


- Option 2
- Maintain angled parking



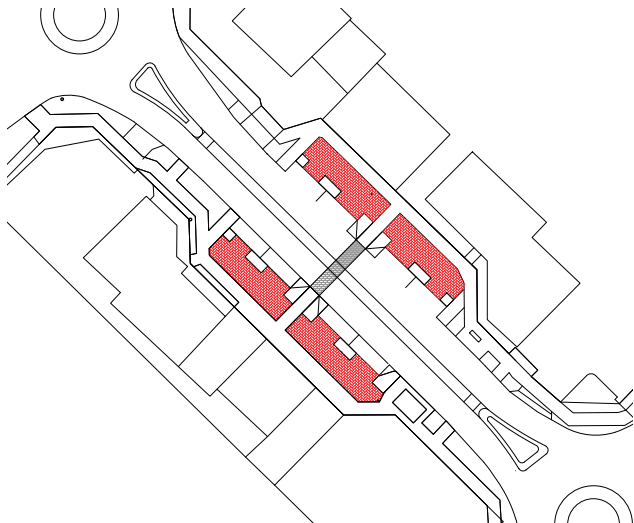
- Option 3
- Mixed angled and parallel

*Option 3 was the preferred option and a mixture of angled and parallel parking was preferred with the opportunity to manage parking so the parallel bays were for short term ( loading and take away pick ups).*

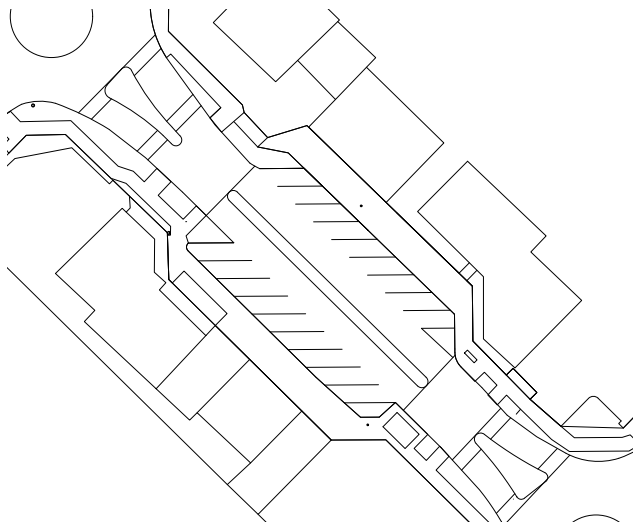


Public Space

- Option 1
- Large, long, evenly spread public open space created

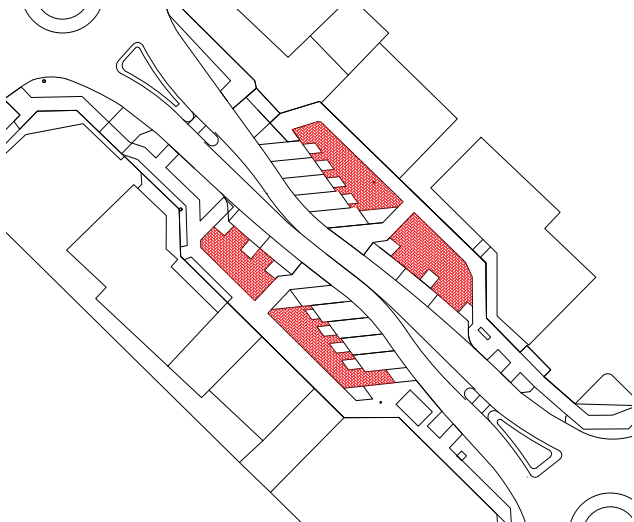


- Option 2
- Public space size is maintained



- Option 3
- Two broad "lobes" on either side.

*Option 3 was the preferred option and a the creation of two lobes of public space was preferred. However it was described that the preference would be for a change to switch parking types so the public space was created in front of the commercial properties rather than ldoging houses.*



Trees and Planting

- Option 1
- Median trees
  - Adjacent parallel parking



- Option 2
- Median trees
  - Opportunities between parking and intersection



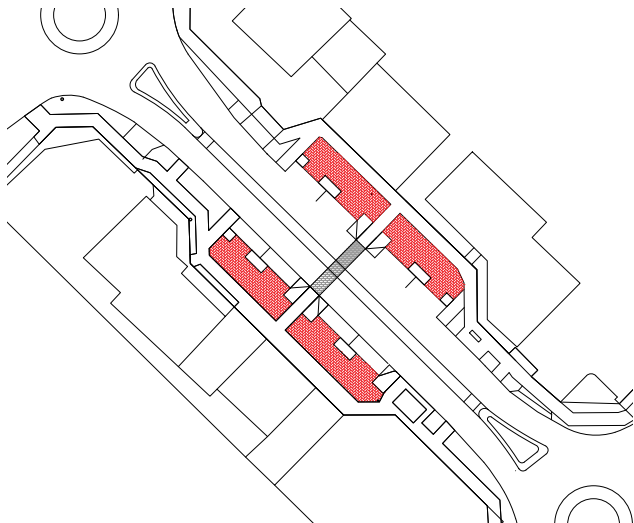
- Option 3
- No median trees
  - Trees + planting incorporated within public space to define the spaces

*Option 3 was the preferred option and the focus on trees to improve the experience of the pedestrian paths and public spaces was a strong feeling of the group*

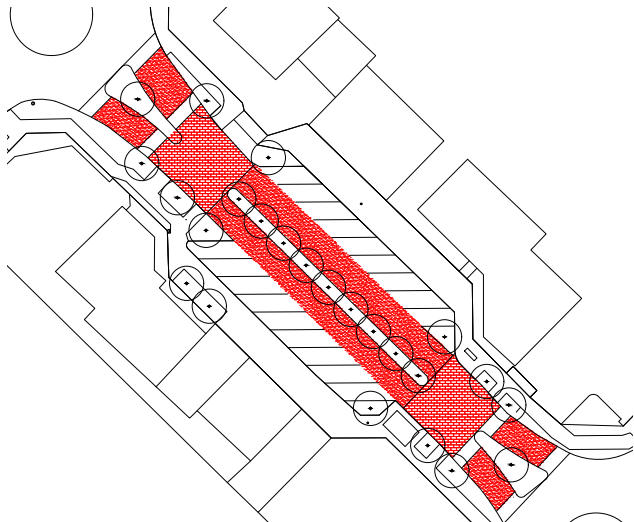


Event Opportunities

- Option 1
- Large, linear public spaces have capacity to host events (market, community meals etc) without closing the road.

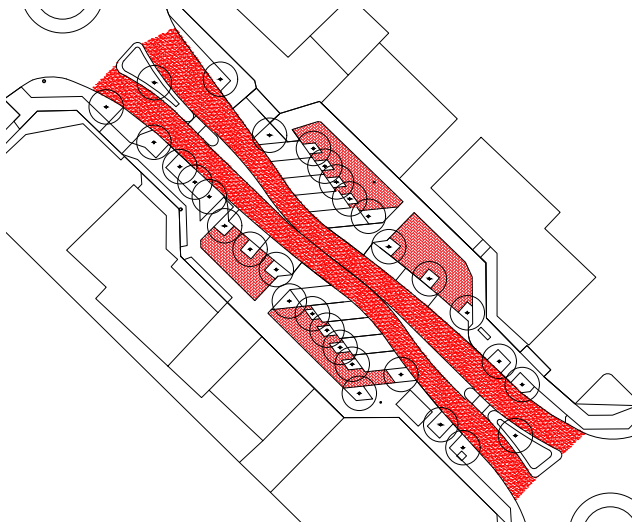


- Option 2
- Events space on the roadway



- Option 3
- Capacity for small events on the verge with larger events requiring the roadway

*Option 3 was the preferred option and the flexibility of events on the road way (no median) or on the public spaces was strongly favoured.*

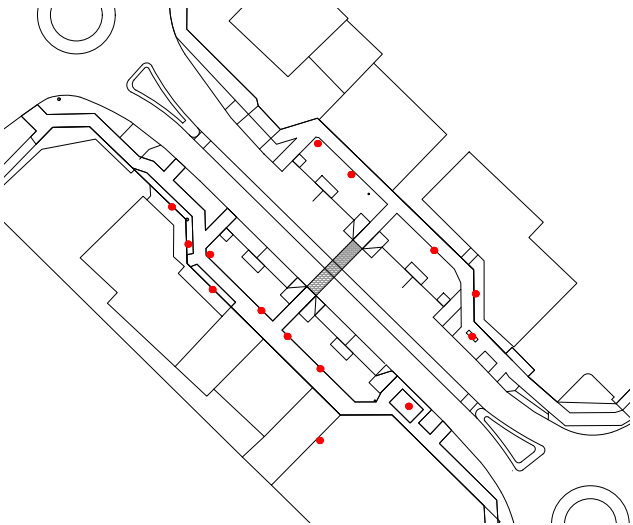




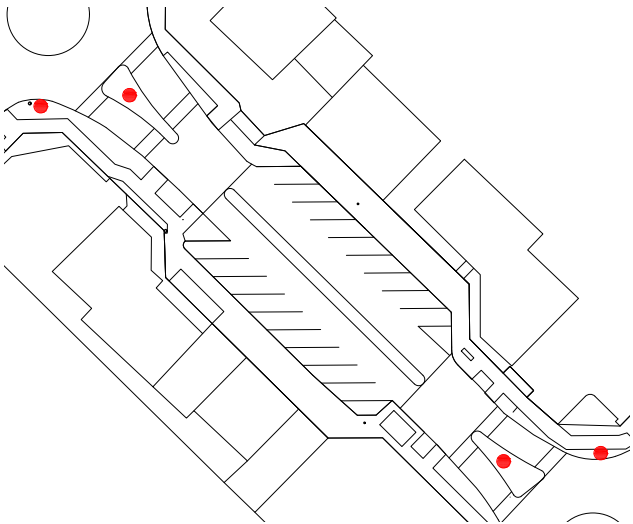
Art Opportunities

- Option 1
- Incorporated art, within public furniture, wall murals, shelters etc.

*Option 1 was the preferred option and the integration of art was preferred over distinct art pieces.*



- Option 2
- Truncation welcome statement (sculptural)



- Option 3
- Art within public spaces (interactive, playable)

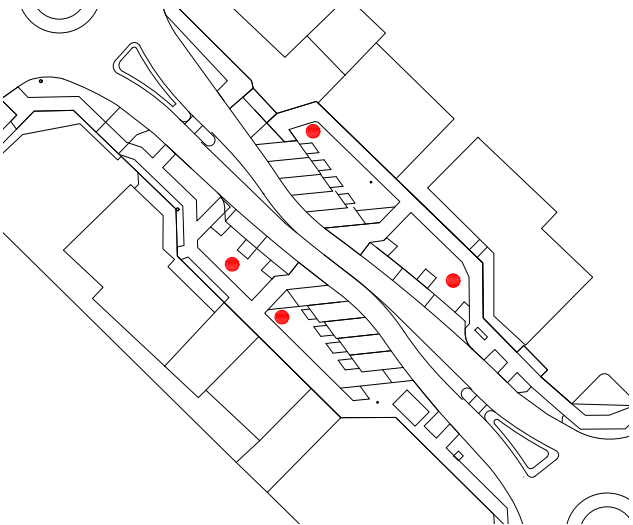


Figure 09: Sketches from Workshop group session





# Agreed Direction

## Draft Concepts

### Draft concept 3 revision B

The outcomes of workshop 2 were used to develop a draft option that represented the design direction agreed by the reference group. Given the strong preference for many of the design elements in option 3, the agreed draft concept was considered a revision of this option with the main change being the change in location of the parking and public space. Therefore this draft concept was presented in workshop three and titled Option 3 Revision B.



Figure 10: Draft Concept 3 - Revision B





**Draft concept 4**

During the creation of Draft concept 3 it became evident that it would be difficult to achieve staged implementation. Further more the omission of street tree plantings to the medians was questioned as potentially a missed opportunity to increase tree canopy coverage. Draft concept 4 was developed and presented to the Design Reference Group which contained median trees and a straight road alignment.

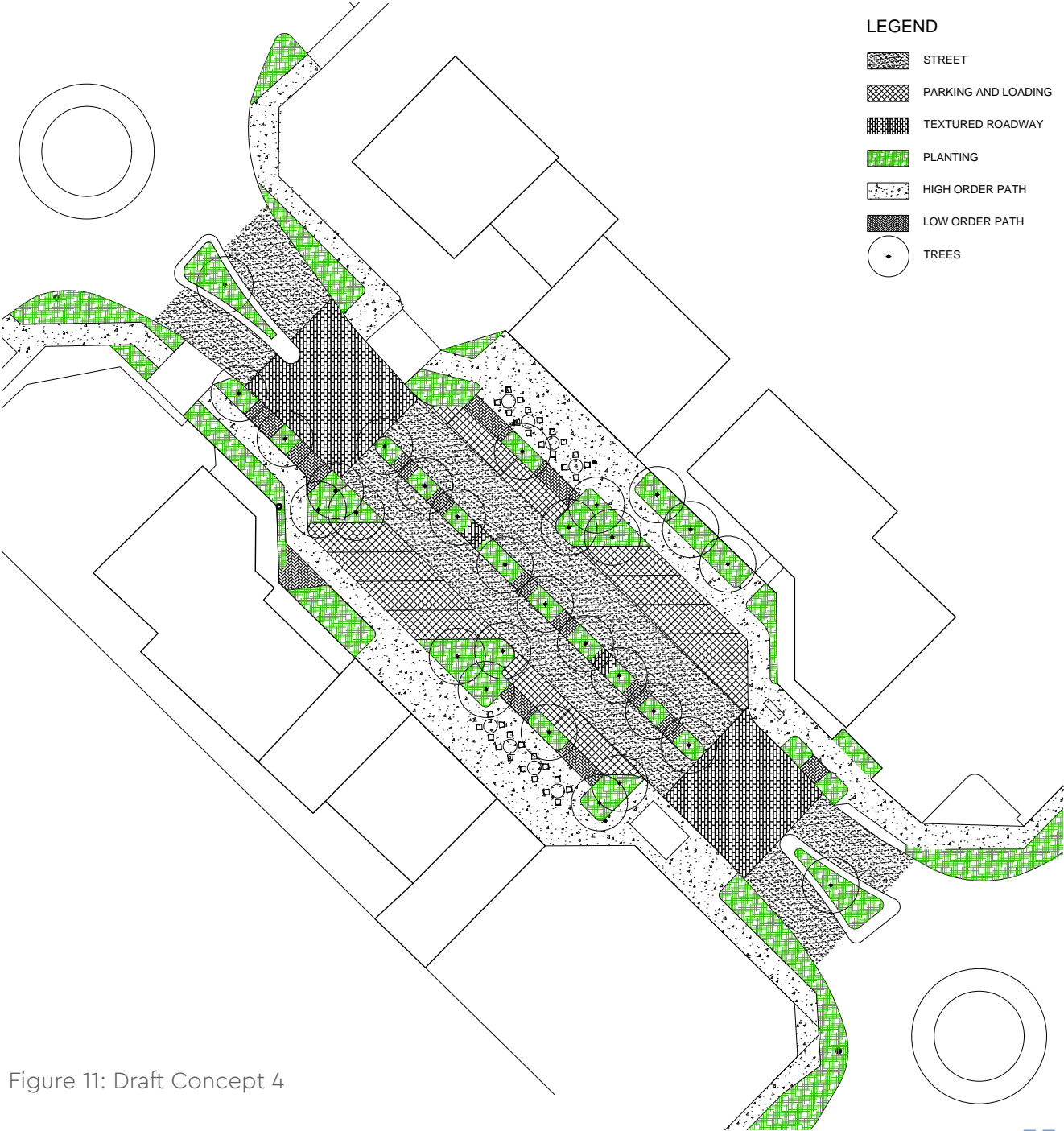
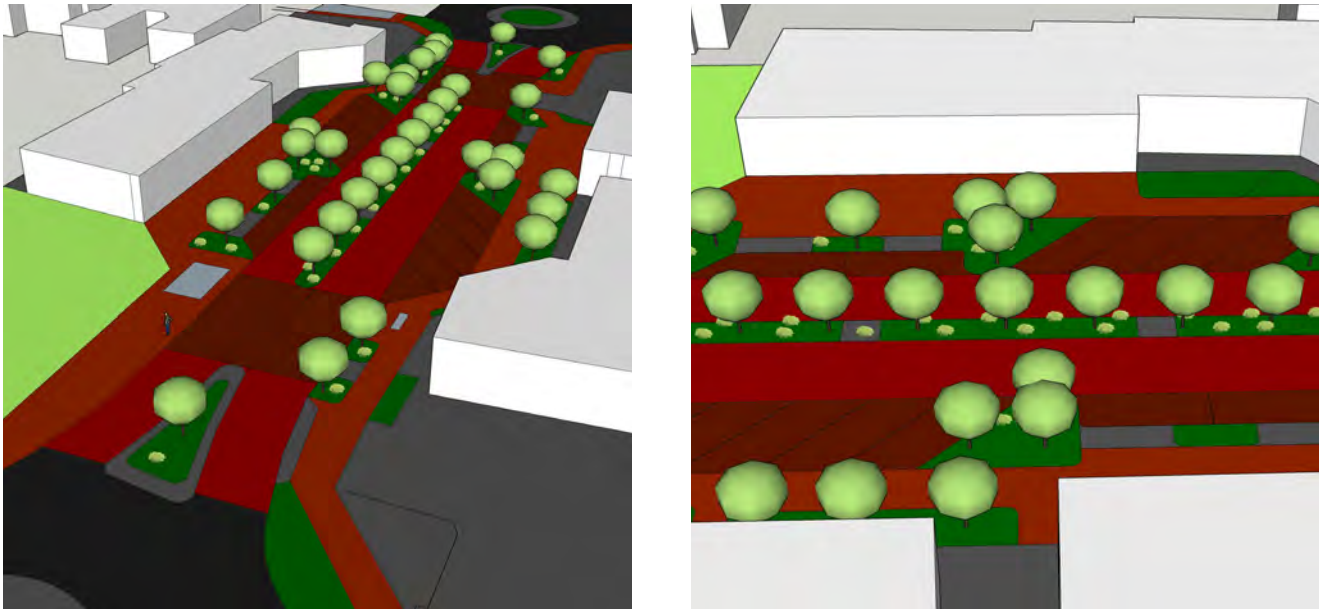


Figure 11: Draft Concept 4





### Workshopping Detailed Elements

Consensus was reached among the Design Reference Group to move ahead with the Draft Concept 3 Revision B. Whilst acknowledging the increased complexity and risk to the implementation, the group considered the uniqueness, interest and appropriateness of the final outcome worth pursuing.

Once a basic concept was agreed to the workshop participants then undertook a "detailed urban design elements" activity. Participants were asked to locate on the preferred concept plan the following:

- Bicycle racks
- Benches
- Bins
- Drink fountains
- Parking management
- Traffic speed limit
- ACROD parking bays
- Art integration opportunities

The feedback from this activity was collected and informed the final concept plan.

Full workshop feedback and outcomes are found in Appendix 01.



Figure 12: Sketches from the Design Reference Group focused on detailed urban design





# Final Concept

## Proposed Plan

Following direction from the third and final workshop the project team produced a final concept plan for the revitalisation of Etwell Street's Local Centre.

The concept plan represents a bold proposal for significant change and consists of the following interventions:

- Modified road carriage way to deflect road alignment and create a curved roadway with a distinct surface eg. coloured asphalt.
- Inclusion of mixed car parking with parallel parking bays for short term parking and loading and also angled bays for longer term parking.
- Creation of two simple open public spaces on either side of the road adjacent commercial premises.
- Inclusion of significant amount of planting space for large shade providing trees and low local shrub species.
- 3 x pedestrian crossing points with differential, textured surface treatments
- Inclusion of an accessible parking bay
- Upgraded bus shelters
- Public art integration into street furniture

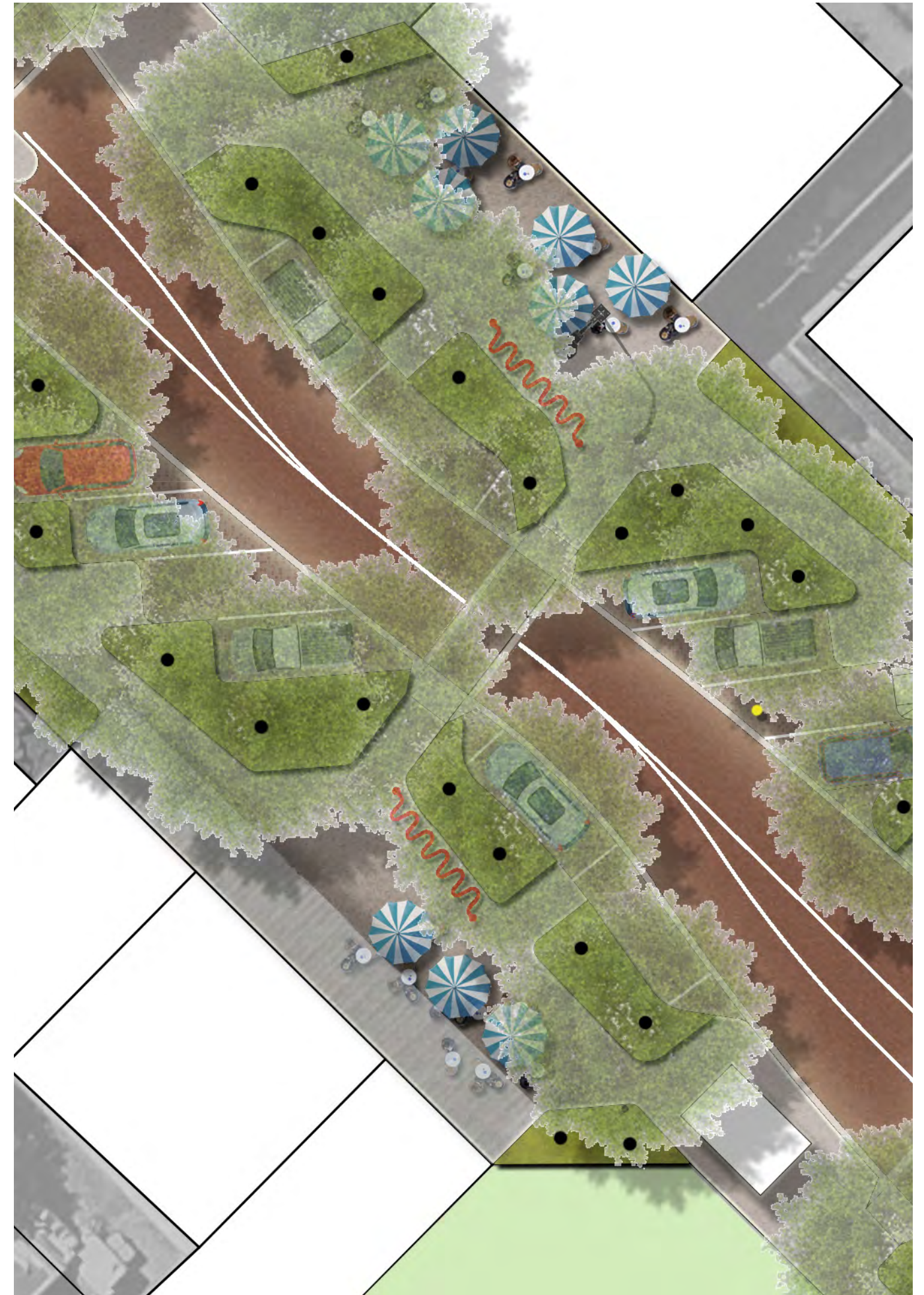


Figure 13: Final Concept Plan - 1-200





Etwell Street Local Centre  
Revitalisation

Concept Plan



Figure 14: Final Concept Plan - 1-400





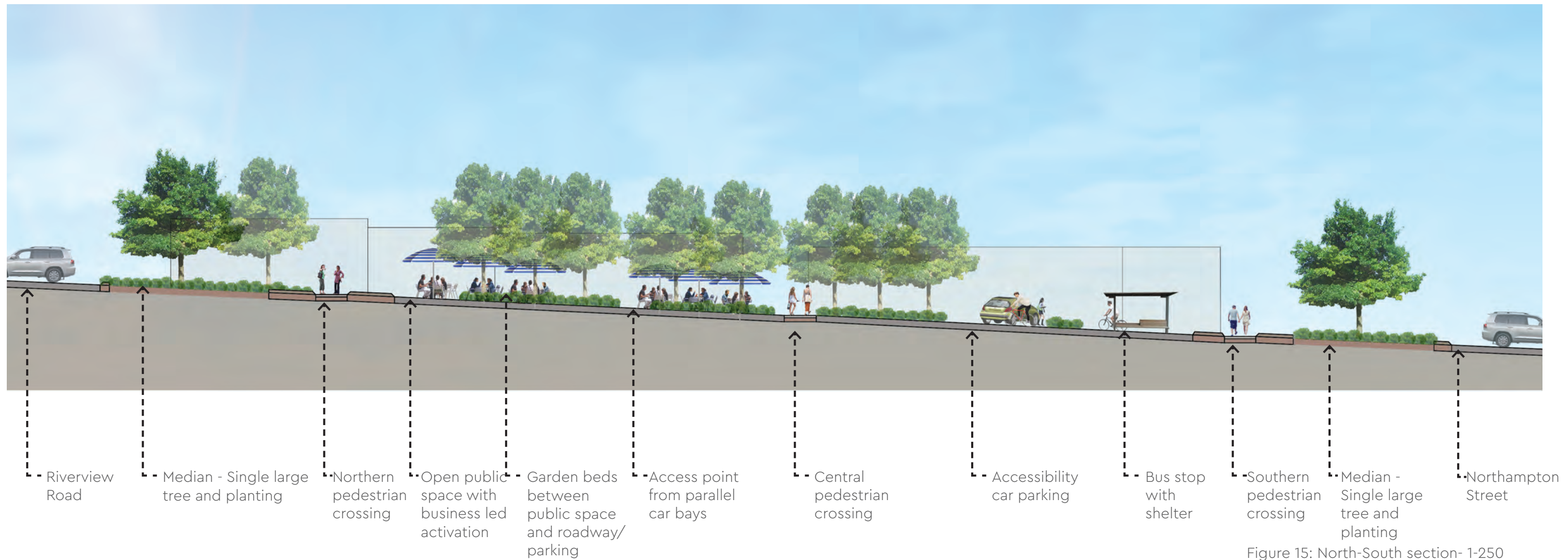
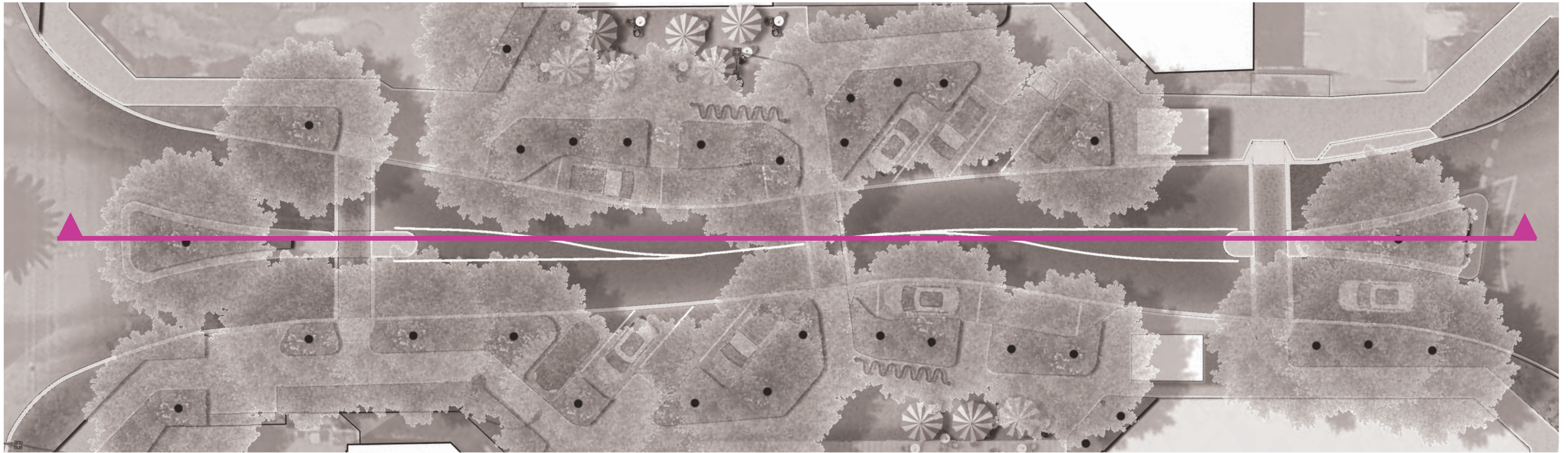


Figure 15: North-South section- 1-250





Design elements

The following describes the key design elements proposed in the concept plan and their influence on the future experience of the Etwell Street Local Centre:

Road carriageway

The main technique employed for the slowing of vehicles through the local centre is the deflection of the road alignment. The curving of the road way will impede the current straight view line for motorists increasing vigilance and reducing speeds. Further to the slowing of vehicles the new road alignment create larger spaces between road way and commercial property boundaries allowing the opportunity for sizable public space.

The carriageway width is reduced to a minimum and trees are planted in the medians at either end of the local centre. Extending the lengths of the medians to allow increased tree planting was explored by the design team however the swept path analysis for buses restricts the median extent to that shown in the concept plan. The presence of a bus route along Etwell street sets a limit to the amount and type of roadway intervention that are practical in the Etwell Street Local Centre.

The road surface is considered in the concept design with red asphalt proposed for Etwell Street between Riverview Road and Northampton Street. This will create a noticeable point of difference to the rest of Etwell Street and assist in defining it as a local centre. The slowing of traffic by this

visual sense of difference will be reinforced by including three pedestrian crossing areas defined by a change of road surface. This surface change will signal the high pedestrian use of each crossing zone without a formal pedestrian priority instrument such as Zebra or Pelican (Pedestrian Light Controlled crossing) crossings. These pedestrian crossing areas will include a change of colour and texture so vibration can be utilised as a tactile signal to motorists that this is a high pedestrian area and requires a slow speed.

Car parking

The proposed concept design modifies the current parking configuration of 23 angled bays to a mixture of 7 angled bays and 4 parallel bays. A clear delineation of carriageway and parking area is proposed through flush kerbing and a surface material change to the parking areas such as unit paving or similar.

The location of the parallel bays adjacent to the commercial properties increases the space available between the bays and the property boundary. This allows for the creation of the public space between the parallel bays and businesses. It is proposed that the parallel bays are managed with a time limit of 30 minutes. It is anticipated that the high frequency turnover and location of the parallel bays will allow their use for loading by the adjacent business.

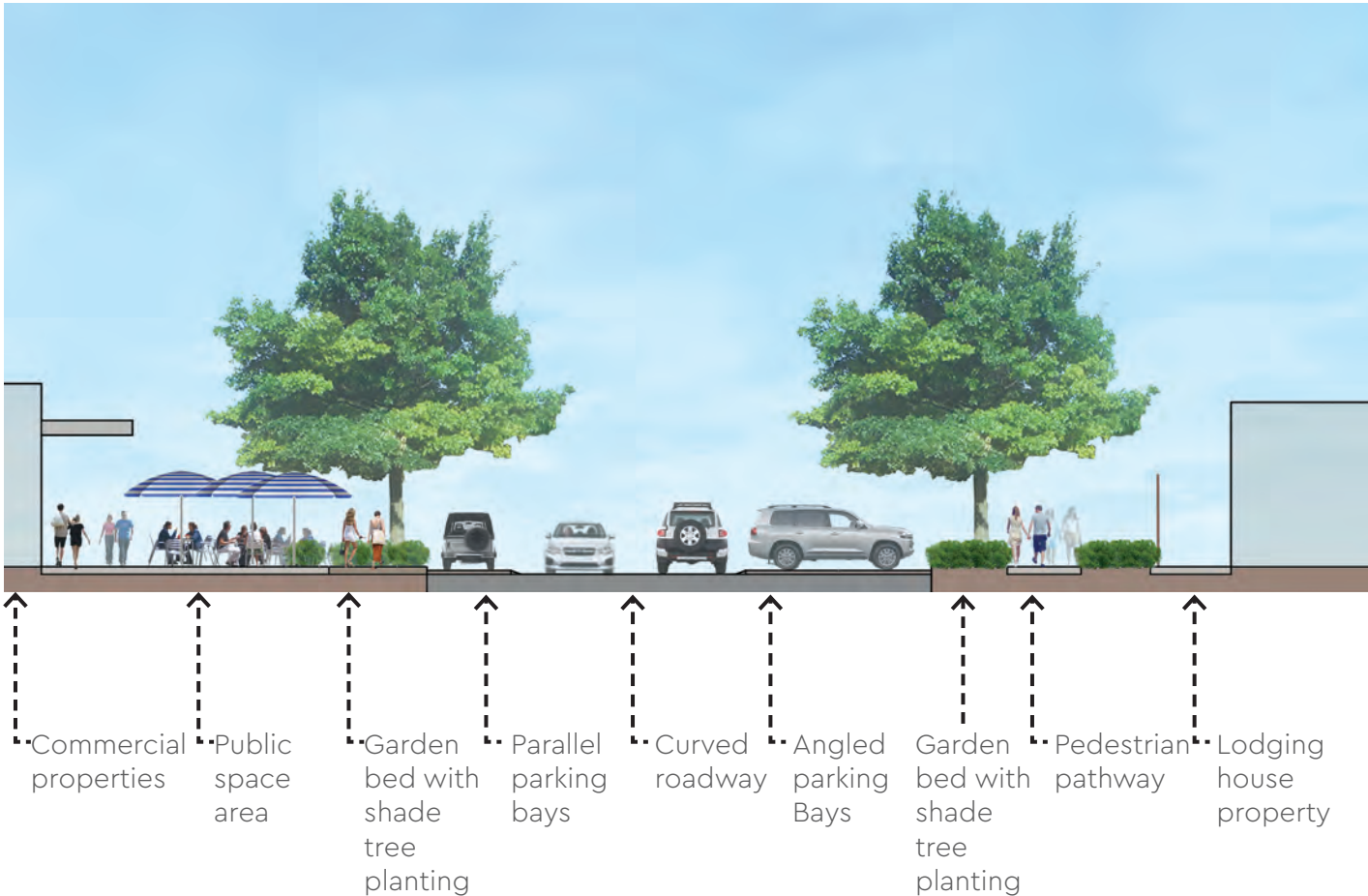
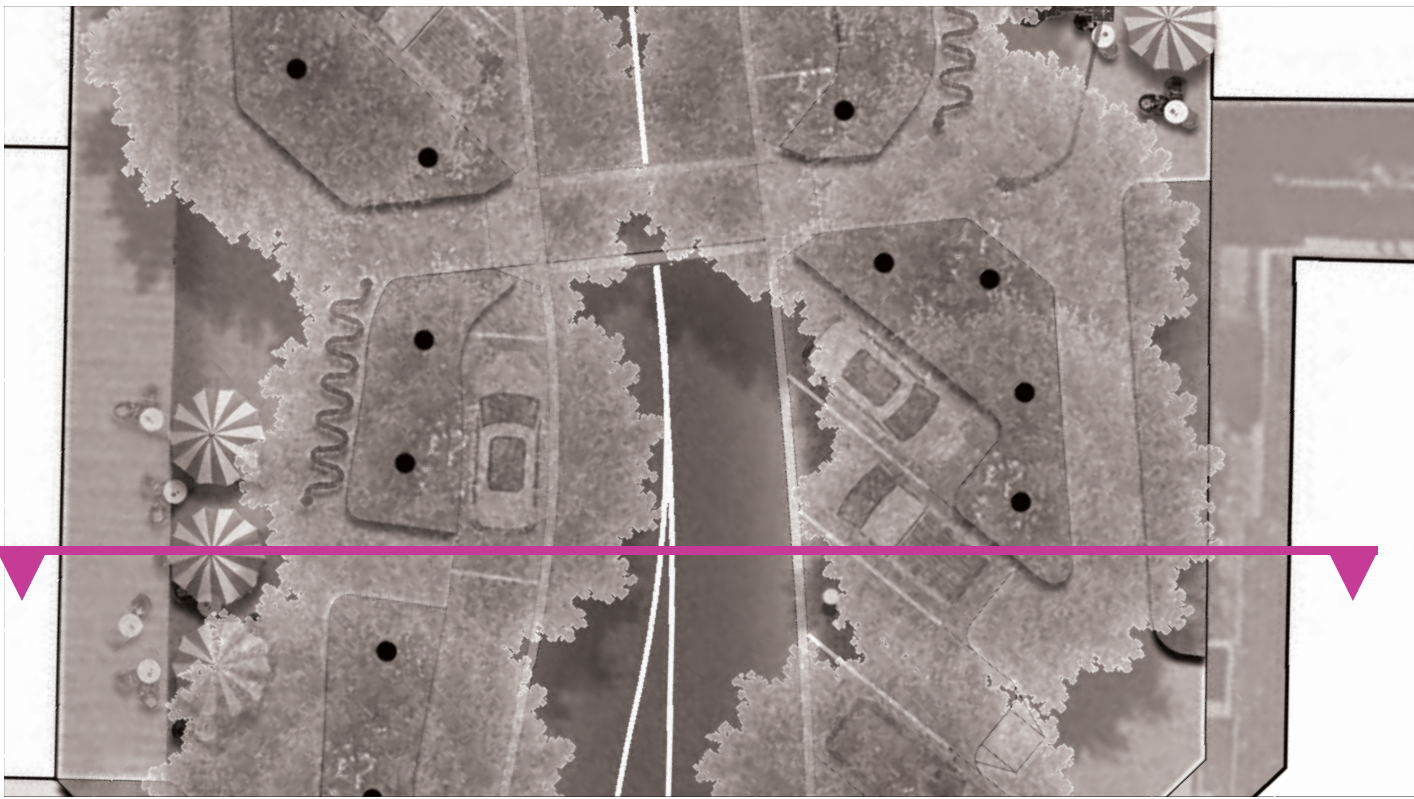


Figure 16: East-West section- 1-250





Bus stop area

Public Space - activated by adjacent business'

Car bay access point

Garden bed with shade trees and low local shrubs

Art integrated into street furniture - eg. Sculptural bike rack

Central pedestrian crossing

Curved roadway with coloured asphalt

Garden bed with shade trees and low local shrubs

Angled car bays

Public Space - activated by adjacent business'

Figure 16: Perspective impression





The angled bays represented on the concept plan are located adjacent to the two short stay lodging houses that are located within the centre. This location compresses the available space between the bays and the lodging house boundary while still allowing a pedestrian access-way and garden bed with trees to soften the hardscapes. It is proposed that the angled bays are also time managed to a 2hr limit to encourage parking turn over and prevent long stay parking. An accessible bay is proposed in the eastern run of angled bays.

**Public space**

Two public spaces are proposed adjacent to the commercial premises on either side of Etwell Street. These are simple, open, hard stand spaces with any street furniture to the perimeter of the space. This configuration will allow for flexible utilisation of the space by the adjacent business' such as alfresco dining, product stands or other means of engaging the business offerings with the public realm. Items such as shade umbrellas, tables and chairs will be supplied and managed by the business operators. Each of the public spaces is surrounded by garden beds that wrap around the space. These gardens beds contrast and soften the feeling of the hard stand area buffering occupants from the influence of cars in the parking and road way.

**Garden beds and trees**

One major objective of the concept design is to reduce the current proportion of hardscape in the Etwell Street Local Centre. The garden beds proposed can be divided into two broad types based on their function, either road interface garden beds or private property interface garden beds.

**Road interface garden beds**

These garden beds are located on the interface between the roadway and the pedestrian focused spaces (paths and open public space). These beds break up the road surface and pedestrian areas creating a buffer from vehicles for pedestrians. An opportunity exists for these beds to employ Water Sensitive Urban Design (WSUD) principles. This would involve the surface runoff from both the pedestrian and vehicular spaces flowing into these beds and eventually recharging through the soil profile. This best practice design technique improves the water quality of the storm water, reduces irrigation reliance of the planting and improves the localisation of water management.

**Private property interface garden beds**

Garden beds are proposed to form the interface between private property boundaries and the public realm. Currently these interfaces comprise concrete or paved public footpath meeting brick private boundary walls. These garden beds can contain screening shrub species that reach a height and presence to reduce the visual influence of the boundary walls. Due



Figure 17: Ardross Street Cafe - Applecross

to potential impacts on privately owned structures it is not proposed that these garden beds employ WSUD principles.

**Street Trees**

The proposed tree planting has a strong emphasis on improving the experience of pedestrians utilising the paths and public spaces. The provision of shade from these trees will assist in creating a comfortable experience for users of the public realm which will encourage longer stays and more frequent visits. The tree planting is not a traditional street tree avenue style but instead focuses on encircling the public spaces and aligning with the pedestrian paths. There are a number of trees proposed close to the road way which will encourage slower vehicle speeds. To create a cohesive and distinct feeling to the Local Centre a single tree species is proposed in this concept plan. The selection of tree species will be a component of the detailed design stage of the project however the priority will be the influence of pedestrian

experience therefore summer shade provision, winter solar access, hardiness in urban settings and visual softening will be the key drivers of that decision.

**Entrance planting**

In place of a sculptural entrance statement providing a sense of arrival to the centre, upgraded landscape treatments and planting is proposed to the verges at the intersections with Northampton Street and Riverview road. This green entrance to the local centre will create a subtle sense of arrival defining the area as a local centre distinguished from the surrounding residential streets. Vehicle sight lines will need to be considered and this planting will be required to be very low



**Vacant site**

Within the local centre exists a 550m2 vacant portion of private land. This vacant area is a component of the southern commercial lot. During the design workshops many suggestions and ideas for opportunities on the site were generated. The possibility of utilising the space for events received strong favour from the group. No proposals for intervention on the land has been proposed in the concept design due to the inability to engage with the land owner. Opportunities for this land should be pursued in collaboration with the land owner.

**Bus stops**

The concept plan proposes replacing bus stop seats and shelters on both sides of Etwell street. The bus stop on the eastern side of the street currently has no shelter and the concept plan proposes this addition. Following workshop exploration by the Design Reference group and design team review it was determined that the location of each bus stop should be maintained. An opportunity exists for art to be incorporated into the bus stops in the form of painted murals to the surfaces.

**Public Art**

The concept design proposes public art be integrated into the public realm elements. The example of a sculptural bike rack is represented however this may be realised in different ways during detailed design stages of the project.

**Events**

The potential exists for events to be held within the Etwell Street Local Centre. The proposed urban form allows for flexibility in event type and scale with smaller events possible in the public space and larger events able to utilise the road surface with temporary road closure. During the workshops the concept of branding the Etwell Street Local centre as a food hub was created and it was considered an excellent way to launch and promote that brand would be through a food focused event such as a community meal or micro food festival in which the various restaurants could demonstrate their offerings.

**Next steps**

With the desired vision and direction for the Etwell Street Local Centre's revitalisation captured in the concept report, the project can move onwards towards implementation and achieving this vision.

If endorsed by council a detailed design stage can commence in which detailed public realm and roadway design and construction documentation can be developed. Once the specifics of the proposed interventions are known, accurate costings can be obtained. Once the required budget is known funding opportunities can be sort and hopefully secured. With a budget secured a construction tender process can occur and the revitalisation proposals realised. Due to the interdependent nature of the proposed elements a staged approach to implementation not recommended or considered feasible.







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TOWN OF  
**VICTORIA PARK**



TOWN OF  
VICTORIA PARK



# METRONET ADVOCACY PLATFORM

The Town's position on METRONET projects  
affecting our community.



**WE'RE OPEN**  
VIC PARK

## METRONET Advocacy Platform

This document provides a summary of the Town of Victoria Park's position on the state government's major rail projects within the Town. This includes all level crossing removal projects in the Town, the potential creation of transit-oriented precincts and the redevelopment of Burswood, Carlisle and Oats Street Stations.

### Vision

*Our Vision is to create well connected and thriving places for people at Oats Street Station, Carlisle Station and Burswood Station for our existing and future community.*

### Desired Outcomes

#### **Underground**

*The rail corridor is underground and the land at ground level is available for other uses.*

Undergrounding the rail line provides many opportunities to achieve great place outcomes and reconnect communities currently separated by the rail corridor. Burswood Station may be exempt from this due to the topographical constraints. However, the principle of facilitating pedestrian access and activity above station platforms and the rail corridor should remain.

#### **Great Places**

*Station Precincts are great places that provide obvious and lasting community benefits.*

Traditional approaches to large transport infrastructure projects have often focused on efficient movement across the region to the detriment of local places and neighbourhoods surrounding the infrastructure. Taking a place first approach will focus project objectives toward creating great places to live, work and play.

#### **All Stations Remain**

*All existing stations in the Town must remain with only minor adjustments to their locations.*

Train Stations within inner urban areas are crucial to the future of our city and local community as our population grows. Our ability to meet the needs of future generations should not be sacrificed to improve travel times for those in outer urban areas.

#### **Sustainable Access**

*Station Precincts promote and facilitate walking, cycling and public transport as the predominant choices for accessing each station.*

The most convenient, safe and attractive option to access our train stations must be via sustainable modes of transport with walkability being the primary focus. This principle will ensure all station precincts promote the amenity and economic development of our local precincts as well as the health of our community.





TOWN OF  
VICTORIA PARK

PLOT DATE: 31/07/2019

SCALE = 1:602

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26 April 2019

**From: Kurt Riley, Owner / Manager of 413 Berwick St. St James**email: [ricon2168@hotmail.com](mailto:ricon2168@hotmail.com) Mob: 0418 920676**To "Town of Victoria Park"**

In Response to your letter dated 4th April 2019 I would like to address the changes requested by Victoria Park Council.

**1. Removal of internal door on ground floor leading to the upstairs of the property.**

- There is no such "R" code which states there cannot be a door between the ground floor and top floor, removal of these doors will result in numerous problems as listed below

**(A) Noise**

Open doors is a privacy problem in terms of noise between the 2 floors separate living & dining rooms.

Everyone has a right to be able to shut a door and block out noise if required or desired where possible. Residents between the 2 floors have a choice to social or mingle with

**(B) Cooling and Heating**

- Councils request of removing the door is highly inefficient in terms of heating/cooling and energy transfer between the 2 floors. Where's the energy efficiency ?
- Warm air on the ground floor would inevitably rise to the top floor making the ground floor difficult and inefficient to heat during cold weather.
- During hot days when heating is required cool air from the top floor would inevitably fall to the ground floor without a barrier, again this is highly inefficient.

**(B) Crowding Privacy and Conflict,**

As per The "R" Codes it is permitted to house 6 unrelated strangers coming from varying ethnic cultures and social backgrounds, It only makes sense to give each individual person as much privacy from unnecessary interaction and noise from other tenants when not required or desired.

A physical barrier like a door which can be opened and closed between the 2 floors effectively eliminates this problem and reduces conflict between Tenants, as opposed to an open stairway requested for by council. A door and can be left open or closed as required and only provides benefits with zero harm to any occupants. To deny this type of privacy would be morally wrong and asking for conflict when it can be so easily solved.

**2. Permanently close of external access from Stairway by placing a brick wall in front of it and removing Door & external staircase.**

There are no "R" Codes or building requirement which prohibit a have a second entry to a property let alone place a brick wall in its place.

There are many dwellings which have an additional entry either to the front, side or rear of the Building.

It is common practice and good design to have the stairway located in a manner for quick entry to upstairs rather than walking across the ground floor first and unnecessarily disturbing ground floor residents especially when walking through the kitchen to enter the top floor.

**Safety & Privacy**

**A second external entry/exit is necessary in case of fire on the ground floor,** should there be a fire on the ground floor and blocking the stairway it is highly essential to have a

second and separate exit/entry to the top floor. The Ground floor is partially timber framed and the burning of furniture and the like is able to catch fire and produce toxic fumes together with smoke.

#### **Noise & Privacy**

Given the possibility of **9 unrelated people living together** a separate entrance to the top floor reduces friction and unnecessary interaction among residents. Removal of the second entrance causes unnecessary friction and social problems such as Noise & Privacy. A door effectively reduces this problem and can be left open or closed as required or desired by the inhabitants.

### **3. Tenants minimum stay of 6 months.**

It is preferred to have all long term tenants for a minimum of 6 months or more living peacefully together, however this can not be enforced, this simple truth being not everybody gets along with each other, from time to time there is a need to evict tenants or they will move out of their own free will due to conflict, financial circumstances, visa, job etc.

I have no moral right to legally force people to live together for 6 months when they are in conflict simply to comply with Victoria Park bylaws. I feel a greater understanding and knowledge of share housing is required by the relevant authorities.

### **COMPLIANCE WITH "R" CODES**

Gray Godfrey "Victoria Parks" compliance officer did previously invite an independent architect to inspect the property for compliance with "R" Codes.

Upon inspection, to my knowledge, the Architect found only that the Toilet door required Lift off hinges and that the staircase was too steep. Nothing else was found to be in non compliance. It was also mentioned by the architect that the kitchen, bathrooms and all rooms complied in size and health requirements. This report was attended by my sister Tina Nisky as I was working away during the time.

These 2 issues have been rectified. Victoria Park Council has the records for this inspection.

### **FURTHER COMMENTS**

- On my first meeting with Gray Godfrey, he encouraged me to apply for a "Lodging Permit". In hindsight I should have taken his advice for which I hope he is supportive of.
- I would also like to add that by me renting this property in this manner forces me to upkeep the property in a presentable state which it may otherwise not be.
- All rooms are fitted with fire alarms and Fire Extinguishers in the Kitchen/living areas
- The Area is a high crime district, having more people in the house is a deterrent for break ins, generally all tenants especially females feel safer in the house with more people.
- Although my house may at times be occupied by more than six people, it is not overcrowded and there are sufficient kitchen, bathroom and living areas available. The Home is over 300 square metres and has 8 bedrooms, 7 parking bays, separate bike and scooter parking on a 680 square meter block. This is opposed to 2 separate houses with a possibility of 12 bedrooms between them on the same size block just across the road but with less car parking bays of only 4 bays per 2 houses.



- **Although Council claims this is 2 residences**, this is not true as top and bottom floor connect unlike an Apartment, Easy and unobstructed personal access is possible between top and bottom floor. Should the house be sold to a large or extended family I feel this would again be a vital requirement for Comfort, Privacy and of course energy efficiency.

- The ground floor laundry is shared between top and bottom floor.

- Bicycle parking and clothes line is shared between top and bottom floor

- This separation and external entries between top and bottom floors also allows more effective and private habitation of extended family should it ever be sold to such. The external entry to the top floor also allows for minimal noise should someone come home at late hours, ie, shiftworkers or anyone coming home late. The property uses all the same utilities such as power, water, gas and internet, this is in no way divided so can not be rented out as 2 separate residences.

- I have strict requirements and tenancy rules to abide by all tenants in terms of noise, no. of people staying over etc.

- without the separate entry everyone residing upstairs needs to passage through the ground floor kitchen as well as disturb all ground floor bedrooms, it is not uncommon for shiftworkers to reside on the property, these type of problems are easily resolved by the addition of a second entry.

- Generally, the bulk of my tenants are working, studying, foreigners on 1 or 2 year working visas or new immigrants. Preferred longer stays are not always possible due to job availability or placement, financial situation or study requirements.

- To rent the property out to as 2 separate long term residences causes arguable disturbances as there are shared common areas such as carparking with associated noise, outside recreation areas and noise through the floor as it is a timber framed floor. This and other such factors leads to conflict between the 2 parties. It is easier to enforce "House rules" to 9 individual tenants without a long term contract rather than 2 parties in separate households on 6 months leases.

- This type of shared housing whether it is short or long term encourages racial understanding, tolerance and breaks down racial and social barriers in todays society.

Guests or tenants are from all over the world from different countries, races, poorer or richer, different religious beliefs and ethnic backgrounds. This type of tenant interaction more often, leads to social acceptance and friendships among all people.

**This is a good thing for today's modern and mixed society.**

### **The Importance of a Boarding permits**

- Obtaining the relevant permits from council allows me to openly display my contact details on the premises. **From Council's point of view any arising complaints only puts one person in charge rather than council or public complaining to multiple residents.** This facilitates the neighbours, public or relevant authorities to contact me should any matters arise at the property with neighbours etc. This is beneficial whether there are 6 or

up to 8 people on the property. **Should there be a problem with a tenant, I would have no power to evict them if they were on a 6 months lease.**

### CONCLUSION

I feel councils alteration requests have not taken into account several important considerations which need to be taken on board in making decisions of this nature. In this day and age this type of housing offers a quality solution to a fast changing social and work environment. This is reflected in todays needs of new immigrants, Working Visa holders, oversea or interstate contract workers, single people and Fifo workers.

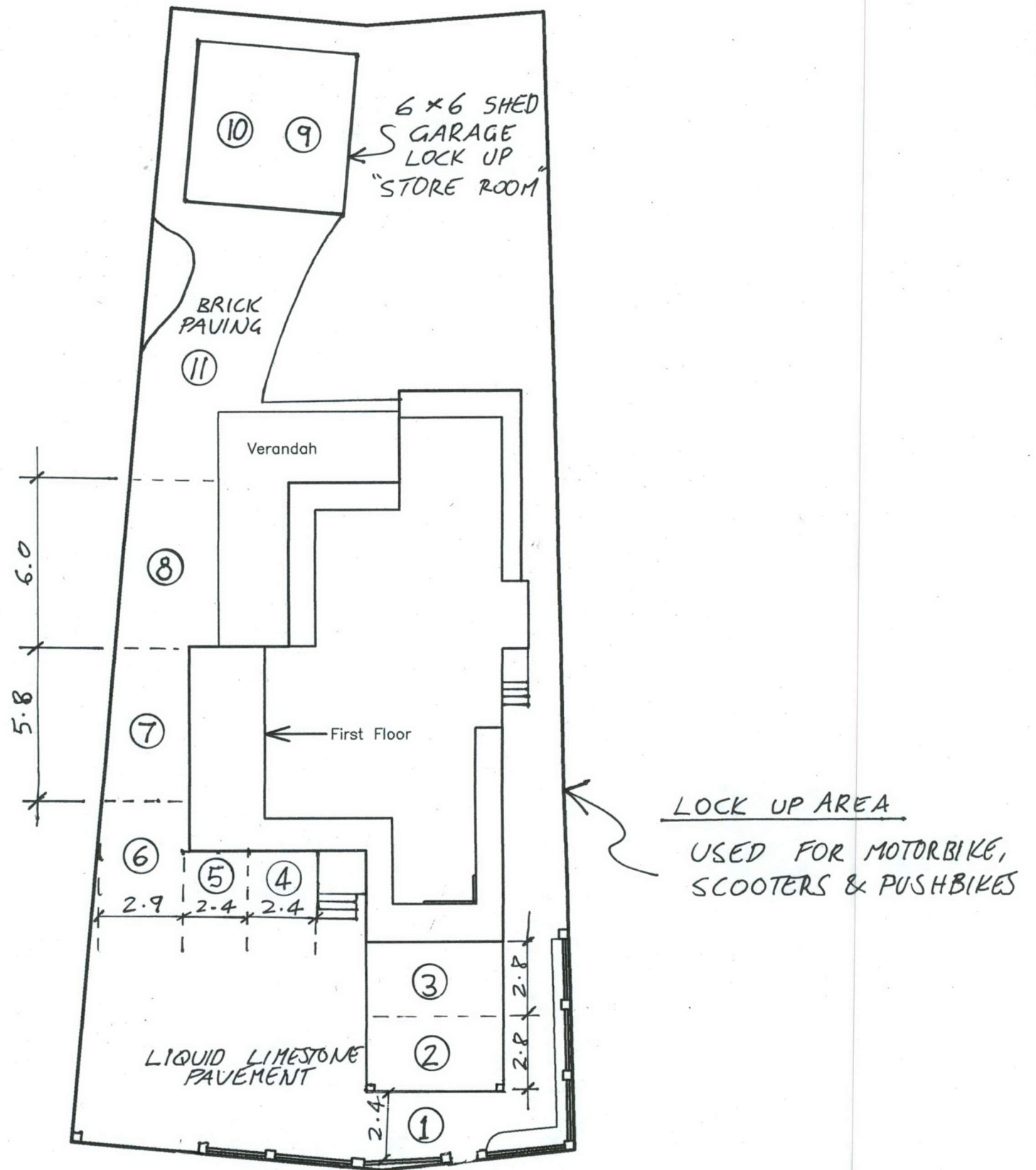
I will be applying for a "Lodging" permit for 8 people concurrently with a retrospective planning permit for the extra internal and external door. I ask to keep the arrangement as is until resolved properly as I don't feel I have the moral right to evict good tenants.

I also prefer not to go to court or legal proceedings and request those involved in decision making to reconsider this and take into account my points that I have made and hopefully we can reach a mutually aggregable and beneficial outcome for everyone involved tenants included.

Kurt Riley



6 JUNE 2019



Berwick St.

## PARKING

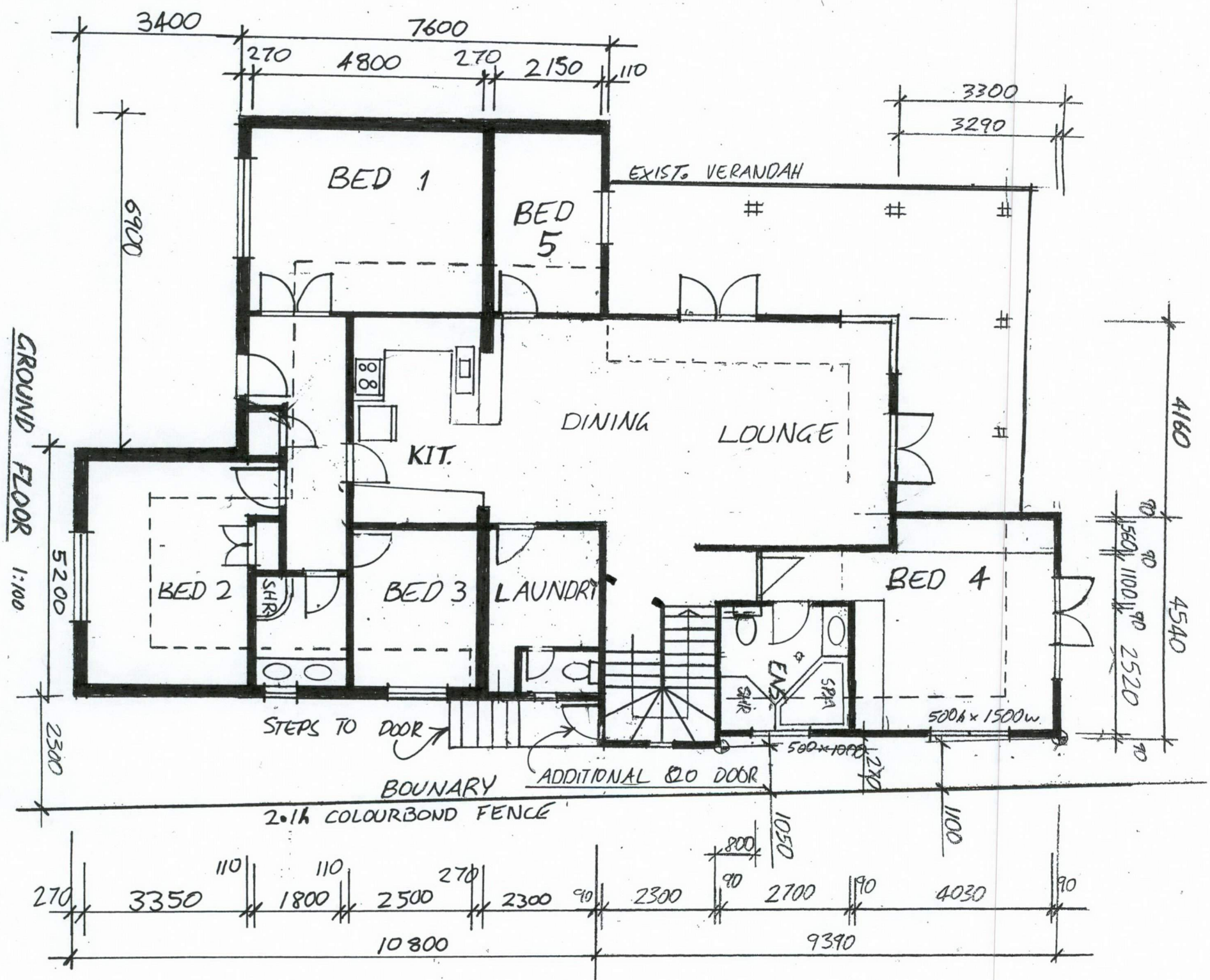
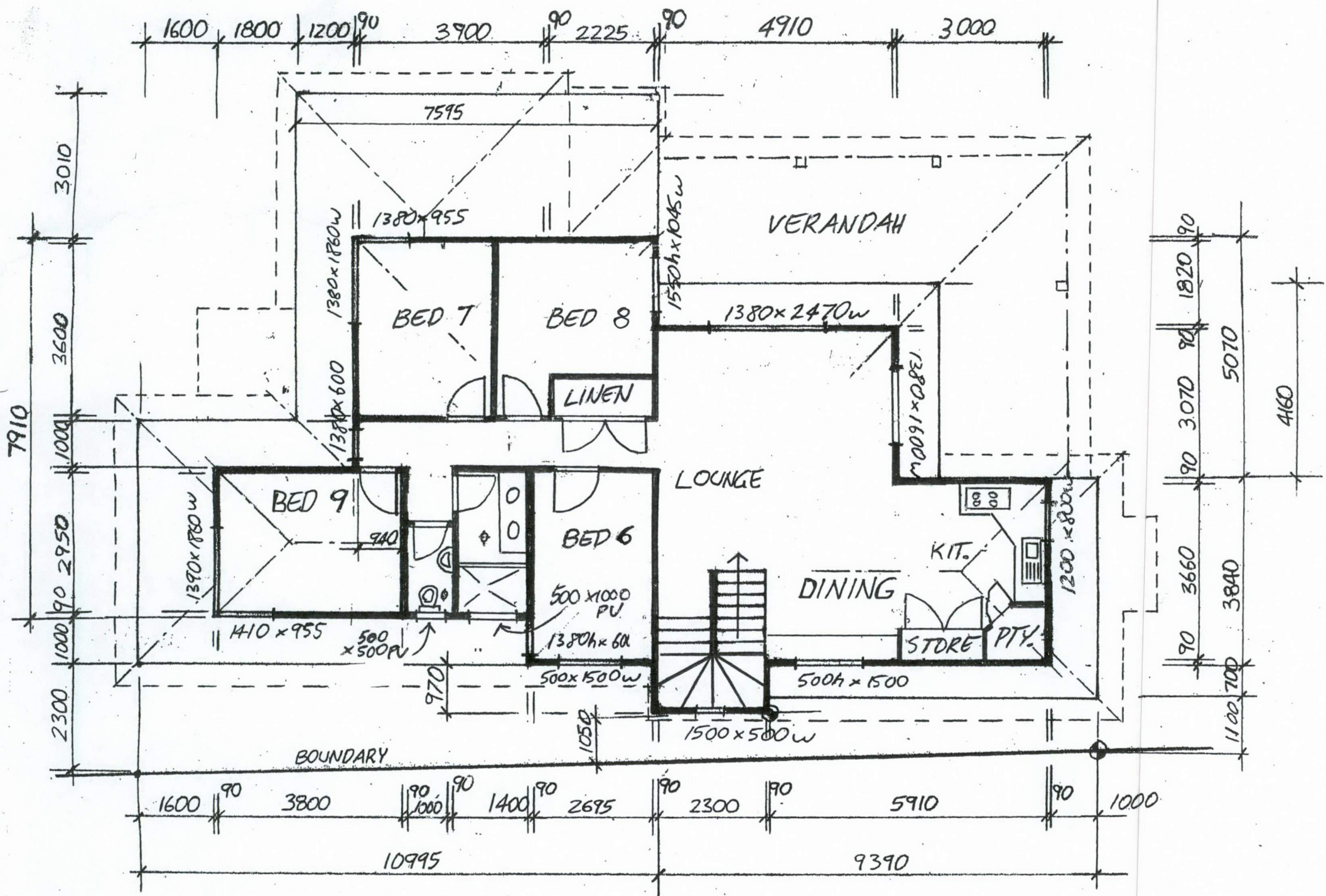
Site Plan 1:200

⑪ - DENOTES PARKING  
MAXIMUM PARKING WOULD  
BE FOR 11 CARS

Proposed Front Fence & Carport for Ingrid Riley  
for 413 Berwick St. St. James

Builder: Riley Construction Reg: 10778





AS BUILT RESIDENCE 413 BERWICK ST. ST. JAMES  
 FOR: KURT RILEY 22/6/12  
 SCALE: 1:100  
 REVISED 1/5/2019  
 REVISED 6/6/2019



6 June 2019

## **"LODGING HOUSE" Management Plan for 413 Berwick St. James**

**Maximum of 11 persons including manager**, 1 bedroom for Manager, 8 bedrooms for other residents, 2 of which may occupy up to 2 people (a Couple, not friends) 1 room has own bathroom, the other is big and would use shared bathroom with 3 other rooms occupying 1 person each only. The arrangement for the separate toilet is the same. This is for the ground floor only, the proposed rooms for "Couple Habitation" are No. 1 & 4 as indicated on plan provided.

1. The Property is located at 413 Berwick St. St. James and zoned residential.
2. The house itself is a large 2 storey residence approximately 300m<sup>2</sup> + Veranda and double Carport as well as a freestanding 6m x 6m - 2 garage Metal shed. There is no barrier between top and bottom floor, thereby allowing free access between floors.
3. The ground floor comprises of 5 bedrooms, Kitchen, Laundry, separate toilet room, dining / lounge room and 2 bathrooms, 1 being an En-suite.
4. The top floor comprises of 4 bedrooms, 1 bathroom, 1 toilet room and combined kitchen lounge dining room.

### **2. Objectives of Management Plan**

The Object is to occupy the home with short term tenants and long term in the hope short term guests become long term tenants, also many tenants may only occupy for a period of 3 months, more or less for job, training or University Programs.

The property is managed by an onsite manager permanently residing at the property, at present this is **"Haydn Walker"**, he resides in one of the bedrooms.

The Managers main purpose is to control Noise, friction and unruly behaviour between tenants or Guests. It is also the managers responsibility to either clean or encourage cleaning by other "Long Term" tenants to maintain a high level of hygiene and general cleanliness.

The double lock up Garage at the rear of the property is to be used as a store for supplies such as bedding, furniture and other items required in the day to running of a Lodging house.

I myself, the Owner, **"Kurt Riley"** will also be actively participating in the day to day running of the premises, I live in 10 Mint St. East Victoria Park, about 5 minutes away and usually accessible by mobile phone.

### **3. Management Strategies**

- a) Advertising – Our Advertising states "No excessive Drinking" and "Anyone found with illegal Drugs will be reported to Police".
- b) Besides a nominated manager onsite we normally have a number of tenants who will report un-acceptable behaviour.
- c) Although our Onsite Manager is responsible to keep the home clean and hygiene, all tenants are actively encouraged to clean after themselves as well as common areas.
- d) House Rules, cleaning duties are displayed throughout the house.
- e) Cleaning Tools, Chemicals and Pesticides are supplied by Owner of the Premises.
- f) Free washing Machines and drying facilities are supplied by Owner.
- g) Although there may be some short term tenants which we will also be advertising for, our main Goal is to have good long term guests, Short term guests can often turn into long term guests if aggregable to all parties.



### **3.1 Manager**

**Live in Manager – Haydn Walker** – Mob: 0422 124317 – email: [hypodyne@gmail.com](mailto:hypodyne@gmail.com) – self employed work from home, IT Consultant

**Owner – Kurt Riley** – Mob: 0418 920676 – email: [ricon2168@hotmail.com](mailto:ricon2168@hotmail.com) – Self employed – Property Management and Maintenance in Victoria Park area, Im always available by phone and not far away living in 10 Mint St, just 5 minutes by car.

**Change of Management** – Town of Victoria Park will be notified within 2 weeks of change of onsite management.

### **3.2 Check in / Check out**

Check in time is after 2 pm unless otherwise agreed and Check out time is before 10 am unless otherwise agreed, Late and early check ins need to be agreed with onsite manager or myself.

### **3.3 Mitigation and Complaints procedure**

Parties or Social Gatherings / functions will not be allowed unless agreed by onsite manager or myself. Noise will always be limited to within acceptable levels to other tenants/guests within and surrounding Neighbours, this historically is and will be quieter than normal households as not all guests or tenants are aggregable to Noise, ie loud music, even if contained within the house itself.

Loud music or Noise is definitely not be permitted in external recreation areas.

The Managers and my phone number will be visibly displayed on the property.

Adjoining property owners are free to contact myself or Hayden should any problems arise. Our contact details will be made available to neighbours as well as displayed on the front fence.

Revisions to the management of the property are to be reflected in an updated version of the Complaints Management Form which is to be provided to the adjoining property owners and tenants within two weeks of change of management.

### **3.4 Use and Maintenance**

External Areas, gardening on and off the property, removal of rubbish, and home maintenance is carried out by myself or the onsite manager. This house is generally of a higher standard than the rest of the street. Old disused furniture is firstly placed in the backyard shed, then goes out in bulk rubbish collection when due. Should this fail, it is removed on the back of the Ute by the Owner or Manager.

### **3.5 Safety, Hygiene and Security.**

#### **3.5.1 Safety**

- a) Safety – We advertise for tenants with no excessive drinking habits or illegal drug habits, we have found this to be a great deterrent, keeping out the wrong people, if found to be so, they get evicted.
- b) Smoke Alarms are fitted to all rooms, Fire Extinguishers and Fire Blankets are visibly displayed in the kitchen dining areas.
- c) A Medical First Aid Box is available on the Premises.

#### **3.5.2 Hygiene & Comfort**

Bins are supplied in all kitchen areas and external front and backyards

Heating and Airconditioning is only supplied to Living Areas.

Exhaust fans are fitted to all Kitchen and bathroom areas.

Ceiling Fans are supplied to all bedrooms and Living Areas.

Vermin Control is carried out by onsite manager and myself.

Food Storage, Every room has its own medium size fridge freezer, either in the bedroom or the kitchen, also there is plenty of available cupboard space and a pantry available in the kitchen.

Complete Bedding and towels are supplied to all new guests / tenants, after this it is their responsibility to clean it, a free to use washing machine is supplied.

#### **3.5.3 Security**

- a) All Bedroom doors are fitted with External Entrance Locks
- b) CCTV Cameras overlooking the front and backyards may be installed once approval is granted, possibly the living areas ??

### **3.6 CAR PARKING**

Parking is available on the premises for a total of 11 Cars, 6 Cars can easily move in and out of the premises, after 6 cars, stacker parking applies with additional parking available in the backyard and Garage/Shed. Usually around 50% of occupants do not have cars, the property is located within 100m of a bus stop leading to and from the city via Albany Hwy. A Free Curtin University Bus now passes by the houses frequently thus making it desirable for University students.

Additional secure parking for bicycles, is also supplied in side yard leading to side entrance, for up to 5 vehicles, this is a common scooters and motorbikes form of transport.

Historically, parking has not been a problem. Street or Verge parking is not required or desired as it has lead to break ins the few times it has happened.

Please refer to parking Site Plan as attached.

## Public Submissions – 413 Berwick Street, St James

Public Submission
<b>Submitter 1</b>
I don't support this proposal because this is a residential area and already a busy street with surrounded troublemakers along Berwick Street. Potential occupants are not screened by an agency and privately managed so there are no guarantees that it will not impend further risks to thus community. It places all the residents safety at risk.
<b>Submitter 2</b>
<p>To whom it may concern,</p> <p>I'm writing this to formally object the proposal for 413 Berwick St. As you would know, St James is not particularly safe and full of suspicious activities all day round. As I have noticed, there has been an increase in police presence around the neighbourhood, in particular with the individuals who live in the same block and has associated with the occupiers in 413 Berwick St. My major concern is that this might increase the chance of more suspicious activities and negatively impact the safety in this area. As a person with late-hour work, I would be worried about my safety. Therefore, I would be much appreciated if this proposal is rejected.</p> <p>Thank you for your consideration.</p>
<b>Submitter 3</b>
<p><b>1. Car bays issues</b></p> <p>Most of the 11 proposed car bays do not meet the required standards, with only 4 of them complying. ie car bay (1) does not meet required dimensions, car bays 4 and 5 do not allow appropriate vehicle manoeuvring to vehicles in other car bays , and tandem car parking not permitted in according with clause 5.4 of Local Planning Policy 31 (car bay 6, 7, 8, and 11) regulations as outline in the plan in Town Victoria Park's website.</p> <p><b>2. Public safety reason</b></p> <p>413 Berwick Street is located on sweeping bend in the road, with a limited view of the road ahead. It is also considered a busy road and street parking is not permitted.</p> <p>If their tenants have to reverse their cars out to the road in order for the other tenants to get out of the driveway, there is a high risk of traffic disruptions and accidents.</p> <p>With the number of cars (said 11 cars) driving in/out, plus their visitors, there is a high chance that they will park on other adjoining properties. In addition, tenants at 413 Berwick Street, ST James are likely to have a high number of short terms tenants and numerous tenants with high turnover, who may not have the same connections, commitments and respect for the community, as long term residents have.</p> <p>What standards and controls will 413 Berwick St ST James have for selecting responsible and respectful tenants?</p> <p><b>3. Out of control party, noise and their guests parking issues</b></p> <p>It is reasonable to expect that their tenants may invite their guests or having party from time to time. I am worry about the out of control party, the noise and where will their guests park their cars. Who do I or my tenant contact for help? What is the contact details? Is this person going to abuse me? What is the guarantee that it will be under control in the event of out of control party? What is the guarantee that their tenants and guests do not parking their cars on my property?</p>



**4. Not convenient to shops, restaurant, etc**

Their tenants will need cars to go to shops and restaurants as it is not convince without a car.

**5. Rubbish bin issue**

Is their bin big enough for all the tenants to use as council may reduce the bin size in the future?  
If not, where will they put the extra rubbish?

**Submitter 4**

I am writing in response to a letter received from the Town of Victoria Park regarding the above development application.

We object to the approval of the change of use of the residence next door to a lodging house on the basis that it will result in the following negative consequences:

- Significant increase in the number of cars entering and leaving the property. Traffic is an issue at this location on Berwick Street and this will be more of an issue if there are at least 4-11 cars parked at this residence at any one time
- Increase in security risk/issues from increasing the number of unrelated residents residing at this property
- Increase in noise
- Increase in pollution from car fumes
- Increase in possibility of litter/waste

We believe that all of the above negative consequences are likely to result in a decrease of the rate of rental we can achieve at our rental property, and ultimately the value of our property.

We hope that council will decline this application as the lodging house would not be in the best interest of residents and owners of houses in the immediate / local vicinity.

Public Submissions – 413 Berwick Street, St James

Public Submission	Applicant Response
<p><b><u>Neighbour 1</u></b></p> <p>I don't support this proposal because this is a residential area and already a busy street with surrounded troublemakers along Berwick Street. Potential occupants are not screened by an agency and privately managed so there are no guarantees that it will not impend further risks to thus community. It places all the residents safety at risk.</p>	<p>My goal is to bring in long term tenants, however, I do frequently evict troublesome tenants, which is why I seek a "Lodging Permit" Currently I need to put troublesome tenants on 6 months leases meaning I can not evict them should they cause problems. We all know this is occurring on some neighbouring properties where the tenants can not easily be evicted. We all know there are no guarantees of having good tenants on a six month lease or through an Agency which is generally powerless to do anything and involves a lengthy court process this is the better option. On a lodging permit council's requirement is to make my contact details clear on the fence for neighbouring properties to complain. Further I would like to mention that I generally visit the property at least 3 times a week for gardening, cleaning and general inspection and management of the property. This is evident in well kept gardens and verifiable.</p> <p>Also there would be a contactable house manager which is also a requirement of this permit. Like an Agency, legally I can not screen people for "Police Clearances" and reject on that basis as this would contravene with Discrimination Laws.</p> <p>Having a lodging Permit and therefore not putting anyone on a lease allows me to evict troublesome tenants, as there is no contract. <u>I can not legally do this under the current arrangement.</u></p> <p>I have also agreed to place security cameras covering the front and back of my property and making them available to police or anyone for "any" matters. I feel this will give more control and governance to my property which will result in a safer immediate neighbourhood.</p> <p>It is certainly not my aim to fall out with my neighbours.</p> <p><u>If I am not granted a lodging permit, I am permitted a maximum of 6 tenants with cars who would have to be on a 6 month lease, may bring home their spouses or friends and I or council are not able to evict them due to having a six month lease. A lodging Permit simply gives me and Council control over who is living there.</u></p> <p>Regarding Security for my tenants and neighbours....</p> <p>If approved I will be installing a CCTV Camera overlooking the front and back yards for the safety of my tenants as I also don't want this behaviour. <b><u>I am happy to be a local neighbourhood watch</u></b> for the area, but I need an income to pay for this. I will gladly provide video access to Council Police and anyone concerned. It is not in my interests to run down the neighbourhood as it would reflect on my rental rates as well as real Estate Values on my property.</p> <p>A good quality neighbourhood along with Safety is My No.1 Concern and Priority. This is also reflected and on record with several statements I have made to Council meetings regarding improving the Suburb and making it a better place to live for everyone, all my</p>



	<p>statements have been submitted to monthly council meetings and can be verified with Council.</p> <p>Should I get this approval I will be <b>employing an onsite housemanager</b> who has met with the planning officer and I believe has been approved. This will only makes things better.</p> <p><b><u>Conclusion</u></b>  <b>In short my application will not really change anything as to how it has been over the last 12 or so years, being occupied by 5 to 9 tenants in total. The only difference will be increased security with CCTV Cameras and an additional house manager. This will give more control to myself and also Council. I see my application as a Win - Win situation for myself, Council and the neighbourhood.</b></p>
<p><b><u>Neighbour 2</u></b>  To whom it may concern,  I'm writing this to formally object the proposal for 413 Berwick St. As you would know, St James is not particularly safe and full of suspicious activities all day round. As I have noticed, there has been an increase in police presence around the neighbourhood, in particular with the individuals who live in the same block and has associated with the occupiers in 413 Berwick St. My major concern is that this might increase the chance of more suspicious activities and negatively impact the safety in this area. As a person with late-hour work, I would be worried about my safety. Therefore, I would be much appreciated if this proposal is rejected.  Thank you for your consideration.</p>	<p>I fully agree that this part of St. James is not a particularly safe area and full of suspicious activities. Therefore I enforce strict "no illegal drugs or excessive drinking" policies. True, there has been a high police presence right on our doorstep. Most of this was due to the tenant at 415 Berwick St, who had a drug issue and was playing excessively loud punk music as well as fighting with the local aborigines several times a week and usually shooting them with a Spud Gun or threatening them with his Samurai Sword or machete. Our tenants were also approached coming home from shift work. This definitively did not come from my house and I also lodged several complaints with Councils Health Department. This tenant has now moved on due to council imposed noise restrictions and excessive fighting with aforementioned certain Homeswest tenants . Council's health department will be able to verify my claims. Although the trouble is close to my house as well as other neighbours, it is certainly not caused by my tenants, I also receive numerous complaints from my tenants which I will be approaching council to try and find a solution, my tenants have been requested to send me messages as proof of when these things happen. I have owned the property since 1997 and there has always been a problem, which is partially why I moved out around 2007</p> <p>If approved I will be installing a CCTV Camera overlooking the street, front and back yards for the safety of my tenants as I also don't want this behaviour. <b><u>I am happy to be a local neighbourhood watch</u></b> for the area, but I need an income to pay for this. It is not in my interests to run down the neighbourhood as it will reflect on my vacancy rates as well as real Estate Value on my property. A good quality neighbourhood along with Safety is My No.1 Concern and Priority. This is also reflected and on record with several statements I have made at Council meetings which I regularly attend.</p>

<p><b>1. Car bays issues</b> Most of the 11 proposed car bays do not meet the required standards, with only 4 of them complying. ie car bay (1) does not meet required dimensions, car bays 4 and 5 do not allow appropriate vehicle manoeuvring to vehicles in other car bays , and tandem car parking not permitted in according with clause 5.4 of Local Planning Policy 31 (car bay 6, 7, 8, and 11) regulations as outline in the plan in Town Victoria Park's website.</p> <p><b>2. Public safety reason</b> 413 Berwick Street is located on sweeping bend in the road, with a limited view of the road ahead. It is also considered a busy road and street parking is not permitted. If their tenants have to reverse their cars out to the road in order for the other tenants to get out of the driveway, there is a high risk of traffic disruptions and accidents. With the number of cars (said 11 cars) driving in/out, plus their visitors, there is a high chance that they will park on other adjoining properties. In addition, tenants at 413 Berwick Street, ST James are likely to have a high number of short terms tenants and numerous tenants with high turnover, who may not have the same connections, commitments and respect for the community, as long term residents have.</p> <p>What standards and controls will 413 Berwick St ST James have for selecting responsible and respectful tenants?</p> <p><b>3. Out of control party, noise and their guests parking issues</b> It is reasonable to expect that their tenants may invite their guests or having party from time to time. I am worry about the out of control party, the noise and where will their guests park their cars. Who do I or my tenant contact for help? What is the contact details? Is this person going to abuse me? What is the guarantee that it will be under control in the event of out of control party?</p>	<p><b>1. Car Bay Issues</b> I submitted plans indicating maximum carbays as this was a requirement of my submission, I was not aware of the "No car stacking policy". However, I certainly would never allow 11 cars on my property as this would cause to much friction with tenants and I simply would not be able to rent it to prospective tenants as no one agrees to difficult car parking circumstances. Car parking is normally a <u>maximum</u> of about 6 cars. A number of my tenants are students who travel to University by bus as well as several others opting to ride scooters bicycles. Although a lot of the cars on the property reverse out this historically has never been a problem over the last 15 years or so, hence there are no reported accidents or issues. I would also like to mention the majority of cars on Berwick St. reverse out. Given the other side of the road also has 2 houses for the same size block with a combined total of possibly more cars and occupants than my one house on the same block. Although Berwick St. is technically classified as an Arterial Road, I have found most of the traffic is on the Hillview terrace side. Importantly Berwick St. in this vicinity has a unique Middle Road Strip which is so convenient for backing out of the driveway together with reasonable wide footpaths on my side. I would also like to point out that my house is on the high side of the road and, my fencing also complies with council requirements and allows for good oversight to pedestrians and tenants alike where driveway traffic is concerned. Historically Parking or Accidents has never been a problem.</p> <p><b>2. Public Safety Reason</b> My aim is to have long term tenants and although there are often more short term tenants on my property than I would like I have had several tenants staying for 3 to 4 years which I will happily verify to Council. I agree some of them may not care for the neighbourhood. This responsibility than falls onto me to keep everything tidy and respectable if I want to rent it out. (Nobody wants to rent a Dump) As you are aware this is a well looked after property and I have planted a garden on the verge at my expense and my property is in better condition and appearance than most properties in this vicinity. I have no choice but to keep it clean and presentable if I want to rent it out for a reasonable rent return. . Further I would like to mention that I visit the property at least 3 times a week for gardening, cleaning and general inspection and management of the property. This is evident in well kept gardens and verifiable.</p> <p>Regarding Security for my tenants and neighbours I will be installing appropriate CCTV cameras allowing Access to Council, Police and anyone concerned. I also enforce a strict policy of "No illegal drugs or excessive drinking" anyone found to not comply will be evicted or</p>
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<p>What is the guarantee that their tenants and guests do not parking their cars on my property?</p> <p><b>4. Not convenient to shops, restaurant, etc</b> Their tenants will need cars to go to shops and restaurants as it is not convince without a car.</p> <p><b>5. Rubbish bin issue</b> Is their bin big enough for all the tenants to use as council may reduce the bin size in the future? If not, where will they put the extra rubbish?</p>	<p>reported to police, this is advertised. These type of measures ensure a safer property than one without.</p> <p>Should I get this approval I will be <b>employing an onsite housemanager</b> who has met with the planning officer and I believe has been approved. This will only makes things better.</p> <p><b>3. Out of Control Parties. Etc.</b> Parties, unruly behaviour parking issues is certainly not what I want, my tenants are required to be quieter than a normal household so as not to annoy eachother let alone the neighbourhood. Bear in mind my tenants are students, working people working different hours and from all cultures, they are not friends. Parties are strictly prohibited. Should I get this approval I will be <b>employing an onsite housemanager</b> who has met with the planning officer and I believe has been approved. This will only makes things better.</p> <p><b><u>Parking</u></b> Over 15 Years the residence has been operating like this there has never been a parking issue, although we have had other neighbours visitors parking and blocking our driveway. Council requested to display maximum parking, I was not aware stacker parking was not possible, I never stated there would be 11 tenants' cars plus visitors Cars. The total number of Car parking I am applying for including visitors is 6. Other tenants simply do not have a car, and may transit by bus, pushbike or motor cycle which is quite common.</p> <p><b>4. Convenient to Shops.</b> I feel the premises are quite convenient to shops, in fact only 800 m walk to the new Aldis shopping centre, McDonalds as well as other numerous restaurants. On top of this I usually house about 30% students as it is on the free University Bus Route as well as easy public bus access to the city and the Victoria Park Shopping Centre.</p> <p><b>5. Rubbish Bin Issue</b> Residents may have noticed that I have 4 bins out the front of my property on Rubbish Collection Dates. I have been paying additional rates to council for 4 Bins for at least 12 years. Council is able to verify this, if I need more bins I can pay for even more.</p> <p><u>If I am not granted a lodging permit, I am permitted a maximum of 6 tenants with cars who would have to be on a 6 month lease, may bring home their spouses or friends and I or council are not able to evict them due to having a six month lease. A lodging Permit simply gives me and Council control over who is living there.</u></p> <p>If approved I will be installing a CCTV Camera overlooking the street, front and back yards for the safety of my tenants as I also don't want this behaviour. <b><u>I am happy to be a local neighbourhood watch</u></b> for the area, but I need an income to pay for this. I will pay to maintain a</p>
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	<p>camera and make all videos available to council, police and neighbours. It is not in my interests to run down the neighbourhood as it will reflect on my vacancy rates as well as real Estate Value on my property. A good neighbourhood along with Safety is My No.1 Concern and Priority. This is also reflected and on record with several statements I have made at Council meetings which I regularly attend and can be verified by council.</p> <p><b><u>Conclusion</u></b>  <b>In short my application will not really change anything as to how it has been over the last 12 or so years, being occupied by 5 to 9 tenants in total. The only difference will be increased security with CCTV Cameras and an additional house manager. This will give more control to myself and also Council. I see my application as a Win - Win situation for myself, Council and the neighbourhood.</b></p>
<p><b><u>Neighbour 3</u></b>  I am writing in response to a letter received from the Town of Victoria Park regarding the above development application.  We object to the approval of the change of use of the residence next door to a lodging house on the basis that it will result in the following negative consequences:</p> <ul style="list-style-type: none"> <li>• Significant increase in the number of cars entering and leaving the property. Traffic is an issue at this location on Berwick Street and this will be more of an issue if there are at least 4-11 cars parked at this residence at any one time</li> <li>• Increase in security risk/issues from increasing the number of unrelated residents residing at this property</li> <li>• Increase in noise</li> <li>• Increase in pollution from car fumes</li> <li>• Increase in possibility of litter/waste</li> </ul> <p>We believe that all of the above negative consequences are likely to result in a decrease of the rate of rental we can achieve at our rental property, and ultimately the value of our property.  We hope that council will decline this application as the lodging house would not be in the best interest of residents and owners of houses in the immediate / local vicinity.</p>	<p>I submitted plans indicating maximum carbays as this was a requirement of my submission, I was not aware of the "No car stacking policy". However, I certainly would never allow 11 cars on my property as this would cause too much friction with tenants and I simply would not be able to rent it to prospective tenants as no one agrees to difficult car parking circumstances. Car parking is normally a <u>maximum</u> of about 6 cars. A number of my tenants are students who travel to University by bus as well as several others opting to ride scooters or bicycles. I would also like to point out that properties across the road are all zoned duplex and often have more cars than on my block which is only single residential.</p> <p><b><u>Security and Noise</u></b>  Regarding Security for my tenants and neighbours....  If approved I will be installing a CCTV Camera overlooking the front and back yards for the safety of my tenants as I also don't want this behaviour. <b><u>I am happy to be a local neighbourhood watch</u></b> for the area, but I need an income to pay for this. I will gladly provide video access to Council Police and anyone concerned. It is not in my interests to run down the neighbourhood as it would reflect on my rental rates as well as real Estate Values on my property.  A good quality neighbourhood along with Safety is My No.1 Concern and Priority. This is also reflected and on record with several statements I have made to Council meetings regarding improving the Suburb and making it a better place to live for everyone, all my statements have been submitted to monthly council meetings and can be verified with Council.</p> <p>Further I would like to mention that I generally visit the property at least 3 times a week for gardening, cleaning and general inspection and management of the property. This is evident in well kept gardens and verifiable.  I also enforce a strict policy of "No illegal drugs or excessive drinking" anyone found to not comply will be evicted or reported to</p>

	<p>police, this is advertised. These type of measures ensure a safer property than one without.</p> <p>Parties, unruly behaviour parking issues is certainly not what I want, my tenants are required to be quieter than a normal household so as not to annoy eachother let alone the neighbourhood. Bear in mind my tenants are students, working people working different hours and from all cultures, they are not friends. Parties are strictly prohibited.</p> <p>Should I get this approval I will be <b>employing an onsite housemanager</b> who has met with the planning officer and I believe is approved. This will only makes things better  <b>I will also be displaying my phone number on the property for contact.</b></p> <p><u>If I am not granted a lodging permit, I am permitted a maximum of 6 tenants all with cars who would have to be on a minimum 6 month lease, may bring home their spouses or friends, I or council are not able to evict them due to having a six month lease. A lodging Permit simply gives me and Council control over who is living there.</u></p> <p><b><u>Conclusion</u></b>  <b>In short my application will not really change anything as to how it has been over the last 12 or so years, being occupied by 5 to 9 tenants in total. The only difference will be increased security with CCTV Cameras and an additional house manager. This will give more control to myself and also Council. I see my application as a Win - Win situation for myself, Council and the neighbourhood.</b></p>
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# **“Parking”**

**Parking is provided Strictly for a  
“ Maximum 6 Cars only ”**

No Visitors, friends or Spouses are permitted to park on the property including the Verge without express permission from residing Tenants, Manager or the Landlord.

Preference must always be given to paying tenants.

In Compliance with Council regulations, Street Parking or Verge parking is not permitted in the immediate neighbourhood. Public free Parking is available at the Carpark opposite McDonalds on Alday Street. Anyone found to contravene this is subject to Council Fines.

Anyone aggrieved by this or found to be doing otherwise may be evicted without notice or should seek alternative Lodging

# “Friends” & Sleep Overs

In Accordance with Council Regulations, No Friends or Spouses are permitted to sleep over at any time.

Only one guest is allowed per tenant and must remain in the same room as the host at all times except during toilet use and must provide their own toilet paper.

Any Guests are not permitted before 10 am and must vacate by 6pm at the latest unless agreed by other tenants and myself

Anyone aggrieved by this or found to be doing otherwise may be evicted without notice or should seek alternative Lodging

# **“Anti Social Behaviour”**

**Anyone found to be anti-social, unfriendly or not fulfilling their agreed house duties or threatening another tenant will not be tolerated and will be evicted.**

**No Loud or Disturbing Music or Parties is permitted anytime.**

**Any Friends of other tenants found to be anti social or unfriendly are not permitted to stay on the premises at any time, failure to comply will result in the eviction of that tenant.**

**Anyone aggrieved by this or found to be doing otherwise may be evicted without notice or should seek alternative Lodging**

# Kitchen , Laundry

## Bathroom

These Facilities are strictly provided for the use of paying tenants only. Only paying tenants are permitted to use these facilities.

Any tenants using these facilities are also required to keep them clean, failure to do so

Guest using the toilet are the hosts responsibility and are required to supply their own or friends toilet Paper and must leave the toilet in a clean and useable condition.

Anyone aggrieved by this or found to be doing otherwise may be evicted without notice or should seek alternative Lodging

# illegal Drugs, excessive drinking and smoking.

Anyone found to be in possession of illegal drugs on the property will be reported to police and will face eviction.

Anyone deemed to be drinking excessively on a regular basis will be evicted.

Smoking is strictly to be kept to outside areas only, with doors closed not allowing any smoke to be carried inside the house, Any Cigarette butts or litter is to be placed in bins provided. Not garden beds, verge or anywhere else.

Anyone aggrieved by this or found to be doing otherwise may be evicted without notice or should seek alternative Lodging



# Cleaning /Houseduties

All residing tenants are required to mop, clean and vacuum floors in all common areas a minimum of once every 2 weeks using an appropriate floor cleaner. This includes bathroom, Laundry and Toilet facilities.

Anyone using Kitchen and dining facilities is required to clean kitchen, sink, table and dishes immediately following a meal.

Pots, pans etc are not to be left with food inside them unless they are your own and are to be placed in your fridge.

Foods and personal cooking items are not to be left on kitchen benches and are to be placed inside tenants own cupboards or fridge. Kitchen bins are to be emptied regularly.

Anyone aggrieved by this or found to be doing otherwise may be evicted without notice or should seek alternative Lodging

To: Neighbours nearby 413 Berwick St.

Re: Application for Lodging house permit on 413 Berwick St. St. James

### Why Short Term Tenancy as opposed to Long term

Further to my Application for a lodging permit being rejected, I would like to clarify some points and also advantages to all neighbours, council, tenants and of course myself.

The reason I have applied for this is not because I plan to run a Hostel, that has never been the case and never will be. Currently, I am permitted to have six unrelated people living on the property but they all must be on a minimum six month lease and they are allowed to have friends stay over without my consent on a standard leasing agreement. I do not want to take tenants on a six months lease because if there is a problem with other tenants, myself, council, the general public or my Neighbours I can not easily evict them as they are on a minimum 6 month lease agreement and I would have to go through a lengthy eviction process.

On a lodging permit, my tenants are not on a lease and I can evict them on the spot if need be.

The advantage to this is if I have a problematic tenant, either with myself or causing grief to my neighbours I can evict that person immediately without a reason because they are not on a lease, instead they are on the same agreement as staying at a hotel. In Regards to choosing tenants, this is like "Trying before your buying" with no lease commitment. However if this tenant is a good tenant then I am happy for that tenant to stay on for as long as possible. This usually happens if aggregable and many of my tenants have stayed for up to 3 or 4 years. And you will generally see the same cars and even people out the front.

### Car Parking

Historically Parking has never been a problem on my property as about 30 % of tenants don't have cars, the number of cars is normally between 4 & 6. I never asked for 11 carparks, I simply indicated maximum parking capacity including stacker parking because I thought it was a requirement of my application. I realize this would never work and no one with a car would ever rent a room having several cars parked behind them. Convenience and Ease of parking is also important to tenants.

Usually between 2 to 4 Tenants use Pushbikes, Motor Scooters or Public Transport, a lot of my tenants are from overseas and don't actually have a car licence. (The only time I ever had a parking issue was about 10 years ago when all my front yard was being concreted, this lasted about a week)

### Tenants

I asked for a total of 10 tenants which would be an absolute maximum, this is including a house manager as required on a Lodging Permit, that is at least one free room gone. Obviously this is also another positive control measure and beneficial to everyone including neighbours and myself.

Why the other 9, the house is technically a 9 bedroom house over 300 m2 with several living areas and 2 kitchens and 3 bathrooms, the master bedroom has its own bathroom, therefore making it suitable for a couple. Like everyone I need to maximise my income to be able to keep a well kept property as I think it is, (The Curb and front gardens were destroyed by Water Works upgrade)

The house is large, however, this is one house on a full block as opposed to 2 houses on 1 block as across the road, so it is no more crowded or congested.

Generally speaking, it is very rare that I even have 8 tenants in the house, because there will often be one or 2 vacant rooms and 2 tenants may be working away on the mines on a 2 away 1 week home Roster.

My Tenants are usually a mix of 2 to 3 students, 1 to 2 miners and 3 or 4 local working people, I always advertise for working people or students as I don't want any rent problems or the wrong people sitting at home 24/7, unfortunately this doesn't always happen and sometimes I do end up with people I didn't ask for. On a lodging permit there is no lease and I can just evict those involved if I choose so. Current regulations state I have to take everyone on a minimum 6 months lease.

### Conclusion

I think this application lodged through council has caused a great deal of confusion and misunderstanding and probably fears that I was planning to run a wild backpackers hostel. I can assure you, this is certainly not the case and you are all free to inspect my property and contact me prior and as often as you want. It is certainly of no benefit to myself financially or mentally to run a share house, going out of my control, not receiving rent and then not being able to evict them because they are on a 6 month lease.

Should there be any doubts, I would be happy for council to grant me a "Trial" provisional permit for 1 year, rather than ongoing, with this to be renewed periodically when required.

I hope this clarifies any concerns and my intentions and you will re-consider and support my application.

Regards

Kurt Riley

Mob: 0418 920676

Email: [ricon2168@hotmail.com](mailto:ricon2168@hotmail.com)

10a Mint St. East Victoria Park



# CSRFF Small Grants Application Form

**For projects up to \$300,000 to be acquitted by 15 June 2020**

**You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.**

**All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.**

DLGSC Contact: Ken Burton

Date: 23/7/2019

Office:

## Applicant's Details:

Organisation Name:	South Perth Junior Cricket Club Inc.				
Postal Address:	PO Box 438				
Suburb:	SOUTH PERTH	State:	WA	Postcode:	6951
Street Address:	C/- Raphael Park				
Suburb:	VICTORIA PARK	State:	WA	Postcode:	6100

## Preferred Contact Person:

*All application correspondence will be directed to this person*

Name:	Helen Uppill	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> X <input type="checkbox"/>
Position Held:	Club Administrator		
Business Phone:	0419 046 764	Facsimile:	N/A
Mobile Phone:	0419 046 764	Email:	spjcc.club@gmail.com

## Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 34807922512	
Is your organisation registered for GST?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt	
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is your organisation incorporated?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A1010624F *	
Bank details:	Bank: Commonwealth	BSB: 066124	A/c: 10201355

## Local Government Authority Details:

LGA:	Town of Victoria Park		
Contact:	Tim Cronin	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Community Development Officer – Clubs, Events and Bookings		
Business Phone:	08 9311 8172	Facsimile:	
Mobile Phone:	N/A	Email:	<a href="mailto:tcronin@vicpark.wa.gov.au">tcronin@vicpark.wa.gov.au</a>

## PROJECT DETAILS

<b>Project Title (brief and specific):</b> Raphael Park Storage, Showers and Toilets Upgrade			
<b>Project Description:</b> This project will consist of capital works to increase existing storage space of the facility by approximately 25m2 and upgrade the shower and toilet facilities to be all-gender player amenities.			
<b>How did you establish a need for your project?</b> Storage at Raphael Park is at capacity and the South Perth Junior Cricket Club and Curtin University Football Club are continuing to grow in member numbers and require more storage for more equipment to allow for more members to join and participate in traditional sport. In particular, the cricket club has a large amount of equipment to house to the range of ages and number of teams that each require a kit bag. In 2018/19 season there were 63 teams.			
<b>What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?</b> An alternative proposal was submitted to the Town of Victoria Park in November 2018, to build a shed behind the club room at Raphael Park this proposal was rejected as it did not meet the below planning requirements. <ul style="list-style-type: none"> <li>• The material does not match the existing building</li> <li>• The roof shape does not match the existing dwelling</li> <li>• Being located forward of the existing building line, the structure would be located too close to the street boundary</li> <li>• The colours do not match the existing building</li> <li>• The structure does not complement the existing streetscape.</li> </ul>			
<b>Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created?</b> As the storage, showers and toilets upgrade will take place within an existing facility the ongoing maintenance and operating costs will remain relatively the same and will be covered by the Town of Victoria Park.			
<b>How will your project increase physical activity?</b> The South Perth Junior Cricket Club and Curtin University Football Club are continuing to grow in member numbers and require more storage for equipment. More storage will allow for more members to join and participate in in both sports. Work of volunteers that support the club will become easier to sort and find equipment.  Upgrading the shower and toilet facilities to be all-gender player amenities will assist the club in attracting new and retaining current female players.			
<b>Project location:</b>	Raphael Park, Victoria Park		
<b>Land ownership:</b>	Who owns the land on which your facility will be located? Town of Victoria Park Lease Expiry (if applicable): N/A		
<b>Planning approvals</b>	N/A	If no, provide the date it will be applied for:	
<b>Where applicable, has planning permission been granted? (LGA)</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
<b>Aboriginal Heritage Act?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
<b>Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
<b>Native Vegetation Clearing Permit?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
<b>Please list any other approvals that are required?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
<b>Do you share your facility with other groups?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who: Curtin University Football Club.			

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Cricket/ South Perth Junior Cricket Club	100% during summer season	16 hours (3 days a week)
Football/ Curtin University Football Club	100% during winter season	27 hours (6 days a week)



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Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

<b>2016/17</b>	450	<b>2017/18</b>	500	<b>2018/19</b>	600
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <http://www.dsr.wa.gov.au/contact-us/find-a-sport-or-recreation-association>

<b>What is the name of the State Sporting Association for your activity/sport?</b>	
<b>Have you discussed your project with your State Sporting Association?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact Name:	Date of contact:

## PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	
Preparation of tender/quotes for the major works contract	
Issuing of tender for major works	
Signing of major works contract	
Site works commence	
Construction of project starts	
Project 50% complete	
Project Completed	
Project hand over and acquittal	

**Are there any operational constraints that would impact on the construction phase of your project?** (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.

## GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

## PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

## APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

**Name:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to [csrff@dlgsc.wa.gov.au](mailto:csrff@dlgsc.wa.gov.au) for metropolitan applications or your local DLGSC Regional Office email for regional applications by the cut off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

### Grants up to \$100,000:

<input type="checkbox"/>	<b>Application form.</b>
<input type="checkbox"/>	<b>Incorporation Certificate.</b>
<input type="checkbox"/>	<b>Two written quotes.</b>
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include <b>photograph/s</b> of this facility.
<input type="checkbox"/>	<b>Locality map, site map and building plans</b> (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input type="checkbox"/>	<b>Income and expenditure statements</b> for the current and next financial years. (LGAs exempted).
<input type="checkbox"/>	<b>Written confirmation of financial commitments</b> from other sources including copies of <b>council minutes</b> . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input type="checkbox"/>	<b>Itemised project cost for components</b> and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For floodlighting projects, a <b>lighting plan</b> must be supplied showing lux, configuration and sufficient power supply

### Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in November and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

## DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

**You MUST contact your local DLGSC office to determine eligibility before applying.**

Category		Details
Geographical location	<input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

## PROJECT BUDGET

### ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
<i>ie Electrical Works</i>	<i>25,000</i>	<i>27,500</i>	<i>B &amp; S Electrical</i>
<b>Donated materials (Please provide cost breakdown)</b>			
<b>Volunteer labour (Please provide cost breakdown)</b>			
<b>Sub Total</b>			
<b>Cost escalation</b>			<i>Please explain amount used</i>
<b>a) Total project expenditure</b>			

- At least **two written quotes** are required for each component.
- If your project is a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.



## PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government			LGA cash and in-kind		
Applicant cash			Organisation's cash		
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request (No Development Bonus)			up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding			<i>This should equal project expenditure as listed on the previous page</i>		
<b>REQUIRED:</b> If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?					

### GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

## PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

<b>Name of Local Government Authority:</b>
<b>Name of Applicant:</b>

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

### Section A

The CSRFF principles have been considered and the following assessment is provided:  
(Please include below your assessment of how the applicant has addressed the following criteria)

#### All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Section B

Priority ranking of no of applications received	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

#### Project Rating (Please tick the most appropriate box to describe the project)

- |   |  |                          |
|---|--|--------------------------|
| A | Well planned and needed by municipality        | <input type="checkbox"/> |
| B | Well planned and needed by applicant           | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required    | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed      | <input type="checkbox"/> |
| F | Not recommended                                | <input type="checkbox"/> |

**Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.**

1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?
2. A) *If a community group application:* Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?  
  
B) *If a council application:* Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?
3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.

**Signed**

**Position**

**Date**

Applications for CSRFF funding must be submitted to your Department of Local Government, Sport and Cultural Industries office by **4pm on 30 August 2019**. Late applications cannot be accepted in any circumstances.

#### **DLGSC OFFICES**

##### **PERTH OFFICE**

246 Vincent Street  
Leederville WA 6007  
GPO Box 8349  
Perth Business Centre WA 6849  
Tel: (08) 9492 9700  
[CSRFF@dlgsc.wa.gov.au](mailto:CSRFF@dlgsc.wa.gov.au)

##### **GASCOYNE**

4 Francis Street  
PO Box 140  
Carnarvon WA 6701  
Tel: (08) 9941 0900  
[Gascoyne@dlgsc.wa.gov.au](mailto:Gascoyne@dlgsc.wa.gov.au)

##### **GOLDFIELDS**

106 Hannan Street  
PO Box 1036  
Kalgoorlie WA 6430  
Tel: (08) 9022 5800  
[goldfields@dlgsc.wa.gov.au](mailto:goldfields@dlgsc.wa.gov.au)

##### **GREAT SOUTHERN**

22 Collie Street  
Albany WA 6330  
Tel: (08) 9892 0100  
[greatsouthern@dlgsc.wa.gov.au](mailto:greatsouthern@dlgsc.wa.gov.au)

##### **MID-WEST**

Level 1, 268-270  
Foreshore Drive  
PO Box 135  
Geraldton WA 6531  
Tel: (08) 9956 2100  
[midwest@dlgsc.wa.gov.au](mailto:midwest@dlgsc.wa.gov.au)

##### **KIMBERLEY – Broome**

Unit 2, 23 Coghlan Street  
PO Box 1476  
Broome WA 6725  
Telephone (08) 9195 5750  
Mobile 0438 916 185  
[kimberley@dlgsc.wa.gov.au](mailto:kimberley@dlgsc.wa.gov.au)

##### **KIMBERLEY – Kununurra**

Telephone 08 9195 5750  
Mobile 0427 357 774  
[kimberley@dlgsc.wa.gov.au](mailto:kimberley@dlgsc.wa.gov.au)

##### **PEEL**

Suite 94  
16 Dolphin Drive  
PO Box 1445  
Mandurah WA 6210  
Tel: (08) 9550 3100  
[peel@dlgsc.wa.gov.au](mailto:peel@dlgsc.wa.gov.au)

##### **PILBARA**

Karratha Leisure plex  
Dampier Hwy, Karratha  
PO Box 941  
Karratha WA 6714  
Tel: (08) 9182 2100  
[pilbara@dlgsc.wa.gov.au](mailto:pilbara@dlgsc.wa.gov.au)

##### **SOUTH WEST**

80A Blair Street  
PO Box 2662  
Bunbury WA 6230  
Tel: (08) 9792 6900  
[southwest@dlgsc.wa.gov.au](mailto:southwest@dlgsc.wa.gov.au)

##### **WHEATBELT - Northam**

298 Fitzgerald Street  
PO Box 55  
Northam WA 6401  
Tel: (08) 9690 2400  
[wheatbelt@dlgsc.wa.gov.au](mailto:wheatbelt@dlgsc.wa.gov.au)

##### **WHEATBELT – Narrogin**

Government Offices  
50 Clayton Road  
Narrogin WA 6312  
Telephone 0429 881 369  
[wheatbelt@dlgsc.wa.gov.au](mailto:wheatbelt@dlgsc.wa.gov.au)

<b>Policy number</b>	Policy 260
<b>Policy title</b>	Single-use Plastic and Polystyrene
<b>Strategic outcomes supported</b>	EC2 – A clean, safe and accessible place to visit. EN4 – A clean place where everyone knows the value of waste, water and energy.

## POLICY OBJECTIVE:

- To provide controls that minimise potential adverse impacts of single use plastic and polystyrene on the community and the environment.
- To provide education and community leadership on the issue of single use plastic.

## POLICY SCOPE:

This Policy applies to:

- all Council buildings except those buildings which are, or may become, a subject to a lease or licence permitting the use of the building for commercial tenancy or residential occupancy;
- all Council-run events;
- events on Council land that require Council approval; and
- all market stalls held on Council land.

This Policy does not apply to:

- Events on Council land that do not require approval from the Town;
- Traders and businesses that do not require a permit from the Town under a Local Law; and
- Activities operating under current lease agreement from the Town.

## DEFINITIONS:

**Compostable** means materials capable of breaking down completely or decomposing to produce a soil product without toxic residue. These materials should be certified compostable under AS 4736 – Industrial Composting or AS 5810 – Home Composting.

**Event** means any planned activity that occurs in a certain place, during a certain time, which involves a gathering of people and has some level of impact on the immediate surroundings.

**Local Government Property** has the meaning given to it in the Local Law.

**Local Law** means the relevant Town of Victoria Park Local Law. At the time of writing this Policy it included the Activities and Trading Thoroughfares Public Places Local Law 2000; Local Government Property Law 2000; and Health Local Law 2003.

**Permit** has the meaning given to it in the Local Law.

**Plastic** means synthetic materials manufactured from fossil fuels such as oil and petrochemicals. Can be either soft, flexible or rigid.

**Polystyrene** means synthetic resin which is a polymer of styrene, used chiefly as lightweight rigid foams and films.

**Public places** has the meaning given to it in the Local Law.

**Serving material** means any items that are distributed for the intended use as food or beverage serving and/or consumption aids, including but not limited to: plates, cutlery, take away food containers, hot/cold beverage cups and lids (including paper coffee cups with plastic lining or lids), drinking straws.

**Single use** means materials that are manufactured for disposable usage and an intended short lifespan.

**Trader** has the meaning given to it in the Local Law.

**Thoroughfares** has the meaning given to it in the Local Law.

## POLICY STATEMENT:

1. Single-use plastics (or disposable plastics) and polystyrene are used only once before they are thrown away or recycled. These items include, but are not limited to, straws, coffee stirrers, soda and water bottles and most food packaging.
2. Council acknowledges that widespread use, distribution and misuse of single-use plastics and polystyrene at events and facilities can have a significant impact on our environment; particularly as events are predominantly held outdoors.
3. The phasing out single use plastics and polystyrene products will:
  - a. reduce the amount of plastics being disposed to landfill or ending up as litter in our community;
  - b. help to reduce the degradation of the Australian marine environment including the Swan River;
  - c. reduce the adverse impacts on the Town's environment and human health;
  - d. educate the Town's community to shift away from single use plastic and polystyrene products;
  - e. support businesses to embrace alternative options to single use plastic and polystyrene products and those already utilising alternatives; and
  - f. reduce the carbon and greenhouse emissions associated with creating plastic from non-renewable oil resources.

## Restrictions

4. Single-use plastic or polystyrene serving materials are not to be used, sold or distributed, where suitable fit for purpose alternatives are available.



5. Bottled water is not to be provided at Town functions where potable drinking water facilities are available.
6. All avoidable plastic and polystyrene packaging must not be used in the purchase, sale, distribution and transport of food or goods, unless required under other conditions or legislation.
7. Plastic and polystyrene event materials are to be reused where possible, including event signage and promotional banners.

### **Suitable alternatives**

8. Suitable alternatives to single-use plastic and polystyrene serving materials, packaging and other items must be:
  - a. Compostable;
  - b. Available; and
  - c. Fit for purpose.
9. For more information on suitable alternatives, please refer to the (forthcoming educational guidance document).

### **Exemptions**

10. This Policy exempts single-use plastic items necessary to meet health and safety requirements, or where there are no suitable alternatives.
11. Unless necessary to satisfy other conditions of the permit, exemptions will require prior approval from the Town at the discretion of the Chief Executive Officer.

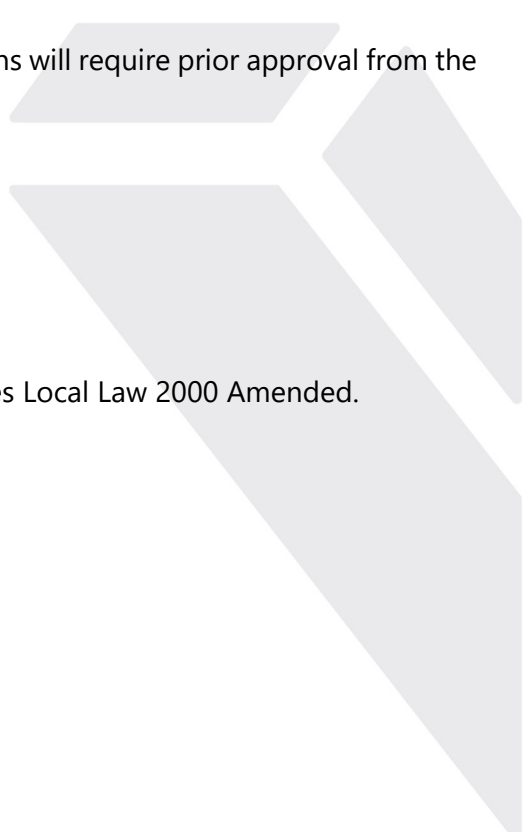
### **RELATED DOCUMENTS:**

[Local Government Act 1995 \(WA\)](#)

Town of Victoria Park Activities and Trading Thoroughfares Public Places Local Law 2000 Amended.

REC N1 RECREATION RESERVES – HIRE

Forthcoming educational guidance document.



## Town of Victoria Park | Single Use Plastic and Polystyrene Ban

<p><b>Background</b></p> <p>Single-use plastics, or disposable plastics, are used only once before they are thrown away or recycled. These items are things like plastic bags, straws, coffee stirrers, soda and water bottles and most food packaging.</p> <p>In response to a Council Notice of Motion, The Town is wishing to address the issue of plastics in our environment with a single-use plastic and polystyrene ban from use, sale or distribution at:</p> <ul style="list-style-type: none"> <li>• all Council buildings except those buildings which are, or may become, a subject to a lease or licence permitting the use of the building for commercial tenancy or residential occupancy;</li> <li>• all Council-run events;</li> <li>• events on Council land that require Council approval; and</li> <li>• all market stalls held on Council land.</li> </ul> <p>The phasing out single use plastics and polystyrene products will:</p> <ul style="list-style-type: none"> <li>• reduce the amount of plastics being disposed to landfill or ending up as litter in our community;</li> <li>• help to reduce the degradation of the Australian marine environment including the Swan River;</li> <li>• reduce the impacts on the Town's environment and human health;</li> <li>• educate the Town's community to shift away from single use plastic and polystyrene products;</li> <li>• support businesses to embrace alternative options to single use plastic and polystyrene products and those already utilising alternatives;</li> <li>• reduce the carbon emissions associated with creating plastic from non-renewable oil resources.</li> </ul> <p>These outcomes align with the Town being a leader in environmental sustainability, we will be living our values as a proactive and innovative organisation and meets the following Strategic Outcomes in the Strategic Community Plan 2017 – 2032:</p> <p>EC2 – A clean, safe and accessible place to visit. EN4 – A clean place where everyone knows the value of waste, water and energy.</p>	<p><b>Strategic alignment</b></p> <p>Strategic Community Plan 2017 – 2032 Environmental Mission:</p> <p><i>To promote sustainable, connected, safe and diverse places for everyone.</i></p> <p>Strategic Outcomes:</p> <p><i>EC2 – A clean, safe and accessible place to visit.</i></p> <p><i>EN4 – A clean place where everyone knows the value of waste, water and energy.</i></p>
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Objectives	Outcomes	Outputs	How will the quality of the outputs be determined?
<ol style="list-style-type: none"> <li>1. Reduce the amount of plastics being disposed to landfill or ending up as litter in our community and environment;</li> <li>2. Educate the Town's community to shift away from single use plastic and polystyrene products;</li> <li>3. Support vendors, licensees and lessees and community to embrace alternative options to single use plastic and polystyrene products and those already utilising alternatives.</li> </ol>	<ol style="list-style-type: none"> <li>1. A Town that leads in single-use plastic and polystyrene action.</li> <li>2. The Town and its community are aware of the impact of this waste, and choose effectively - through the education and behaviour change initiatives – to shift away from single use plastic and polystyrene products.</li> <li>3. The Town is home to appropriate, inviting and sustainable green spaces and buildings for everyone that are well maintained and managed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Education and behaviour change campaign for the Town.</li> <li>2. Single-Use Plastic and Polystyrene Policy.</li> </ol>	<ol style="list-style-type: none"> <li>1. Shift away from single-use plastic and polystyrene and the integration of alternatives into core business.</li> <li>2. Vendors, licensees and lessees and community embrace alternative options to single use plastic and polystyrene products.</li> </ol>
<b>Schedule/List of activities/Milestones</b>			

Stage	Timeframe
Complete data-gathering on the range of single-use plastic and polystyrene products that are or are likely to be used across our different business units according to the wording within the Notice of Motion	July 2019
Develop communication and engagement plan with assistance from ToVP Communications and WA Plastic Free	From July 2019

Town's operations - Roll out change to alternatives* within Town-managed centres, with assistance from WA Plastic Free	From July 2019
Draft overarching Policy and Guidance** (content)	July-August 2019
Legal advice sought on Policy and Guidance	July-August 2019
Report to Council on the Staging Plan for endorsement	August 2019
Staff consultation AND Council and Community Consultation – Guidance content.	September 2019 (at least 3 weeks)
Revision of Policy and Guidance content. Graphic Design of Guidance.	October 2019
Concept Forum – Guidance - final design.	October 2019
Roll out of communication campaign about the ban (with assistance from WA Plastic Free), or at least communication regarding the ban. This may include: <ul style="list-style-type: none"> <li>• Simple fact sheet developed.</li> <li>• Internal launch to ensure consistent messaging.</li> <li>• Educating food vendors regarding using de-compostable items and avoiding the use of single use plastic. Whilst the ban is in effect immediately, vendors at markets and events that the Town approves should be given a three months grace period to source alternatives to single use plastic and polystyrene. If they use single use plastics and polystyrene, an officer from the Town could advise them of our ban and provide them with a list of alternatives (available from WA Plastic Free);</li> <li>• Clubs and other groups that lease our facilities will be informed of the ban and – in lieu of a new lease or variation to the already existing agreement – encouraged to source alternatives to single use plastics and polystyrene. Educating all the user groups/sporting clubs/individual hirers of the Town's facilities, ovals/reserves regarding the Town's ban on single use plastic and encouraging use of de-compostable items</li> <li>• Clubs and other groups that lease our facilities will be informed of the intention to include the ban within new lease agreements.</li> <li>• Broad community education about the ban, with assistance from ToVP Communications and WA Plastic Free. This includes broad distribution of the Guidance document to all schools, to be used as a class resource.</li> </ul>	From October 2019
The Mayor to write to all businesses in the Town outlining our ban on single use plastics and encourage them to reduce single-use plastics, particularly straws and plastic cups where possible	October 2019
The Mayor write to Coles, Woolworths, ALDI and IGA, informing them of our ban and request they audit and cease their use of plastic wrapping, particularly on fruit and vegetables	October 2019
Establish internal committee to oversee the implementation of the ban. This could be comprised of nominated champions from the Town's respective outcentres that report back to SMT.	November 2019
Requirement of ban integrated into conditions of hire.	By 31 December 2019
Ban applied as a condition on all permits issued. An associated fact sheet should be provided to all permit holders. Compliance with the policy may be enforced as with any other condition on an issued permit or approval.	By 31 December 2019

Ban applies to vendors, lessees and licensees following the three month grace period to source alternatives to single use plastic and polystyrene.	January 2020
Budget for potential alternatives (e.g. glass, ceramic, paper, multi-use plastic etc) at mid-year budget review (March 2020) and ongoingly.	From March 2020
Investigate potential to develop incentive scheme to encourage voluntary adoption. e.g. 'Green Awards'.	April 2020

## Budget

It is anticipated that the development of the program will occur through dedication of officer time. This may involve not only the activities of environment staff, but also that of other identified responsible officers.

The commitments of Council under this initiative, such as alternatives and education campaign, will impact on budgets across relevant business units.

## Stakeholders

### Project Management:

<b><i>Project Management Structure</i></b>	<b><i>Roles and Responsibilities</i></b>
<b>Project Sponsor</b> Chief Operations Officer Town of Victoria Park	The Project Sponsor will: <ul style="list-style-type: none"> <li>• Approve and release any budget funds</li> <li>• Approval of the Project Plan</li> <li>• Report progress to CEO and liaise or brief Elected Members on project progress</li> <li>• Provide overall direction to all aspects of the project</li> </ul>
<b>Project Manager</b> Manager Technical Services Town of Victoria Park	The Project Manager will: <ul style="list-style-type: none"> <li>• Monitor all aspects of the project processes</li> <li>• Approve tasks throughout the project</li> <li>• Provide support to the project</li> </ul>
<b>Project Officer</b> Environment Officer	The Project Officer will: <ul style="list-style-type: none"> <li>• Prepare all documentation</li> <li>• Coordinate and facilitate project progression</li> <li>• Prepare and allocate project tasks and liaise with officer support accordingly</li> <li>• Ensure allocated project tasks are achieved on time</li> </ul>

### Interested Stakeholders:

- Community;
- Town facility licensees and lessees;
- Town facility hirers;
- Market stall holders (on Town land);
- Burswood Park Board;
- Neighbouring Local Governments:



- City of South Perth;
- City of Perth;
- City of Belmont;
- City of Canning;
- Town of Victoria Park Marketing and Communications team; and
- Town of Victoria Park staff.

## Risks and Issues

Risk and consequence	Consequence + rating	Likelihood = rating	Overall risk analysis	Mitigation/Actions
<b>Reputational</b> Negative public perception towards the Town by vendors, retailers, public with the implementation of the ban; Lessees or Licencees do not agree to it; or if there is little community buy-in.	Medium	Likely	High	a. Robust community education communication about the ban and acceptable alternatives to single-use plastic and polystyrene.  b. Allow appropriate transition period before implementing the ban.
<b>Financial</b> Facilities, associated suppliers (e.g. event vendors) – particularly in the areas of food, drink and retail – the community may be negatively affected by a ban on single-use plastics and polystyrene if there is an increased cost to use an alternative.	Medium	Likely	High	a. Robust community education communication about the ban and acceptable alternatives to single-use plastic and polystyrene.  b. Allow appropriate transition period before implementing the ban.
Cost of implementing the ban at an operational level, and potential associated reduction in the delivery of services to the community.	Major	Likely	High	a. Estimate the cost/s and ensure they are accommodated in next FY budgets.
This may impact the Town's Community Grant Program, Sponsorship Program, Reserve and Park	Major	Likely	High	a. Robust community education communication about the ban and acceptable alternatives to single-use plastic and polystyrene.

bookings and associated potential revenue raising opportunities which may be lost.				b. Allow appropriate transition period before implementing the ban.
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### **Project closure and evaluation**

This phase of the project will be closed once the ban has been implemented. The community education component will need to be undertaken ongoingly.

The program will be reviewed annually. This may be done through community and staff liaison. Progress reports on the implementation of the program can be prepared and presented to Council.



All Payments Made From 1-Jun-19 To 30-Jun-19

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
<b>Municipal Fund Bank Account</b>				

**Payments****Creditors Cheques**

00608593	25-Jun-19	CSA Employer Services	Superannuation	1,262.76
00608594	25-Jun-19	Local Government Racing and Cemeter	Superannuation	246.00
00608590	20-Jun-19	Office of State Revenue	Financial Services	71.56
00608588	12-Jun-19	Telstra Corporation Ltd	Telephone Usage Charges	1,620.62
00608596	25-Jun-19	Telstra Corporation Ltd	Telephone Usage Charges	307.01
00608595	25-Jun-19	Town of Victoria Park	Superannuation & Employee Deductions	3,304.60
00608589	12-Jun-19	Water Corporation	Water Usage Charges	15,897.60
00608592	20-Jun-19	Water Corporation	Water Usage Charges	6,876.72
<b>Total Creditors Cheques</b>				<b>29,586.87</b>

**Creditors EFT Payments**

1397.1215-01	12-Jun-19	4 Logic	Software and IT Solutions	327.25
1400.2419-01	19-Jun-19	AAPT Limited	Communication Services	4,947.56
1392.1328-01	5-Jun-19	Abco Products Pty Ltd	Cleaning Services and Equipment	445.52
1400.1328-01	19-Jun-19	Abco Products Pty Ltd	Cleaning Services and Equipment	821.72
1406.1328-01	25-Jun-19	Abco Products Pty Ltd	Cleaning Services and Equipment	254.50
1400.352-01	19-Jun-19	ABCorp Australasia Pty Ltd Trading	Printing Services	467.50
1397.3400-01	12-Jun-19	Academy Services (WA) Pty Ltd	Cleaning Services and Equipment	528.00
1397.1119-01	12-Jun-19	Access Office Industries	Furniture Supply and Repair	947.32
1406.1119-01	25-Jun-19	Access Office Industries	Furniture Supply and Repair	1,583.12
1392.5094-01	5-Jun-19	Accidental Health & Safety - Perth	Medical Equipment and Services	158.28
1392.4732-01	5-Jun-19	Adept Photo Booths	Photography and Imaging Services	499.00
1392.1738-01	5-Jun-19	All Earth Waste Collection Services	Waste Management Services	14,811.72
1397.5772-01	12-Jun-19	Ammon Creative Pty Ltd	Photography and Imaging Services	2,670.00
1392.2774-01	5-Jun-19	Ampac Debt Recovery (WA) Pty Ltd	Financial Services	82.34
1392.3296-01	5-Jun-19	Aquamonix	Equipment Supply and Repair	488.40
1392.4093-01	5-Jun-19	Aquatic Services WA Pty Ltd	Equipment Supply and Repair	1,375.00
1397.4093-01	12-Jun-19	Aquatic Services WA Pty Ltd	Equipment Supply and Repair	2,182.95
1400.4093-01	19-Jun-19	Aquatic Services WA Pty Ltd	Equipment Supply and Repair	5,233.80
1406.4093-01	25-Jun-19	Aquatic Services WA Pty Ltd	Equipment Supply and Repair	209.00
1392.993-01	5-Jun-19	Arbor Centre Pty Ltd	Landscaping Materials and Services	607.20
1397.1600-01	12-Jun-19	Arborwest Tree Farm	Landscaping Materials and Services	5,357.00
1392.4052-01	5-Jun-19	Artistralia Pty Ltd	School Holiday Program Activities	165.00
1397.5281-01	12-Jun-19	Asahi Beverages Pty Ltd trading	Resale Inventory	298.27
1400.5281-01	19-Jun-19	Asahi Beverages Pty Ltd trading	Resale Inventory	482.27
1400.843-01	19-Jun-19	ASB Marketing Pty Ltd	Printing Services	1,089.00
1397.662-01	12-Jun-19	Asphaltech Pty Ltd	Road Construction Materials and Services	48,625.39
1401.5876-01	19-Jun-19	Assured Group WA Pty Ltd	Refund - Debtor Overpayment	869.55
1406.1954-01	25-Jun-19	Astro Synthetic Turf Pty Ltd	Landscaping Materials and Services	715.00
1397.3781-01	12-Jun-19	Atmos Foods	Resale Inventory	337.44
1400.3781-01	19-Jun-19	Atmos Foods	Resale Inventory	602.99
1406.3781-01	25-Jun-19	Atmos Foods	Resale Inventory	405.20
1392.1435-01	5-Jun-19	Atom Supply	Equipment Supply and Repair	231.00
1397.1435-01	12-Jun-19	Atom Supply	Equipment Supply and Repair	788.03
1400.1435-01	19-Jun-19	Atom Supply	Equipment Supply and Repair	601.88
1400.5526-01	19-Jun-19	Aurora Environmental Perth	Environmental Services	14,866.06
1397.272-01	12-Jun-19	Australia Day Council of WA	Membership and Subscription	364.00
1400.272-01	19-Jun-19	Australia Day Council of WA	Membership and Subscription	594.00
1397.273-01	12-Jun-19	Australia Post	Postage Services	3,801.87
1400.1688-01	19-Jun-19	Australian Barbell Company Pty Ltd	Equipment Supply and Repair	230.36
1397.1158-01	12-Jun-19	Australian Hvac Services	Equipment Supply and Repair	4,133.37
1406.1158-01	25-Jun-19	Australian Hvac Services	Equipment Supply and Repair	2,433.75
1405.50-01	25-Jun-19	Australian Service Union	Superannuation	51.80
1406.4427-01	25-Jun-19	Australian Swim Schools Association	Event Performance and Activity	462.00
1396.98000-0	12-Jun-19	Australian Taxation Office	Taxation	169,722.00
1405.98000-0	25-Jun-19	Australian Taxation Office	Taxation	169,874.00
1400.274-01	19-Jun-19	Austswim Ltd	Licencing and Subscriptions	200.00
1400.5855-01	19-Jun-19	Avantgarde Technologies Pty Ltd	Software and IT Solutions	4,510.00
1392.3881-01	5-Jun-19	AWB Building Co	Facility Maintenance Services	269.94
1397.3881-01	12-Jun-19	AWB Building Co	Facility Maintenance Services	43,926.09
1400.3881-01	19-Jun-19	AWB Building Co	Facility Maintenance Services	8,886.02
1406.3881-01	25-Jun-19	AWB Building Co	Facility Maintenance Services	5,388.57



All Payments Made From 1-Jun-19 To 30-Jun-19

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1392.4665-01	5-Jun-19	Baxters Pty Ltd	Machinery Servicing and Parts	153.50
1400.4665-01	19-Jun-19	Baxters Pty Ltd	Machinery Servicing and Parts	22.48
1397.1947-01	12-Jun-19	BCA Consultants Pty Ltd	Engineering & Surveying Services	3,256.00
1392.280-01	5-Jun-19	Beaver Tree Services	Landscaping Materials and Services	131,448.96
1397.280-01	12-Jun-19	Beaver Tree Services	Landscaping Materials and Services	8,879.20
1400.280-01	19-Jun-19	Beaver Tree Services	Landscaping Materials and Services	19,951.93
1406.280-01	25-Jun-19	Beaver Tree Services	Landscaping Materials and Services	35,635.39
1397.281-01	12-Jun-19	Benara Nurseries	Landscaping Materials and Services	67.10
1406.409-01	25-Jun-19	Bidfood WA Pty Ltd	Resale Inventory	348.56
1392.5155-01	5-Jun-19	Bin Bath Corporation Pty Ltd	Waste Management Services	364.98
1406.5155-01	25-Jun-19	Bin Bath Corporation Pty Ltd	Waste Management Services	182.49
1400.283-01	19-Jun-19	Blackwell & Associates Pty Ltd	Planning and Building Services	550.00
1400.5404-01	19-Jun-19	Blasta Brewing Company	Room Hire	336.50
1400.4992-01	19-Jun-19	Bloomin Box Company	Flowers	68.00
1406.4992-01	25-Jun-19	Bloomin Box Company	Flowers	73.00
1397.5715-01	12-Jun-19	Bluebox Solutions	Software and IT Solutions	12,210.00
1392.286-01	5-Jun-19	Bob Jane T-Mart Victoria Park	Tyres	364.00
1397.287-01	12-Jun-19	BOC Limited	Equipment Supply and Repair	1,650.97
1392.2233-01	5-Jun-19	Bolinda	Printing Services	165.45
1397.2233-01	12-Jun-19	Bolinda	Printing Services	325.38
1392.333-01	5-Jun-19	Boral Construction Materials Group	Road Construction Materials and Services	116.04
1397.333-01	12-Jun-19	Boral Construction Materials Group	Road Construction Materials and Services	431.01
1406.333-01	25-Jun-19	Boral Construction Materials Group	Road Construction Materials and Services	82.89
1400.5860-01	19-Jun-19	Bosstab	Software and IT Solutions	1,021.80
1402.2093-01	19-Jun-19	BP Australia Pty Ltd	Fuel and Oils	5,041.58
1400.1211-01	19-Jun-19	Brownes Foods Operations	Amenities	60.35
1406.1211-01	25-Jun-19	Brownes Foods Operations	Amenities	35.18
1392.442-01	5-Jun-19	Bucher Municipal Pty Ltd	Plant Supply and Servicing	3,265.79
1392.290-01	5-Jun-19	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	718.37
1397.290-01	12-Jun-19	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	54.93
1400.290-01	19-Jun-19	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	355.03
1406.290-01	25-Jun-19	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	486.52
1397.1781-01	12-Jun-19	Burgess Rawson Pty Ltd	Professional Services	385.00
1406.3354-01	25-Jun-19	Burswood Isuzu Ute	Plant Supply and Servicing	388.43
1406.1110-01	25-Jun-19	Burswood Residents Association	Street Meet n Greet	400.00
1393.398-01	5-Jun-19	C N Anderson	Member Payment	2,457.39
1406.785-01	25-Jun-19	CA Technology Pty Ltd (CAMMS Group)	Software and IT Solutions	10,560.00
1392.1483-01	5-Jun-19	Cake Factory Australia Pty Ltd	Light Refreshments	426.30
1397.279-01	12-Jun-19	Caltex Aust Limited	Fuel and Oils	10,540.01
1400.4046-01	19-Jun-19	Canvale Pty Ltd	Furniture Supply and Repair	19,497.50
1406.4046-01	25-Jun-19	Canvale Pty Ltd	Furniture Supply and Repair	36,300.00
1406.345-01	25-Jun-19	Captivate Global	Software and IT Solutions	934.43
1392.300-01	5-Jun-19	Carlisle Events Hire Pty Ltd	Equipment Hire	814.00
1397.379-01	12-Jun-19	Carlisle IGA	Resale Inventory	47.02
1397.2310-01	12-Jun-19	Carlisle Soil Yard	Landscaping Materials and Services	1,230.00
1400.1604-01	19-Jun-19	Castledex Pty Ltd	Office Supplies	576.00
1406.5680-01	25-Jun-19	Catfish Designs	Uniforms and Protective Equipment	1,565.30
1397.1503-01	12-Jun-19	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	21,893.98
1400.1503-01	19-Jun-19	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	99.00
1406.1503-01	25-Jun-19	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	20,353.96
1392.1919-01	5-Jun-19	Centurion Temporary Fencing	Fencing	123.75
1397.1919-01	12-Jun-19	Centurion Temporary Fencing	Fencing	1,152.25
1406.5718-01	25-Jun-19	CETEC Pty Ltd	Facility Maintenance Services	2,167.00
1406.1383-01	25-Jun-19	Chris Kershaw Photography	Photography and Imaging Services	1,650.00
1406.309-01	25-Jun-19	Chubb Fire & Security Pty Ltd	Fire Alarm and Security Services	82.50
1392.1044-01	5-Jun-19	City of Armadale	Printing Services	75.53
1397.1044-01	12-Jun-19	City of Armadale	Printing Services	2,293.60
1400.1044-01	19-Jun-19	City of Armadale	Printing Services	614.07
1406.1044-01	25-Jun-19	City of Armadale	Printing Services	457.08
1400.369-01	19-Jun-19	City of Perth	Local Government Services	36,112.47
1406.369-01	25-Jun-19	City of Perth	Local Government Services	298.40
1408.57-01	26-Jun-19	City of Perth Superannuation Plan	Superannuation	1,278.18
1392.563-01	5-Jun-19	City of South Perth	Local Government Services	69,190.00
1397.563-01	12-Jun-19	City of South Perth	Local Government Services	378.40
1400.563-01	19-Jun-19	City of South Perth	Local Government Services	24,756.93
1392.511-01	5-Jun-19	City Subaru	Plant Supply and Servicing	2,509.50



All Payments Made From 1-Jun-19 To 30-Jun-19

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1392.466-01	5-Jun-19	Civica Pty Ltd	Software and IT Solutions	40,600.43
1406.466-01	25-Jun-19	Civica Pty Ltd	Software and IT Solutions	2,607.55
1400.2342-01	19-Jun-19	Clark Rubber Cannington	Facility Maintenance Services	99.60
1397.483-01	12-Jun-19	Cleanaway	Waste Management Services	182,442.33
1400.483-01	19-Jun-19	Cleanaway	Waste Management Services	208,354.79
1406.5770-01	25-Jun-19	CoastMac Trailers	Plant Supply and Servicing	11,420.00
1392.913-01	5-Jun-19	Coffee Table Delights	Catering and Refreshments	136.49
1397.2588-01	12-Jun-19	Coles Supermarket Australia Pty Ltd	Groceries	204.04
1400.2588-01	19-Jun-19	Coles Supermarket Australia Pty Ltd	Groceries	374.41
1406.2588-01	25-Jun-19	Coles Supermarket Australia Pty Ltd	Groceries	270.70
1406.963-01	25-Jun-19	Communicare Inc	Event Performance and Activity	2,150.18
1406.216-01	25-Jun-19	Connect Call Centre Services	Communication Services	1,078.22
1397.413-01	12-Jun-19	Construction Training Fund	Levy Payments	5,319.92
1397.4394-01	12-Jun-19	Contraflow Pty Ltd	Traffic Control Services	825.00
1400.689-01	19-Jun-19	Copley Contracting	Road Construction Materials and Services	10,273.34
1400.209-01	19-Jun-19	Coretex Australia Pty Ltd	Software and IT Solutions	1,188.00
1406.2186-01	25-Jun-19	Cornerstone Legal Pty Ltd	Legal Services	3,280.38
1400.5335-01	19-Jun-19	Coterra Environment	Environmental Services	2,532.08
1406.1735-01	25-Jun-19	Covs Parts Pty Ltd	Machinery Servicing and Parts	12.28
1392.1807-01	5-Jun-19	Crow Books	Library Equipment and Stock	461.73
1398.5863-01	12-Jun-19	D Wang	Crossover Contribution	400.00
1406.5881-01	25-Jun-19	D.B. Cunningham Pty Ltd	Engineering & Surveying Services	215,662.53
1406.723-01	25-Jun-19	Data#3 Limited	Software and IT Solutions	46,699.32
1406.4769-01	25-Jun-19	Datacom Systems (AU) Pty Ltd	Software and IT Solutions	7,623.15
1397.4112-01	12-Jun-19	Dave Lanfear Consulting - The Trust	Professional Services	6,553.80
1392.426-01	5-Jun-19	Daytone Printing Pty Ltd	Printing Services	343.20
1397.426-01	12-Jun-19	Daytone Printing Pty Ltd	Printing Services	1,017.50
1400.426-01	19-Jun-19	Daytone Printing Pty Ltd	Printing Services	4,601.30
1392.4369-01	5-Jun-19	Delissimo	Catering and Refreshments	150.00
1397.4369-01	12-Jun-19	Delissimo	Catering and Refreshments	85.00
1400.4369-01	19-Jun-19	Delissimo	Catering and Refreshments	130.00
1400.346-01	19-Jun-19	Della's Group Pty Ltd	Printing Services	3,297.80
1392.263-01	5-Jun-19	Department of Fire and Emergency	Levy Payments	720,088.96
1397.5435-01	12-Jun-19	Department of Mines, Industry	Levy Payments	8,140.40
1400.2143-01	19-Jun-19	Department of Planning - Developmen	Town Planning Services	5,603.00
1406.2143-01	25-Jun-19	Department of Planning - Developmen	Town Planning Services	8,650.00
1406.708-01	25-Jun-19	Department of Transport	Licencing and Subscriptions	3,060.00
1397.1372-01	12-Jun-19	Direct Coffee Supplies	Amenities	400.00
1392.4466-01	5-Jun-19	Directions Workforce Solutions	Traineeship Management	821.04
1397.4466-01	12-Jun-19	Directions Workforce Solutions	Traineeship Management	821.04
1401.5891-01	19-Jun-19	Domestic Drafting Service	Refund - Application Fee	147.00
1400.5873-01	19-Jun-19	Dominos Pizza	Catering and Refreshments	116.95
1400.614-01	19-Jun-19	Domus Nursery	Landscaping Materials and Services	1,124.20
1400.756-01	19-Jun-19	Dormakaba Australia Pty Ltd	Machinery Servicing and Parts	507.44
1397.4697-01	12-Jun-19	Downer EDI Engineering Power Pty Lt	Fire Alarm and Security Services	187.00
1392.1624-01	5-Jun-19	Dowsing Concrete	Road Construction Materials and Services	1,346.40
1400.1624-01	19-Jun-19	Dowsing Concrete	Road Construction Materials and Services	36,743.10
1400.5226-01	19-Jun-19	Drainflow Services Pty Ltd	Engineering & Surveying Services	3,168.00
1406.849-01	25-Jun-19	DS Agencies Pty Ltd	Equipment Supply and Repair	3,938.00
1400.411-01	19-Jun-19	Dunbar Services (WA) Pty Ltd	Cleaning Services and Equipment	21.45
1406.411-01	25-Jun-19	Dunbar Services (WA) Pty Ltd	Cleaning Services and Equipment	442.20
1400.2375-01	19-Jun-19	Dynasty Embroidery (Australia) Pty	Uniforms and Protective Equipment	187.00
1400.1145-01	19-Jun-19	E & M J Rosher Pty Ltd	Machinery Servicing and Parts	35.00
1406.1145-01	25-Jun-19	E & M J Rosher Pty Ltd	Machinery Servicing and Parts	90.00
1406.1202-01	25-Jun-19	East Victoria Park Primary School	Donation-Community	330.00
1400.1638-01	19-Jun-19	Easydry Australia & New Zealand Pty	Equipment Supply and Repair	520.30
1397.2468-01	12-Jun-19	Eclipse Soils Pty Ltd	Landscaping Materials and Services	1,039.50
1400.2468-01	19-Jun-19	Eclipse Soils Pty Ltd	Landscaping Materials and Services	15,960.51
1406.925-01	25-Jun-19	Educational Art Supplies	Library Equipment and Stock	971.23
1406.1107-01	25-Jun-19	Element Advisory Pty Ltd	Town Planning Services	4,452.25
1397.5731-01	12-Jun-19	Empowering Participation Pty Ltd	Service	3,300.00
1400.1795-01	19-Jun-19	Environmental Health Australia WA	Environmental Services	400.00
1400.2064-01	19-Jun-19	Espresso Coffee Pty Ltd	Resale Inventory	1,570.25
1406.2064-01	25-Jun-19	Espresso Coffee Pty Ltd	Resale Inventory	881.35
1397.5652-01	12-Jun-19	Evolve Events	Training Services	712.50
1400.5652-01	19-Jun-19	Evolve Events	Training Services	237.50

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<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1396.3243-01	12-Jun-19	Express Salary Packaging Pty Ltd	Superannuation & Employee Deductions	10,688.96
1405.3243-01	25-Jun-19	Express Salary Packaging Pty Ltd	Superannuation & Employee Deductions	11,545.45
1406.2921-01	25-Jun-19	Face Painter Extraordinaire	Event Performance and Activity	297.00
1400.5697-01	19-Jun-19	FDB Commercial Pty Ltd	Office Supplies	675.00
1392.5086-01	5-Jun-19	Filterco Pty Ltd	Equipment Supply and Repair	832.17
1400.5086-01	19-Jun-19	Filterco Pty Ltd	Equipment Supply and Repair	62.80
1400.621-01	19-Jun-19	Fleet Fitness	Equipment Supply and Repair	906.40
1400.3191-01	19-Jun-19	Flick Anticimex Pty Ltd	Waste Management Services	711.68
1397.1280-01	12-Jun-19	Forestvale Trees Pty Ltd	Landscaping Materials and Services	16,478.00
1392.4417-01	5-Jun-19	Forum Group Pty Ltd	Printing Services	3,579.26
1392.371-01	5-Jun-19	Frazzcon Enterprises	Sign Installation and Supply	1,670.24
1397.371-01	12-Jun-19	Frazzcon Enterprises	Sign Installation and Supply	4,126.66
1400.371-01	19-Jun-19	Frazzcon Enterprises	Sign Installation and Supply	5,219.90
1397.2701-01	12-Jun-19	Full Steam Ahead Ironing Service	Cleaning Services and Equipment	220.00
1397.1861-01	12-Jun-19	Gabriel Evans	Event Performance and Activity	500.00
1397.916-01	12-Jun-19	Gardner Denver CompAir Australasia	Plant Supply and Servicing	689.00
1397.2894-01	12-Jun-19	GFG Consulting	Strategic Services	1,738.04
1406.2894-01	25-Jun-19	GFG Consulting	Strategic Services	12,863.64
1406.422-01	25-Jun-19	GHD Pty Ltd	Engineering Design	3,405.60
1400.4102-01	19-Jun-19	Gibbons Holden	Plant Supply and Servicing	37,016.65
1406.4102-01	25-Jun-19	Gibbons Holden	Plant Supply and Servicing	35,499.10
1392.2620-01	5-Jun-19	Glenn Swift Entertainment	Event Performance and Activity	385.00
1400.5678-01	19-Jun-19	Global Elevator Management	Equipment Supply and Repair	3,795.00
1406.5780-01	25-Jun-19	Go Doors Pty Ltd (T/As Go Doors)	Facility Maintenance Services	198.00
1401.4677-01	19-Jun-19	Great Aussie Patios	Refund - Debtor Overpayment	294.00
1397.5677-01	12-Jun-19	Green Bunch	Flowers	440.00
1400.682-01	19-Jun-19	Green Skills	Agency and Contract Staff	3,385.80
1406.682-01	25-Jun-19	Green Skills	Agency and Contract Staff	1,492.43
1401.4339-01	19-Jun-19	Green Start Consulting Pty Ltd	Refund - Debtor Overpayment	2,156.00
1397.5466-01	12-Jun-19	Greenbatch Pty Ltd	Waste Management Services	500.00
1397.3842-01	12-Jun-19	Griffon Alpha Group Pty Ltd	Fire Alarm and Security Services	1,320.00
1406.3842-01	25-Jun-19	Griffon Alpha Group Pty Ltd	Fire Alarm and Security Services	338.80
1406.453-01	25-Jun-19	Gronbek Security	Fire Alarm and Security Services	335.36
1406.5623-01	25-Jun-19	Hancock Creative Pty Ltd	Training Services	1,650.00
1392.616-01	5-Jun-19	Hart Sport	Equipment Supply and Repair	108.90
1392.5683-01	5-Jun-19	Hassell Ltd	Design and Drafting Services	11,000.00
1406.2452-01	25-Jun-19	Hire Society	Event Performance and Activity	348.98
1400.1361-01	19-Jun-19	Hope Valley Nursery	Landscaping Materials and Services	1,487.75
1397.5631-01	12-Jun-19	Horizon West Landscape Construction	Landscaping Materials and Services	3,058.00
1397.3796-01	12-Jun-19	Iconic Property Services	Cleaning Services and Equipment	17,016.00
1406.3796-01	25-Jun-19	Iconic Property Services	Cleaning Services and Equipment	2,550.20
1400.1759-01	19-Jun-19	ID Consulting Pty Ltd (.id Informed	Membership and Subscription	43,340.00
1397.210-01	12-Jun-19	Indoor Gardens Pty Ltd	Landscaping Materials and Services	917.40
1397.2094-01	12-Jun-19	Institute of Public Administration	Training Services	660.00
1397.970-01	12-Jun-19	Integral Development	Training Services	3,712.50
1397.217-01	12-Jun-19	Interconnect It Solutions	Equipment Supply and Repair	16,547.39
1400.217-01	19-Jun-19	Interconnect It Solutions	Equipment Supply and Repair	196.00
1406.217-01	25-Jun-19	Interconnect It Solutions	Equipment Supply and Repair	2,641.50
1406.433-01	25-Jun-19	IPWEA Limited	Conference and Workshop Enrolment	1,375.00
1397.4837-01	12-Jun-19	Iron Mountain Australia Group Pty L	Record Management Services	733.23
1400.4837-01	19-Jun-19	Iron Mountain Australia Group Pty L	Record Management Services	2,579.90
1397.1040-01	12-Jun-19	Irrigation Australia Ltd	Reticulation Supply and Repair	1,185.00
1406.1040-01	25-Jun-19	Irrigation Australia Ltd	Reticulation Supply and Repair	2,887.50
1400.4932-01	19-Jun-19	Jack Brickpaving & Reinstating Pty	Landscaping Materials and Services	686.40
1400.330-01	19-Jun-19	Jason Signmakers	Sign Installation and Supply	129.80
1398.5265-01	12-Jun-19	Jaxonvale Pty Ltd	Crossover Contribution	400.00
1400.1846-01	19-Jun-19	JB HI FI	Library Equipment and Stock	1,682.47
1392.3553-01	5-Jun-19	Jim's Fencing (North Perth)	Fencing	2,510.20
1397.3553-01	12-Jun-19	Jim's Fencing (North Perth)	Fencing	2,912.80
1400.3553-01	19-Jun-19	Jim's Fencing (North Perth)	Fencing	1,848.00
1400.229-01	19-Jun-19	John Hughes Service	Plant Supply and Servicing	333.90
1392.230-01	5-Jun-19	Johns Building Supplies Pty Ltd	Equipment Supply and Repair	350.09
1400.230-01	19-Jun-19	Johns Building Supplies Pty Ltd	Equipment Supply and Repair	104.41
1397.3075-01	12-Jun-19	Jupps Floorcoverings Comm Division	Facility Maintenance Services	935.00
1393.4603-01	5-Jun-19	K A Vernon	Member Payment	2,457.39
1400.2924-01	19-Jun-19	Keen Bros (WA) Pty Ltd	Training Services	500.00

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<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1400.235-01	19-Jun-19	Kel Steel Constructions	Equipment Supply and Repair	770.00
1392.485-01	5-Jun-19	Kelyn Training Services	Training Services	1,360.00
1400.2002-01	19-Jun-19	Kennards Traffic WA	Equipment Supply and Repair	4,280.00
1399.5268-01	14-Jun-19	Kleenheat Gas	Gas Usage Charges	15,519.95
1392.2337-01	5-Jun-19	Kmart	Equipment Supply and Repair	98.30
1392.241-01	5-Jun-19	Kool-Line Electrical & Refrigeratio	Electrical Services and Maintenance	19,570.00
1395.2814-01	7-Jun-19	Landfill Gas & Power Pty Ltd	Electricity Usage Charges	41,665.89
1407.2814-01	25-Jun-19	Landfill Gas & Power Pty Ltd	Electricity Usage Charges	41,990.09
1397.501-01	12-Jun-19	Landgate	Local Government Services	179.90
1400.501-01	19-Jun-19	Landgate	Local Government Services	325.70
1400.3670-01	19-Jun-19	LD Total	Landscaping Materials and Services	13,383.76
1397.1449-01	12-Jun-19	Led Signs Pty Ltd	Sign Installation and Supply	781.55
1392.2283-01	5-Jun-19	Leda Security Products Pty Ltd	Equipment Supply and Repair	2,106.10
1397.252-01	12-Jun-19	Les Mills Asia Pacific	Licencing and Subscriptions	1,848.92
1400.5854-01	19-Jun-19	Level 5 Design Pty Ltd	Training Services	990.00
1392.5366-01	5-Jun-19	Lifeskills Australia	Human Resource Services	880.00
1397.5366-01	12-Jun-19	Lifeskills Australia	Human Resource Services	2,816.00
1400.5366-01	19-Jun-19	Lifeskills Australia	Human Resource Services	1,760.00
1406.5366-01	25-Jun-19	Lifeskills Australia	Human Resource Services	1,056.00
1397.3774-01	12-Jun-19	Liquor Barons Carlisle	Catering and Refreshments	559.00
1392.547-01	5-Jun-19	LO GO Appointments	Agency and Contract Staff	8,833.11
1397.547-01	12-Jun-19	LO GO Appointments	Agency and Contract Staff	10,885.58
1400.547-01	19-Jun-19	LO GO Appointments	Agency and Contract Staff	4,850.01
1406.547-01	25-Jun-19	LO GO Appointments	Agency and Contract Staff	1,604.96
1392.3967-01	5-Jun-19	Local Government Professionals	Membership and Subscription	88.00
1406.3967-01	25-Jun-19	Local Government Professionals	Membership and Subscription	70.00
1392.457-01	5-Jun-19	Lochness Pty Ltd	Landscaping Materials and Services	24,509.32
1397.457-01	12-Jun-19	Lochness Pty Ltd	Landscaping Materials and Services	3,350.97
1400.457-01	19-Jun-19	Lochness Pty Ltd	Landscaping Materials and Services	8,635.00
1406.457-01	25-Jun-19	Lochness Pty Ltd	Landscaping Materials and Services	1,089.00
1397.5339-01	12-Jun-19	M.P. Rogers & Associates Pty Ltd	Engineering & Surveying Services	3,226.08
1406.1904-01	25-Jun-19	Mackay Urbandesign	Planning and Building Services	1,375.00
1397.2515-01	12-Jun-19	Maia Financial Pty Ltd	Equipment Hire	39,454.84
1400.2515-01	19-Jun-19	Maia Financial Pty Ltd	Equipment Hire	5,078.28
1406.856-01	25-Jun-19	Main Roads Western Australia	Road Construction Materials and Services	101,493.88
1392.930-01	5-Jun-19	Malcolm & Caril Barker	Landscaping Materials and Services	440.00
1397.930-01	12-Jun-19	Malcolm & Caril Barker	Landscaping Materials and Services	550.00
1392.3209-01	5-Jun-19	Manheim Auctions Australia Pty Ltd	Plant Supply and Servicing	55.00
1397.1693-01	12-Jun-19	Marketforce Pty Ltd	Advertising Services	10,235.02
1400.1693-01	19-Jun-19	Marketforce Pty Ltd	Advertising Services	1,499.68
1406.1693-01	25-Jun-19	Marketforce Pty Ltd	Advertising Services	824.32
1397.929-01	12-Jun-19	Marketintel	Human Resource Services	13,860.00
1406.317-01	25-Jun-19	Marlbroh Bingo Enterprises	Bingo Costs	486.25
1406.5791-01	25-Jun-19	Martin Jaine Sculptures	Facility Maintenance Services	1,650.00
1397.1223-01	12-Jun-19	Matt Devlin Photography	Photography and Imaging Services	670.00
1392.319-01	5-Jun-19	McLeods	Legal Services	2,143.79
1397.319-01	12-Jun-19	McLeods	Legal Services	11,753.08
1400.319-01	19-Jun-19	McLeods	Legal Services	6,778.97
1397.600-01	12-Jun-19	Message4U Pty Ltd	Communication Services	287.65
1392.3408-01	5-Jun-19	Michael Page International	Agency and Contract Staff	6,304.52
1397.3408-01	12-Jun-19	Michael Page International	Agency and Contract Staff	10,672.09
1400.3408-01	19-Jun-19	Michael Page International	Agency and Contract Staff	1,078.04
1397.1568-01	12-Jun-19	Milford Framers	Printing Services	1,626.05
1397.189-01	12-Jun-19	Mindarie Regional Council	Waste Management Services	53,504.53
1406.189-01	25-Jun-19	Mindarie Regional Council	Waste Management Services	83,622.18
1397.646-01	12-Jun-19	MMM (WA) Pty Ltd	Road Construction Materials and Services	106,890.37
1400.5861-01	19-Jun-19	Mobile Upholsterers	Equipment Supply and Repair	1,310.00
1406.824-01	25-Jun-19	Modern Teaching Aids Pty Ltd	Library Equipment and Stock	40.59
1398.5868-01	12-Jun-19	MODUS Compliance Pty Ltd	Levy Payments	61.65
1397.3280-01	12-Jun-19	Moore Stephens Perth Pty Ltd	Financial Services	5,293.75
1397.1073-01	12-Jun-19	Motor Trade Association of WA	Membership and Subscription	816.00
1398.5869-01	12-Jun-19	Mr A Catalano	Refund - Rates	4,108.86
1401.5875-01	19-Jun-19	Mr A Trafford - Wiesel	Refund - Memberships	39.20
1401.5880-01	19-Jun-19	Mr A V Harper	Security Incentive Scheme	200.00
1406.1506-01	25-Jun-19	Mr A Vuleta	Staff Payments and Reimbursement	40.00
1393.2475-01	5-Jun-19	Mr B Oliver	Member Payment	2,457.39

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Payment	Date	Payee	Description	Amount
1392.4549-01	5-Jun-19	Mr B X Killigrew	Staff Payments and Reimbursement	44.00
1392.2169-01	5-Jun-19	Mr D J Aitken	Staff Payments and Reimbursement	112.00
1398.5862-01	12-Jun-19	Mr G B McMurtrie	Adopt a Verge Rebate	500.00
1393.3202-01	5-Jun-19	Mr J Jacobs	Member Payment	2,457.39
1401.4762-01	19-Jun-19	Mr J P Martin & Ms T J Lessnau	Security Incentive Scheme	185.00
1400.5832-01	19-Jun-19	Mr L J Ellis	Staff Payments and Reimbursement	365.31
1401.5886-01	19-Jun-19	Mr L J O'Neill	Travelling Expenses	25.83
1401.5882-01	19-Jun-19	Mr L J Pollaart	Refund - Rates	373.20
1401.5883-01	19-Jun-19	Mr M Cicchini	Security Incentive Scheme	200.00
1401.5885-01	19-Jun-19	Mr M R Cole	Telephone Usage Charges	144.00
1398.4982-01	12-Jun-19	Mr N J Boettcher-Hunt	Crossover Contribution	400.00
1397.5352-01	12-Jun-19	Mr P A Berrick	Design and Drafting Services	630.00
1400.5352-01	19-Jun-19	Mr P A Berrick	Design and Drafting Services	540.00
1406.5352-01	25-Jun-19	Mr P A Berrick	Design and Drafting Services	4,650.00
1401.5068-01	19-Jun-19	Mr P R Belton & Mrs J Belton	Refund - Registration	77.50
1393.178-01	5-Jun-19	Mr T S Vaughan	Member Payment	9,997.65
1392.1899-01	5-Jun-19	Mrs D B Singh	Staff Payments and Reimbursement	30.00
1393.3203-01	5-Jun-19	Mrs J Ammons-Noble	Member Payment	2,457.39
1400.2867-01	19-Jun-19	Mrs K E Griggs	Staff Payments and Reimbursement	99.17
1404.5894-01	25-Jun-19	Mrs K R Dayaram	Refund - Rates	736.51
1400.4994-01	19-Jun-19	Mrs N E Martin Goode	Staff Payments and Reimbursement	256.45
1392.4171-01	5-Jun-19	Ms A Miles	Art and Event	1,600.00
1392.5805-01	5-Jun-19	Ms A Nelson	Event Performance and Activity	250.00
1404.5888-01	25-Jun-19	Ms A Stevens	Donation-Individual	200.00
1394.5856-01	6-Jun-19	Ms B Herdman	Security Incentive Scheme	70.00
1393.4601-01	5-Jun-19	Ms B L Ife	Member Payment	2,457.39
1404.5895-01	25-Jun-19	Ms E H Findlay	Refund - Memberships	66.58
1392.5056-01	5-Jun-19	Ms E Paull	Event Performance and Activity	120.00
1400.5872-01	19-Jun-19	Ms G L Beaglehole	Donation-Individual	300.00
1397.3238-01	12-Jun-19	Ms G L Nash	Security Incentive Scheme	54.00
1401.5879-01	19-Jun-19	Ms H C Phillips	Street Meet n Greet	200.00
1401.5889-01	19-Jun-19	Ms H J McGillivray	Refund - Memberships	24.40
1401.4378-01	19-Jun-19	Ms J H Ronchi	Adopt a Verge Rebate	500.00
1394.5783-01	6-Jun-19	Ms K Grassi	Refund - Memberships	45.00
1398.5783-01	12-Jun-19	Ms K Grassi	Refund - Memberships	45.00
1394.5859-01	6-Jun-19	Ms K K Lloyd	Security Incentive Scheme	200.00
1400.3215-01	19-Jun-19	Ms L Miles	Event Performance and Activity	600.00
1392.5829-01	5-Jun-19	Ms N Lester	Event Performance and Activity	385.00
1401.5884-01	19-Jun-19	Ms N R Newton	Refund - Memberships	36.00
1393.4602-01	5-Jun-19	Ms R A Potter	Member Payment	2,457.39
1401.5890-01	19-Jun-19	Ms S Boulter	Refund - Memberships	24.40
1398.5867-01	12-Jun-19	Ms S Gustiana	Refund - Memberships	14.80
1401.5878-01	19-Jun-19	Ms S J Ellis	Street Meet n Greet	200.00
1393.1601-01	5-Jun-19	Ms V Potter	Member Payment	4,132.83
1397.5826-01	12-Jun-19	MYCOCREATOR	Photography and Imaging Services	525.00
1397.5843-01	12-Jun-19	Nature Calls 1 Pty Ltd	Rental Charge	581.00
1397.3970-01	12-Jun-19	Netstar Australia Pty Ltd t/a Pinpo	Fleet Management Services	302.50
1397.4954-01	12-Jun-19	Nexus Point Pictures Pty Ltd	Event Performance and Activity	4,065.00
1406.5752-01	25-Jun-19	Nimbalker Property Advisor	Professional Services	4,850.00
1400.5849-01	19-Jun-19	Objective Corporation Limited	Software and IT Solutions	3,604.97
1392.202-01	5-Jun-19	Officeworks Superstores Pty Ltd	Office Supplies	447.00
1397.202-01	12-Jun-19	Officeworks Superstores Pty Ltd	Office Supplies	174.03
1406.202-01	25-Jun-19	Officeworks Superstores Pty Ltd	Office Supplies	368.79
1400.2462-01	19-Jun-19	Old MacDonald's Travelling Farm's -	Event Performance and Activity	715.00
1397.5312-01	12-Jun-19	OpenForms Pty Ltd	Software and IT Solutions	53.90
1397.1459-01	12-Jun-19	Oracle Surveys Pty Ltd	Engineering & Surveying Services	3,355.00
1392.661-01	5-Jun-19	Ovato Print Pty Ltd trading as PMP	Printing Services	732.89
1397.207-01	12-Jun-19	Oven Sparkle Pty Ltd	Cleaning Services and Equipment	990.00
1406.207-01	25-Jun-19	Oven Sparkle Pty Ltd	Cleaning Services and Equipment	880.00
1397.2554-01	12-Jun-19	Paperbark Technologies Pty Ltd	Audit Services - Engineering	1,685.00
1400.2554-01	19-Jun-19	Paperbark Technologies Pty Ltd	Audit Services - Engineering	1,190.00
1406.475-01	25-Jun-19	Parkland Mazda	Plant Supply and Servicing	431.80
1397.5704-01	12-Jun-19	PAV Sales and Installation	Facility Maintenance Services	253.99
1400.2202-01	19-Jun-19	Pelusey Photography	Photography and Imaging Services	250.00
1392.401-01	5-Jun-19	Perth Cricket Club Inc	Facility Maintenance Services	17,160.00
1406.647-01	25-Jun-19	Perth Football Club Inc	Contributions	27,500.00

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<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1400.4350-01	19-Jun-19	Perth NRM	Training Services	180.00
1406.4222-01	25-Jun-19	Perth Office Equipment Repairs	Equipment Supply and Repair	214.50
1392.1946-01	5-Jun-19	Perth Safety Products	Uniforms and Protective Equipment	82.50
1400.5607-01	19-Jun-19	Phase3 Landscape Construction Pty L	Landscaping Materials and Services	192,806.57
1406.5607-01	25-Jun-19	Phase3 Landscape Construction Pty L	Landscaping Materials and Services	120,069.38
1406.2481-01	25-Jun-19	Plantrite	Landscaping Materials and Services	4,200.82
1392.482-01	5-Jun-19	PLE Computers	Software and IT Solutions	1,078.00
1400.482-01	19-Jun-19	PLE Computers	Software and IT Solutions	1,347.00
1392.947-01	5-Jun-19	PowerVac Pty Ltd	Equipment Supply and Repair	906.60
1397.1024-01	12-Jun-19	PPCA	Licencing and Subscriptions	808.20
1400.3317-01	19-Jun-19	PR Power Pty Ltd	Electrical Services and Maintenance	565.11
1397.677-01	12-Jun-19	Premier Glass & Mirrors	Facility Maintenance Services	585.20
1406.677-01	25-Jun-19	Premier Glass & Mirrors	Facility Maintenance Services	587.40
1406.4346-01	25-Jun-19	Price Consulting Group Pty Ltd	Human Resource Services	4,380.20
1406.5858-01	25-Jun-19	Progenesis Holdings Pty Ltd	Software and IT Solutions	19,800.00
1406.2241-01	25-Jun-19	Progrility Pty Ltd	Software and IT Solutions	5,280.00
1397.1669-01	12-Jun-19	PWE Valuations Pty Ltd	Asset Management Services	2,750.00
1397.746-01	12-Jun-19	Quick Corporate Australia	Office Supplies	141.54
1400.746-01	19-Jun-19	Quick Corporate Australia	Office Supplies	584.71
1406.746-01	25-Jun-19	Quick Corporate Australia	Office Supplies	1,644.98
1392.2267-01	5-Jun-19	Quick Mail	Postage Services	1,401.40
1400.3365-01	19-Jun-19	Red Eclectic	Photography and Imaging Services	1,660.00
1397.2457-01	12-Jun-19	Reino International Pty Ltd	Parking Equipment and Supplies	1,293.60
1400.2457-01	19-Jun-19	Reino International Pty Ltd	Parking Equipment and Supplies	51,552.60
1400.3020-01	19-Jun-19	Remix Summits Pty Ltd	Conference and Workshop Enrolment	555.17
1400.1054-01	19-Jun-19	Richgro Garden Product	Landscaping Materials and Services	5,313.00
1406.3033-01	25-Jun-19	Robs Shade Sail Repair	Shade Sails Supply and Installation	275.00
1392.2940-01	5-Jun-19	ROL-WA Pty Ltd trading as Allpest W	Pest Control Services	1,933.00
1397.2940-01	12-Jun-19	ROL-WA Pty Ltd trading as Allpest W	Pest Control Services	1,086.06
1400.2940-01	19-Jun-19	ROL-WA Pty Ltd trading as Allpest W	Pest Control Services	1,037.31
1406.2940-01	25-Jun-19	ROL-WA Pty Ltd trading as Allpest W	Pest Control Services	95.00
1392.1041-01	5-Jun-19	Rome Energy & Environment Pty Ltd	Planning and Building Services	412.50
1397.3146-01	12-Jun-19	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	4,514.20
1400.3146-01	19-Jun-19	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	288.00
1406.3146-01	25-Jun-19	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	8,648.00
1392.5505-01	5-Jun-19	Rosmech Sales & Services Pty Ltd	Equipment Supply and Repair	144,045.00
1397.2455-01	12-Jun-19	Scott Print	Printing Services	1,045.00
1400.2455-01	19-Jun-19	Scott Print	Printing Services	82.50
1406.2455-01	25-Jun-19	Scott Print	Printing Services	93.50
1397.1816-01	12-Jun-19	Secure Cash trading as Cash in Tran	Financial Services	154.00
1406.1816-01	25-Jun-19	Secure Cash trading as Cash in Tran	Financial Services	1,265.00
1392.2367-01	5-Jun-19	SEM Distribution	Equipment Supply and Repair	115.60
1406.2367-01	25-Jun-19	SEM Distribution	Equipment Supply and Repair	107.00
1400.1921-01	19-Jun-19	Shops for Shops	Event Performance and Activity	90.00
1392.354-01	5-Jun-19	Sigma Chemicals	Equipment Supply and Repair	821.50
1400.354-01	19-Jun-19	Sigma Chemicals	Equipment Supply and Repair	973.28
1406.354-01	25-Jun-19	Sigma Chemicals	Equipment Supply and Repair	1,429.57
1397.122-01	12-Jun-19	Signarama Burswood	Sign Installation and Supply	66.00
1400.122-01	19-Jun-19	Signarama Burswood	Sign Installation and Supply	225.50
1406.122-01	25-Jun-19	Signarama Burswood	Sign Installation and Supply	550.00
1397.124-01	12-Jun-19	SJR Civil Consulting Pty Ltd	Engineering Design	5,808.00
1406.5877-01	25-Jun-19	Smart Colour Signs	Printing Services	77.00
1392.2493-01	5-Jun-19	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	799.70
1397.2493-01	12-Jun-19	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	595.10
1400.2493-01	19-Jun-19	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	1,163.14
1406.2493-01	25-Jun-19	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	462.00
1400.5857-01	19-Jun-19	SoundPack	Office Supplies	410.30
1400.2953-01	19-Jun-19	Soundtown	Equipment Supply and Repair	594.00
1397.642-01	12-Jun-19	Southern Districts Bands Inc	Community Grant	600.00
1400.134-01	19-Jun-19	Speedo Australia Pty Ltd	Resale Inventory	2,333.76
1392.1953-01	5-Jun-19	Spider Waste Collection Services Pt	Waste Management Services	4,400.00
1406.1953-01	25-Jun-19	Spider Waste Collection Services Pt	Waste Management Services	598.95
1401.4868-01	19-Jun-19	St Peter's Anglican Church	Street Meet n Greet	382.97
1400.3996-01	19-Jun-19	StrataGreen	Landscaping Materials and Services	4,944.29
1400.141-01	19-Jun-19	Sunny Sign Company Pty Ltd	Sign Installation and Supply	1,897.50
1408.4916-01	26-Jun-19	SuperChoice Services	Superannuation	231,966.52

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All Payments Made From 1-Jun-19 To 30-Jun-19

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1400.5769-01	19-Jun-19	Swan Smash Repairs	Plant Supply and Servicing	542.30
1392.3780-01	5-Jun-19	Swansea Street Markets	Catering and Refreshments	140.55
1400.3780-01	19-Jun-19	Swansea Street Markets	Catering and Refreshments	126.08
1395.144-01	7-Jun-19	Synergy	Electricity Usage Charges	9,723.55
1403.144-01	20-Jun-19	Synergy	Electricity Usage Charges	71,245.89
1407.144-01	25-Jun-19	Synergy	Electricity Usage Charges	169.50
1392.714-01	5-Jun-19	T & C Transport Service	Courier Services	17.99
1400.714-01	19-Jun-19	T & C Transport Service	Courier Services	17.16
1400.2666-01	19-Jun-19	Talis Consultants Pty Ltd	Noise Monitoring and Analysis	3,019.50
1392.2156-01	5-Jun-19	Tamala Park Regional Council	Environmental Services	9,060.59
1400.3279-01	19-Jun-19	Tencor Pty Ltd	Training Services	264.00
1397.1939-01	12-Jun-19	TenderLink.com	Advertising Services	184.80
1406.4480-01	25-Jun-19	Termico Pest Management Pty Ltd	Pest Control Services	242.00
1392.1869-01	5-Jun-19	The BBQ Man	Cleaning Services and Equipment	1,424.50
1406.1869-01	25-Jun-19	The BBQ Man	Cleaning Services and Equipment	1,139.60
1400.408-01	19-Jun-19	The Distributors Perth	Resale Inventory	421.25
1397.4306-01	12-Jun-19	The Green Life Soil Company	Landscaping Materials and Services	880.00
1406.2764-01	25-Jun-19	The Integralis Holdings Unit Trust	Software and IT Solutions	1,760.00
1397.158-01	12-Jun-19	The Lucky Charm Newsagency	Library Equipment and Stock	271.80
1397.1494-01	12-Jun-19	The Poster Girls	Postage Services	59.50
1400.156-01	19-Jun-19	The Pressure King	Cleaning Services and Equipment	121.00
1397.312-01	12-Jun-19	The Royal Life Saving Society WA In	Medical Equipment and Services	843.00
1397.734-01	12-Jun-19	The Royal Life Saving Society WA In	Training Services	374.00
1400.734-01	19-Jun-19	The Royal Life Saving Society WA In	Training Services	944.30
1392.5824-01	5-Jun-19	The Trustee for BEAUCHAMP UNIT TRUS	Agency and Contract Staff	2,521.79
1397.5824-01	12-Jun-19	The Trustee for BEAUCHAMP UNIT TRUS	Agency and Contract Staff	2,488.62
1400.5824-01	19-Jun-19	The Trustee for BEAUCHAMP UNIT TRUS	Agency and Contract Staff	1,990.89
1406.5824-01	25-Jun-19	The Trustee for BEAUCHAMP UNIT TRUS	Agency and Contract Staff	2,488.62
1392.4404-01	5-Jun-19	The Trustee for Spoon Media Trust	Communication Services	82.50
1406.1270-01	25-Jun-19	Theraquatics	Equipment Supply and Repair	239.55
1397.3724-01	12-Jun-19	Threat Protect	Fire Alarm and Security Services	277.60
1392.3863-01	5-Jun-19	Tiger Batteries	Equipment Supply and Repair	308.00
1392.5853-01	5-Jun-19	Time Capsules Australia	Equipment Supply and Repair	642.50
1392.161-01	5-Jun-19	TMS Services Total Management Syste	Fire Alarm and Security Services	92.68
1392.3682-01	5-Jun-19	Tocojopa Pty Ltd T/as T-Quip	Plant Supply and Servicing	1,781.05
1392.725-01	5-Jun-19	Toolmart Australia Pty Ltd	Equipment Supply and Repair	520.45
1406.931-01	25-Jun-19	Total Eden Pty Ltd	Irrigation Supply and Repair	1,266.87
1392.4418-01	5-Jun-19	Total Nissan	Plant Supply and Servicing	619.00
1406.163-01	25-Jun-19	Total Packaging (WA) Pty Ltd	Equipment Supply and Repair	3,432.00
1392.164-01	5-Jun-19	Totally Workwear Victoria Park	Uniforms and Protective Equipment	413.32
1397.164-01	12-Jun-19	Totally Workwear Victoria Park	Uniforms and Protective Equipment	385.22
1400.164-01	19-Jun-19	Totally Workwear Victoria Park	Uniforms and Protective Equipment	468.25
1406.164-01	25-Jun-19	Totally Workwear Victoria Park	Uniforms and Protective Equipment	165.00
1405.59-01	25-Jun-19	Town of Victoria Park - Lotto Club	Superannuation & Employee Deductions	298.00
1405.63-01	25-Jun-19	Town of Victoria Park - Staff Socia	Superannuation & Employee Deductions	688.50
1397.5789-01	12-Jun-19	Tox Free Australia Pty Ltd	Waste Management Services	193.60
1392.550-01	5-Jun-19	Trailer Parts Pty Ltd	Machinery Servicing and Parts	223.98
1397.168-01	12-Jun-19	Tranen Pty Ltd	Environmental Services	855.80
1392.5383-01	5-Jun-19	UDLA Pty Ltd	Design and Drafting Services	10,230.00
1397.5383-01	12-Jun-19	UDLA Pty Ltd	Design and Drafting Services	7,596.60
1406.5383-01	25-Jun-19	UDLA Pty Ltd	Design and Drafting Services	15,730.00
1392.529-01	5-Jun-19	UN Plumbing	Facility Maintenance Services	1,100.00
1397.529-01	12-Jun-19	UN Plumbing	Facility Maintenance Services	7,441.50
1400.529-01	19-Jun-19	UN Plumbing	Facility Maintenance Services	10,879.00
1406.529-01	25-Jun-19	UN Plumbing	Facility Maintenance Services	1,064.25
1406.1751-01	25-Jun-19	Urbis Pty Ltd	Design and Drafting Services	1,369.50
1400.528-01	19-Jun-19	Value Tissue	Cleaning Services and Equipment	635.35
1406.4382-01	25-Jun-19	Veev Group Pty Ltd	Project Management Services	8,250.00
1392.4117-01	5-Jun-19	Veris Australia Pty Ltd	Engineering & Surveying Services	5,896.00
1397.4241-01	12-Jun-19	Vetwest Animal Hospitals	Veterinary Services	35.00
1392.29-01	5-Jun-19	WA Local Government Association (WA	Local Government Services	198.00
1397.31-01	12-Jun-19	Warnes Assemblies	Equipment Supply and Repair	55.00
1406.969-01	25-Jun-19	Wavesound Pty Ltd	Library Equipment and Stock	649.00
1397.375-01	12-Jun-19	Welshpool Central Waste	Waste Management Services	11,554.95
1392.5606-01	5-Jun-19	Welstand Services Pty Ltd t/a LGC	Traffic Control Services	1,815.00
1406.5606-01	25-Jun-19	Welstand Services Pty Ltd t/a LGC	Traffic Control Services	1,695.10

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All Payments Made From 1-Jun-19 To 30-Jun-19

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1397.2074-01	12-Jun-19	West Australian Newspapers Ltd	Membership and Subscription	71.32
1400.2074-01	19-Jun-19	West Australian Newspapers Ltd	Membership and Subscription	106.28
1392.46-01	5-Jun-19	Westbooks	Library Equipment and Stock	392.22
1397.46-01	12-Jun-19	Westbooks	Library Equipment and Stock	653.45
1400.46-01	19-Jun-19	Westbooks	Library Equipment and Stock	1,914.62
1406.46-01	25-Jun-19	Westbooks	Library Equipment and Stock	888.35
1392.655-01	5-Jun-19	Westcare Industries	Office Supplies	187.00
1392.828-01	5-Jun-19	Western Australian Treasury Corpora	Loan Repayments	199,487.78
1400.828-01	19-Jun-19	Western Australian Treasury Corpora	Loan Repayments	50,253.35
1406.828-01	25-Jun-19	Western Australian Treasury Corpora	Loan Repayments	410,816.30
1400.731-01	19-Jun-19	Western Power	Electrical Services and Maintenance	65,541.00
1400.44-01	19-Jun-19	Western Resource Recovery Pty Ltd	Waste Management Services	126.21
1406.41-01	25-Jun-19	Weston Road Systems	Engineering & Surveying Services	13,310.00
1392.568-01	5-Jun-19	Westrac Pty Ltd	Plant Supply and Servicing	543.02
1400.568-01	19-Jun-19	Westrac Pty Ltd	Plant Supply and Servicing	179.65
1400.376-01	19-Jun-19	WINC Australia Pty Limited	Office Supplies	520.96
1400.2521-01	19-Jun-19	Woolworths Group Ltd	Catering and Refreshments	563.50
1392.2175-01	5-Jun-19	Workplace Training Advisory Aust.Pt	Training Services	790.00
1392.2383-01	5-Jun-19	Wright Express Australia Pty Ld	Groceries	44.48
1397.2383-01	12-Jun-19	Wright Express Australia Pty Ld	Groceries	1,156.34
1400.2383-01	19-Jun-19	Wright Express Australia Pty Ld	Groceries	524.41
1406.2383-01	25-Jun-19	Wright Express Australia Pty Ld	Groceries	619.19
1400.102-01	19-Jun-19	Xercise Pro	Licencing and Subscriptions	5,732.58
1392.104-01	5-Jun-19	Youngs Holden	Plant Supply and Servicing	42.08
1400.107-01	19-Jun-19	Zurich Insurance	Insurance	500.00
<b>Total Creditors EFT Payments</b>				<b>5,523,607.13</b>

**Payroll**

PY01-25	9-Jun-19	Municipal Fund Bank Account	Payroll	514,427.94
PY99-25	12-Jun-19	Municipal Fund Bank Account	Payroll	815.46
PY01-26	23-Jun-19	Municipal Fund Bank Account	Payroll	518,926.71
<b>Total Payroll</b>				<b>1,034,170.11</b>

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**Total Payments From Municipal Fund Bank Account** **6,587,364.11**


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**Trust Fund Bank Account****Payments****Non Creditors Cheques**

00003685	20-Jun-19	Celebrate WA	Bond Refund	4,840.00
00003679	12-Jun-19	Curtin Filipino Students Society	Trust Refund	500.00
00003683	12-Jun-19	M S Machado	Refund Bond	500.00
00003687	26-Jun-19	Mr C T Franklin	Refund - Bond Works	16,614.36
00003681	12-Jun-19	Mr D E Stribley	Refund Trust	1,088.10
00003680	12-Jun-19	Mr J D Willett	Refund Bond	6,341.50
00003682	12-Jun-19	Mrs M Shelhot	Refund Trust	500.00
00003686	26-Jun-19	The Vic Park Collective	Refund - Bond Parnham Reserve	500.00
00003684	20-Jun-19	Wrestling WA	Refund - Bond	1,500.00
<b>Total Non Creditors Cheques</b>				<b>32,383.96</b>

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**Total Payments From Trust Fund Bank Account** **32,383.96**


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**6,619,748.07****Cheques Cancelled between 1-Jun-19 and 30-Jun-19 that were raised in a prior period**

<u>Cheque</u>	<u>Payee</u>	<u>Raised</u>	<u>Value</u>	<u>Cancelled</u>



# ***Financial Activity Statement Report***

***For the month ended 30 June 2019***



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## Statement of Financial Activity Variances

### Material Variances Defined

For the purposes of reporting the material variances in the Statement of Financial Activity (by Service Unit) (as contained in this document), the following indicators, as resolved, have been applied –

#### Revenues (Operating and Non-Operating)

Service Unit material variances will be identified where, for the period being reviewed, the actual varies to budget by an amount of (+) or (-) \$25,000 and, in these instances, an explanatory comment will be provided.

#### Expenses (Operating, Capital and Non-Operating)

Service Unit material variances will be identified where, for the period being reviewed, the actual varies to budget by an amount of (+) or (-) \$25,000 and, in these instances, an explanatory comment will be provided.

Before commenting on each of the specific material variances identified it is important to note that, whilst many accounts will influence the overall variance, only those accounts within the affected Service Unit that significantly contribute to the variance will be highlighted.

For the purposes of explaining each variance, a multi-part approach has been taken. The parts are –

1. Period Variation – Relates specifically to the value of the variance between the Budget and Actual figures for the period being reviewed.
2. Primary Reason – Explains the primary reasons for the period variance. As the review is aimed at a higher level analysis, only major contributing factors are reported.
3. Budget Impact – Forecasts the likely \$ impact on the year end surplus or deficit position. It is important to note that values in this part are indicative only at the time of reporting, for circumstances may subsequently change.

### Material Variances Explained

The Financial statements are presented based on the new organisational structure

As shown in the in the Statement of Financial Activity (contained within this document), the following variances have been identified -

#### Revenue

##### Chief Executive Officer

No material variance to report

##### Community Planning

##### • **Building Services**

- The period variation is unfavourable to period budget by \$48,220

- The variation relates to fees for building applications being lower than anticipated, predominantly due to a couple of significant projects not proceeding to building application stage during the financial year.
- The impact on the year end position is a reduction in revenue of \$48,220.
- **Community Development**
  - The period variation is favourable to period budget by \$50,698
  - The variation predominantly relates to higher than expected revenue received from facility hire fees.
  - The impact on the year end position is an increase in revenue of \$50,698.
- **Urban Planning**
  - The period variation is favourable to period budget by \$42,118
  - The variation predominantly relates to higher than anticipated revenue received from development application fees and subdivision fees.
  - The impact on the year end position is an increase in revenue of \$42,118.

## Finance

- **Aqualife**
  - The period variation is favourable to period budget by \$93,136
  - The variation predominantly relates to higher than expected attendance figures within the recreational swimming area. Additional revenue was also generated through program development within swim school area, with enrolments exceeding targets.
  - The impact on the year end position is an increase in revenue of \$93,136
- **Budgeting**
  - The period variation is unfavourable to period budget by \$1,255,014
  - The variation relates to profit on sale of assets being lower than anticipated, due to delays in property settlement and end of financial year transactions relating to joint ventures which are yet to occur. Profit on sale is a non-monetary transaction.
  - The impact on the year end position is a reduction in expected profit by \$1,255,014.
- **Corporate Funds**
  - The period variation is favourable to period budget by \$185,713
  - The variation predominantly relates to higher than anticipated revenue received from interim rates.
  - The impact on the year end position is an increase in revenue of \$185,713
- **Financial Services**
  - The period variation is favourable to period budget by \$91,332
  - The variation predominantly relates to higher than anticipated revenue received from rates instalment interest and late payment interest.
  - The impact on the year end position is an increase in revenue of \$91,332
- **Parking**
  - The period variation is unfavourable to period budget by \$292,595



- The variation predominantly relates to vacancies within the Parking team which has resulted in lower level of enforcements than budgeted. Additionally, although parking patronage had increased by 40,000 during the year compared to previous year, patrons spent less on parking and took advantage of the Town's Free parking tickets.
- The estimated impact on the year end position is a reduction in revenue of \$292,595.

## Operations

### • **Asset Planning**

- The period variation is unfavourable to period budget by \$772,416
- The variation relates to the Lathlain Precinct Redevelopment project grant funding which was not received this financial year as the project has only just commenced construction.
- The estimated impact on the year end position is nil, as the project and associated grant funding has been carried forward to the next financial year.

### • **Operations Office**

- The period variation is unfavourable to period budget by \$2,001,465
- The variation relates to grant funding for Lathlain Precinct Redevelopment project which was received this financial year but recognised as grants in advance and carried forward to the next financial year to reconcile against associated expenditure.
- The estimated impact on the year end position is nil, as the project and associated grant funding has been carried forward to the next financial year.

### • **Parks and Reserves**

- The period variation is unfavourable to period budget by \$3,239,479
- The variation relates to the Lathlain Precinct Redevelopment project grant funding which was not received this financial year as the project has only just commenced construction.
- The estimated impact on the year end position is nil, as the project and associated grant funding has been carried forward to the next financial year.

### • **Street Improvement**

- The period variation is unfavourable to period budget by \$58,383
- The variation predominantly relates to engineering supervision fees relating to Belmont Park subdivision works which was not received by the end of financial year.
- The estimated impact on the year end position is nil, as this revenue is expected to be received next financial year and has therefore been carried forward.

### • **Street Operations**

- The period variation is unfavourable to period budget by \$1,000,012
- The variation relates to delays in Metropolitan Regional Road Group (MRRG) road rehab and Black Spot grant project funding. Projects that are not complete, has been carried forward to the next financial year with associated grant revenue.
- The estimated impact on the year end position is nil as grant funding not received this financial year, has been carried forward to the next financial year.

- **Waste Services**

- The period variation is unfavourable to period budget by \$48,148
- The variation predominantly relates to higher than budgeted revenue received from additional bin and waste collection charges.
- The estimated impact on the year end position is an increase in revenue of \$48,148.

## **Operating Expense**

### Chief Executive Office

- **Chief Executive Office**

- The period variation is favourable to period budget by \$43,076.
- The variation predominantly relates to a reduction in leave liability within the area.
- The estimated impact on the year end position is reduction in expenditure of \$43,000.

- **Communications and Engagement**

- The period variation is favourable to period budget by \$61,545.
- The variation predominantly relates to vacancies within the area and costs relating to a reduction in expenditure on conducting a minor review of the Strategic Community Plan instead of a major review.
- The estimated impact on the year end position is reduction in expenditure of \$61,000.

- **Customer Relations**

- The period variation is favourable to period budget by \$89,173.
- The variation predominantly relates to vacancies within the area.
- The estimated impact on the year end position is reduction in expenditure of \$89,000.

- **Human Resources**

- The period variation is favourable to period budget by \$112,218.
- The variation predominantly relates to delays in corporate development programs.
- The estimated impact on the year end position nil as unspent funds have been carried forward to the next financial year.

- **Leadership and Governance**

- The period variation is unfavourable to period budget by \$44,450.
- The variation predominantly relates to fees and allowances paid to Elected members being for a total of 14 months within the year. This is due to the previous payment cycle for elected member fees and allowances being from May 2018 to October 2018, and November 2018 to April 2019, and monthly payments in arrears being made in May and June 2019 as per EM6 – Elected Member Fees and Allowances. Training and conference costs is also greater than budgeted for due to additional training and workshops held during the year.
- The estimated impact on the year end position is an increase in expenditure of \$44,000.

## Community Planning

### • **Community Development**

- The period variation is favourable to period budget by \$175,471.
- The variation predominantly relates to vacancies within the area and delays in projects within Creative arts area. Some of these funds have been carried forward to the next financial year.
- The estimated impact on the year end position a reduction in expenditure of \$119,000.

### • **Community Planning Office**

- The period variation is favourable to period budget by \$28,646.
- The variation predominantly relates to an underspend of general consultancy and contingencies.
- The estimated impact on the year end position a reduction in expenditure of \$28,000.

### • **Digital Hub**

- The period variation is favourable to period budget by \$33,382.
- The variation predominantly relates to vacancies within the area.
- The estimated impact on the year end position a reduction in expenditure of \$33,000.

### • **Economic Development**

- The period variation is favourable to period budget by \$53,131.
- The variation predominantly relates to vacancies within the area and underspend in consultancy budget that has been carried forward.
- The estimated impact on the year end position a reduction in expenditure of \$43,000.

### • **Environmental Health**

- The period variation is unfavourable to period budget by \$81,007
- The variation predominantly relates to overspend within the employment area due to additional staff support and increased expenditure within programs due to additional acoustic consultancy for noise matters. Actual legal costs was also greater than budgeted due to high number of prosecutions undertaken.
- The estimated impact on the year end position is an increase in expenditure of \$81,000.

### • **Library Services**

- The period variation is favourable to period budget by \$36,846.
- The variation predominantly relates to vacancies within the area. Due to the vacancies, some planned programs and initiatives had to be delayed or cancelled.
- The estimated impact on the year end position a reduction in expenditure of \$36,000.

### • **Place Management**

- The period variation is favourable to period budget by \$123,903
- The variation predominantly relates to delays or cancellation of planned projects. Funds for Old Space New Place Project No2 has been carried forward to the next financial year. There is also a delay in invoices relating to a portion of the budgeted funds dedicated to Higgins Park recreational needs assessment.
- The estimated impact on the year end position is a reduction in expenditure of \$30,000.

- **Strategic Town Planning**

- The period variation is favourable to period budget by \$274,193
- The variation predominantly relates to slight delays in spend of consultancy budget due to staff turnover. Projects not completed has been carried forward to the next financial year.
- The estimated impact on the year end position is reduction in expenditure of \$20,000.

- **Urban Planning**

- The period variation is favourable to period budget by \$84,705.
- The variation predominantly relates to lower than anticipated expenditure within consultancy cost relating to Residential Character study review which will now be completed within 2019-2020 and lower number of significant development applications requiring consideration by the Design Review Panel.
- The estimated impact on the year end position a reduction in expenditure of \$84,000.

## Finance

- **Budgeting**

- The period variation is unfavourable to period budget by \$1,464,314
- The variation predominantly relates to higher than estimated depreciation costs relating to planned capital works within buildings, roads, equipment and pathways. A comprehensive revaluation of the Town's non-current assets and associated depreciation rates are scheduled for the 2019-2020 financial year.
- The estimated impact on the year end position is an increase in depreciation expenditure which is a non-monetary transaction.

- **Corporate Funds**

- The period variation is favourable to period budget by \$78,999.
- The variation is predominantly due to an end of financial year process relating to loan interest accruals, which is yet to occur.
- The estimated impact on the year end position is nil.

- **Finance Office**

- The period variation is favourable to period budget by \$105,888.
- The variation is predominantly due to a reduction in leave liability and an underspend within consultancy cost within the area.
- The estimated impact on the year end position is a reduction in expenditure of \$80,000.

- **Financial Services**

- The period variation is favourable to period budget by \$233,582.
- The variation is predominantly due to the postponing of the non-current asset revaluation project to 2019-2020 and lower than anticipated costs relating to consultancy and debt collection.
- The estimated impact on the year end position is a reduction in expenditure of \$55,000.

- **Information Systems**

- The period variation is favourable to period budget by \$403,288

- The variation predominantly relates to vacancies within the area, delays in implementation of planned initiatives and savings found within the program area due to improved processes when procuring new or replacement services.
- The estimated impact on the year end position is a saving within operating expenditure of \$400,000.
- **Leisurelife**
  - The period variation is favourable to period budget by \$233,228
  - The variation predominantly relates to vacancies within the area, cost savings with programs and end of year adjustments that are yet to occur.
  - The estimated impact on the year end position is a saving within operating expenditure of \$100,000.
- **Parking**
  - The period variation is favourable to period budget by \$187,055
  - The variation predominantly relates to vacancies within the area, lower than anticipated costs relating to fine enforcements, search fees and adjustments relating to provision for infringement write off that is yet occur.
  - The estimated impact on the year end position is a saving within operating expenditure of \$80,000.
- **Ranger Services**
  - The period variation is favourable to period budget by \$100,124
  - The variation predominantly relates to vacancies within the area.
  - The estimated impact on the year end position is a saving within operating expenditure of \$100,000.

## Operations

- **Asset Planning**
  - The period variation is favourable to period budget by \$796,087.
  - The variation predominantly relates to delays within the Lathlain Precinct Redevelopment project and reduced maintenance costs across all property assets. Budget related to the Lathlain Precinct Redevelopment project and some consultancy costs has been carried forward to the next financial year.
  - The estimated impact on year end position is a reduction in expenditure of \$150,000.
- **Operations Office**
  - The period variation is favourable to period budget by \$2,073,702
  - The variation predominantly relates to delays within the Lathlain Precinct Redevelopment project. Funds relating to this project has been carried forward to the next financial year.
  - The estimated impact on the year end position is a reduction in expenditure of \$30,000.
- **Parks and Reserves**
  - The period variation is favourable to period budget by \$476,178
  - The variation predominantly relates to delays within the Lathlain Precinct Redevelopment project. Funds relating to this project has been carried forward to the next financial year. Reduction in cost of weed control, reduced frequency of spraying,



and tree injection program for Aphids being more cost effective than foliar application has also resulted in savings within the area.

- The estimated impact on the year end position is a reduction in expenditure of \$100,000.

- **Project Management**

- The period variation is favourable to period budget by \$195,796
- The variation predominantly relates to savings due to the delivery of the Edward Millen business case undertaken in-house and underspend in consultancy budgets. Consultancy costs relating to Albany Highway Laneway and intersection activation has been carried forward to the next financial year.
- The estimated impact on the year end position is a reduction in expenditure of \$160,000.

- **Street Improvement**

- The period variation is favourable to period budget by \$330,198
- The variation predominantly relates to Lathlain and Burswood Traffic Management Plans not progressing and a reduction in agency staff costs within the area. \$90,000 relating to engineering supervision costs has been carried forward to the next financial year.
- The estimated impact on the year end position is a reduction in expenditure of \$240,000.

- **Street Operations**

- The period variation is favourable to period budget by \$39,838
- The variation predominantly relates to planned asset management footpath works and proactive education work relating to drainage that has not been carried out. The under expenditure has reduced the negative impact of the over expenditure within maintenance work on roads, foot paths and drainage. If the planned works had been carried out, this service area would have exceeded the budget which would have resulted in an unfavourable variance.
- The estimated impact on year end position is a reduction in expenditure of 30,000.

- **Waste Services**

- The period variation is favourable to period budget by \$350,881
- The variation predominantly relates cost savings on waste collection due to new contract which charges per lift than number of bins. Green waste collection is also lower than budgeted. Funds also underspent due to waste education programs not being carried out.
- The estimated impact on year end position is a reduction in expenditure of \$200,000.

## **Capital Expense**

### Chief Executive Office

No material variance to report.

### Community Planning

- **Community Development**

- The period variation is favourable to period budget by \$138,000

- The variation predominantly relates to Public art funding that has been allocated to Lathlain Precinct Zone 2 and Zone 2x projects. This project along with associated funding has been carried forward to the next financial year.
- The estimated impact on year end position is nil as the funds unspent has been carried forward to the next financial year.

## Finance

### • **Information Systems**

- The period variation is favourable to period budget by \$621,843
- The variation predominantly relates to multiple projects being placed on hold due to internal resource capacity constraints. Projects that are not complete has been carried forward to the next financial year.
- The estimated impact on year end position is a saving of \$31,000 and the remaining unspent funds being carried forward to the next financial year.

### • **Parking**

- The period variation is favourable to period budget by \$30,000
- The variation relates to delays in planned parking signage work. These funds have been carried forward to the next financial year.
- The estimated impact on year end position is nil, as the funds have been carried forward to the next financial year.

## Operations

### • **Asset Planning**

- The period variation is favourable to period budget by \$1,496,351
- The variation predominantly relates to delays in Lathlain Precinct Redevelopment project (Zone 2 and 2X). Funds relating to this project has been carried forward to the next financial year. Library main area project fitout project has been put on hold to re-scope due to it being dependent on the Library management system and RFID system. Project relating to Aqualife plant room ultraviolet generators is almost complete and project funds has been carried forward to pay for final invoices.
- The estimated impact on the year end position is a decrease in expenditure of \$86,000 relating to Library main area fitout project. All other funds has been carried forward to finalise projects.

### • **Fleet Services**

- The period variation is favourable to period budget by \$344,096
- The variance predominantly relates to delays in delivery of the road sweeper with a commitment of \$250,000 still remaining. Additionally there is \$91,000 related to parking vehicles that were removed from the renewal list due to underutilisation and a decision to reduce the fleet.
- The estimated impact on year end position a reduction in expenditure of \$91,000

### • **Parks and Reserves**

- The period variation is favourable to period budget by \$5,717,292
- The variation predominantly relates to delays in Lathlain Precinct Redevelopment project (Zone 2 and 2X). Funds relating to this project has been carried forward to the next financial year. Funds relating to Higgins park tennis club upgrade will also be

carried forward due to delays in negotiations. Redevelopment of the John Macmillan Park is has commenced and any unspent funds will be carried forward to the next financial year.

- The estimated impact on the year end position is nil as any funds unspent has been carried forward to the next financial year.

- **Project Management**

- The period variation is favourable to period budget by \$71,000
- The variation relates to delays in finalising subdivision of 25 Boundary road.
- The estimated impact on the year end position is nil as any funds unspent has been carried forward to the next financial year.

- **Street Operations**

- The period variation is favourable to period budget by \$3,420,669
- The variation predominantly relates to delays within substantial capital roads projects including Roberts & Orrong Road, Kent Street and Hayman as well as Shepperton Road, and Miller. Right of Way 52 Laneway upgrade and pathway upgrade relating to Lathlain Precinct Redevelopment Project (Zone 7) has also had delays.
- The estimated impact on the year end position is nil as any funds unspent will be carried forward to the next financial year.

## **Non-Operating Revenue**

### Finance

- **Corporate Funds**

- The period variation is unfavourable to period budget by \$15,883,385
- The variation relates to loan proceeds that was budgeted for the new Underground power project. The Town did not progress with borrowing funds due to the delay in the underground power project. This equates to \$10.7 million of the variance. The remainder of the variance relates to transfers from reserve that are yet to occur as part of the end of year process.
- The estimated impact on the year end position is a reduction in non-operating revenue of \$10.7 million.

### Operations

- **Fleet Services**

- The period variation is unfavourable to period budget by \$111,428
- The variation predominantly relates to delays in the sale of replacement vehicles including a road sweeper. The sale of these vehicles has been carried forward to the next financial year.
- The estimated year end position is nil, as these funds has been carried forward to the next financial year.

## Non-Operating Expenses

### Finance

- **Corporate Funds**

- The period variation is unfavourable to period budget by \$14,864,623
- The variation predominantly relates to transfers to reserve. Loan proceeds that was budgeted for the new Underground power project that was supposed to be transferred to the Underground power reserve (\$10.7 million) is no longer occurring. The Underground power project has been delayed and therefore application for new loan proceeds has been put on hold.
- The estimated impact on the year end position is a reduction in non-operating expenditure of \$10.7 million.

### **Proposed Budget Amendments**

No budget amendments to report.

### **Accounting Notes**

#### **Significant Accounting Policies**

The significant accounting policies that have been adopted in the preparation of this document are:

##### **(a) Basis of Preparation**

The document has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations.

The document has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

##### **(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this document.

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

##### **(c) 2018 - 2019 Actual Balances**

Balances shown in this document as 2018 - 2019 Actual are subject to final adjustments.

##### **(d) Rounding Off Figures**

All figures shown in this document, other than a rate in the dollar, are rounded to the nearest dollar.

#### **(e) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

#### **(f) Superannuation**

The Council contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

#### **(g) Goods and Services Tax**

Revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the statement of financial position are stated inclusive of applicable GST. The net amount of GST recoverable from, or payable to, the ATO is included with receivables on payables in the statement of financial position. Cash flows are presented on a Gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

#### **(h) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and that are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown as short term borrowings in current liabilities.

#### **(i) Trade and Other Receivables**

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

#### **(j) Inventories**

##### General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

##### Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and



holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Revenue arising from the sale of property is recognised as at the time of signing an unconditional contract of sale. Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

## **(k) Fixed Assets**

Each class of fixed asset is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

### Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost, or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the period in which they are incurred.

### Revaluation

Certain asset classes may be re-valued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes, where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity; all other decreases are recognised in profit or loss. Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the re-valued amount of the asset.

Those assets carried at a re-valued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be re-valued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

### Land Under Roads

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government. Council has elected not to recognise any value for land under roads acquired on or before 31 December 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16 (a) (i) prohibits local governments

from recognising such land as an asset. In respect of land under roads acquired on or after 1 August 2008, as detailed above, Local Government (Financial Management) Regulation 16 (a) (i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4 (2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail. Consequently, any land under roads acquired on or after 1 September 2008 is not included as an asset of the Council.

#### Depreciation of Non-Current Assets

All non-current assets having a limited useful life (excluding freehold land) are systematically depreciated over their useful lives in a manner that reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use. Depreciation is recognised on a straight-line basis, using rates that are reviewed each reporting period. Major depreciation periods are:

Buildings	40 years
Furniture and Equipment	5 – 10 years
Plant and Machinery	2 – 10 years
Sealed Roads	- Clearing and Earthworks - Construction and Road Base - Original Surface / Major Resurface
	Not depreciated 5 – 80 years 5 – 80 years
Drainage	5 – 80 years
Pathways	5 – 80 years
Parks and Reserves	5 – 80 years

Asset residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount. Gains and losses on disposals are determined by comparing proceeds with the carrying amount. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

#### Capitalisation Threshold

Expenditure on capital items under \$5,000 is not individually capitalised. Rather, it is recorded on an Asset Low Value Pool listing.

### **(I) Financial Instruments**

#### Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted). Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

## Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method or cost. Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

- a. the amount in which the financial asset or financial liability is measured at initial recognition;
- b. less principal repayments;
- c. plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method; and
- d. less any reduction for impairment.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

### Financial assets at fair value through profit and loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

### Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

### Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current. They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss

pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

#### Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain, or loss, pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other financial assets are classified as non-current.

#### Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

#### Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in profit or loss. Any cumulative decline in fair value is reclassified to profit or loss at this point.

#### Derecognition

Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Council no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

#### **(m) Impairment**

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired. Where such an indication exists, an impairment test is carried out on

the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116). For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset. At the time of adopting the Annual Budget, it was not possible to estimate the amount of impairment losses (if any) as at 30 June 2019. In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Annual Budget.

#### **(n) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

#### **(o) Employee Benefits**

Provision is made for the Council's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may not satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows.

#### **(p) Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

#### **(q) Provisions**

Provisions are recognised when:

- a. The Council has a present legal or constructive obligation as a result of past events;
- b. for which it is probable that an outflow of economic benefits will result; and
- c. that outflow can be reliably measured.



Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

#### **(r) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on the Council's intentions to release for sale.

#### **(s) Comparative Figures**

Where required, comparative figures have been adjusted to conform to changes in presentation for the current reporting period.

#### **(t) Budget Comparative Figures**

Unless otherwise stated, the Budget comparative figures shown in this Budget document relate to the original Budget estimate for the relevant item of disclosure.

### **Service Unit Definitions**

The Town operations, as disclosed in this report, encompass the following service-oriented Service Units –

#### **Chief Executive Office**

##### Chief Executive Office

The Chief Executive Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Chief Executive Office functional area.

##### Communications and Engagement

Communications and Engagement manages the brand and reputation of the Town. This is achieved through developing clear and accessible messaging, consulting with the community, delivering key messages through various channels and working to reach the appropriate audiences through strategically executed marketing, engagement and communication planning..

## Customer Relations

Customer Relations manages the Customer Service Contact Centre, which is the first point of contact for the organisation, and monitors performance against the Town's Customer Service Charter.

## Leadership and Governance

The Leadership and Governance Service Area is committed to responsibly managing the Town on behalf of the residents and ratepayers of the District through collaboration, knowledge-sharing and good governance.

## Human Resources

Human Resources is responsible for the development and implementation of occupational health and safety compliance, staff development, employee relations, recruitment and payroll services of the Town.

## **Community Planning**

### Building Services

Building Services provide services to ensure buildings are safe, liveable, accessible and sustainable, and meet statutory requirements.

### Community Development

The Community Development team's vision is an empowered Victoria Park, which will be achieved through the mission of community capacity building.

### Community Planning Office

The Community Planning Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Community Planning functional area.

### Digital Hub

The Digital Hub provides free digital literacy and online training for the local community, not-for-profit organisations and local business operators.

### Economic Development

Economic Development seeks to increase the economic growth of the district through fostering business attraction and retention, tourism, marketing, community initiatives and creating robust relationships.

### Environmental Health

Environmental Health seeks to promote good standards of public health via the many hospitality outlets in the area and the community in general.

## General Compliance

The General Compliance Area liaise with and direct property owners and developers to ensure built-form building and planning requirements are adhered to at all times.

## Healthy Community

The Healthy Community team connect people to services, resources, information, facilities, and experiences that enhance their physical and social health and wellbeing.

## Library Services

Library Services plays a pivotal role in providing our community with access to resources, knowledge and technology in a safe, nurturing environment.

## Place Management

The Place Management Service Area implements programs, that are suitable for the particular targeted section of the community, to improve places within the District or, where the community is satisfied with the standard of operation, to maintain the already attained standard.

## Strategic Town Planning

Strategic Town Planning develops strategies for the future growth of the Town, with the aims of creating a vibrant community and improving the quality of life for residents.

## Urban Planning

Urban Planning assesses applications for development approval and subdivision, provides advice to the community and ensures land is appropriately used and developed.

## **Finance**

### Aqualife

The Aqualife Centre aims to improve community health and wellbeing; and to provide a safe and welcoming environment for the community to meet and socialise, primarily through aquatic recreation.

### Budgeting

The Budgeting Area includes the administration of non-cash expenditure and revenue associated with local government accounting requirements, including profit and loss and depreciation.

### Corporate Funds

The Corporate Funds are includes the management of loans, reserve fund transfers, restricted and trust funds, rate revenue and corporate grants funding.

## Finance Office

The Finance Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Finance functional area.

## Financial Services

The key role of Financial Services is to manage and control the Town's finances in a sound and prudent manner.

## Information Systems

Information Systems assists the Town in operating efficiently with the smooth running of essential business computer programs and systems.

## Leisurelife

The Leisurelife Centre aims to improve community health and wellbeing, and to provide a safe and welcoming environment for the community to meet and socialise, primarily through active recreation.

## Parking

The Parking Management section guides future parking initiatives within the Town, ensuring equitable access for everyone, whilst also monitoring existing parking areas and ensuring a safer community.

## Rangers

Ranger Services offer a 24 hours-a-day / 7 days-a-week service to help ensure community safety in the areas of Dog and Cat management and Local Law enforcement.

## **Operations**

### Asset Planning

Asset Planning provides services to manage and maintain Council facilities and their related assets.

### Environment

The Environment Area is committed to preserving and enhancing natural areas and recognises not only the ecological benefits of protecting natural assets, but also the social and recreational benefits as well.

### Fleet Services

Fleet Services oversees the various items of light fleet, heavy fleet and plant and equipment.

### Operations Office

The Operations Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Operations functional area.

### Parks and Reserves

The Parks and Reserves Section delivers high quality horticultural works to parks, reserves and streetscapes.

### Project Management

Project Management assists in improving the standards of project management and project delivery, and delivers nominated projects on behalf of the Town.

### Street Improvement

Street Improvement provides engineering advice, design, planning, and road safety initiatives.

### Street Operations

Street Operations ensure the maintenance and renewal of roads, pathways, drainage and associated assets.

### Waste

Waste Management implements waste collection, minimisation and disposal in a sustainable manner.



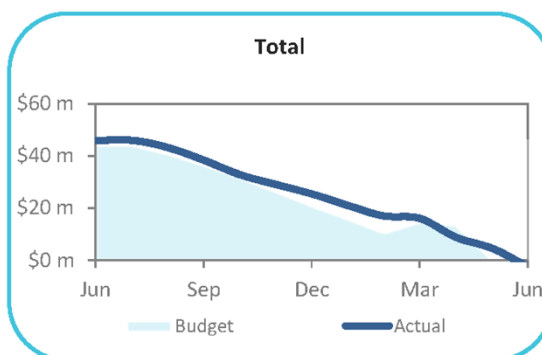
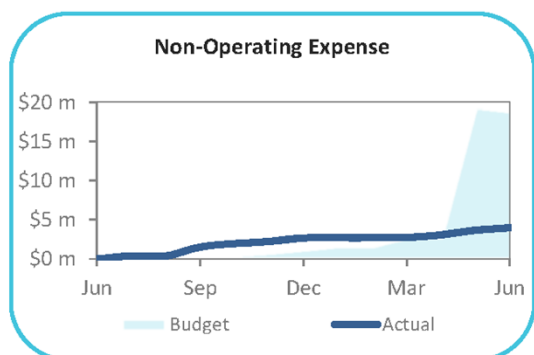
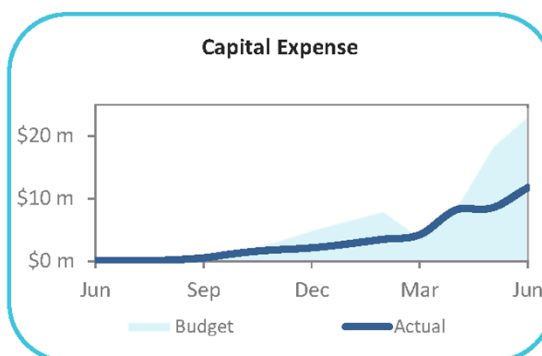
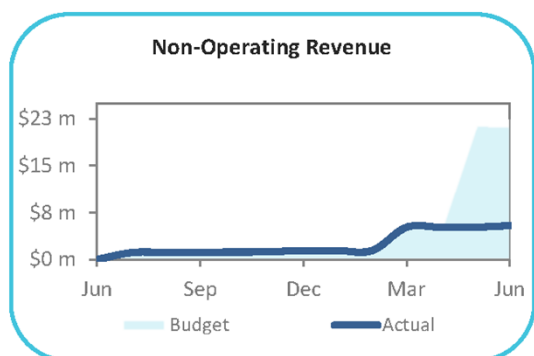
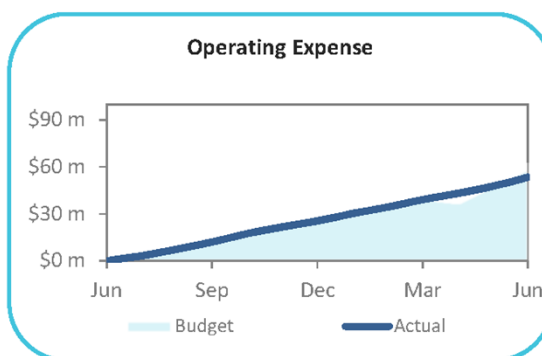
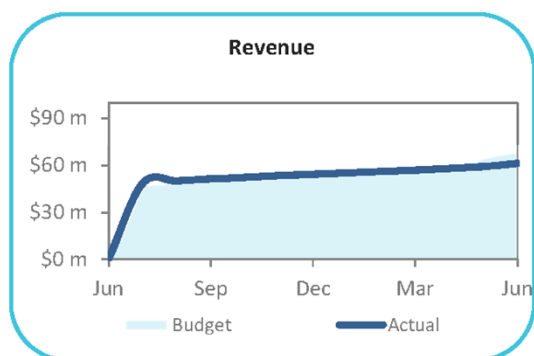
Particulars	Material Variance		30 June 2019		
			Revised Budget	Year-to-Date Budget	Year-to-Date Actual
	\$	%	\$	\$	\$
<b>Revenue</b>					
<b>Chief Executive Office</b>			<b>54,000</b>	<b>54,000</b>	<b>45,268</b>
Chief Executive Office			50,500	50,500	42,703
Communications and Engag			0	0	2,147
Customer Relations			0	0	0
Human Resources			3,000	3,000	323
Leadership and Governance			500	500	94
<b>Community Planning</b>			<b>1,272,244</b>	<b>1,272,244</b>	<b>1,347,151</b>
Building Services	48,220	▼ 13.6%	353,600	353,600	305,380
Community Development	50,698	▲ 24.7%	205,571	205,571	256,269
Community Planning Office			1,000	1,000	1,145
Digital Hub			4,150	4,150	3,554
Economic Development			0	0	4,469
Environmental Health			279,700	279,700	297,134
General Compliance			10,505	10,505	14,640
Healthy Community			27,500	27,500	30,026
Library Services			30,718	30,718	32,917
Place Management			0	0	0
Strategic Town Planning			0	0	0
Urban Planning	42,118	▲ 11.7%	359,500	359,500	401,618
<b>Finance</b>			<b>58,063,439</b>	<b>58,063,439</b>	<b>56,916,711</b>
Aqualife	93,136	▲ 4.3%	2,155,000	2,155,000	2,248,136
Budgeting	1,251,353	▼ 77.1%	1,622,500	1,622,500	371,147
Corporate Funds	185,713	▲ 0.4%	48,157,239	48,157,239	48,342,952
Finance Office			1,000	1,000	831
Financial Services	91,332	▲ 11.8%	773,500	773,500	864,832
Information Systems			2,000	2,000	1,694
Leisurelife			2,032,000	2,032,000	2,051,032
Parking	292,595	▼ 9.1%	3,208,000	3,208,000	2,915,405
Ranger services			112,200	112,200	120,684
<b>Operations</b>			<b>9,972,011</b>	<b>9,972,011</b>	<b>2,964,416</b>
Asset Planning	772,416	▼ 79.0%	977,660	977,660	205,244
Environment			0	0	0
Fleet Services			10,000	10,000	16,989
Operations Office	2,001,465	▼ 99.9%	2,002,500	2,002,500	1,035
Parks and Reserves	3,239,479	▼ 99.2%	3,264,500	3,264,500	25,021
Project Management			600	600	9,624
Street Improvement	58,383	▼ 58.1%	100,500	100,500	42,117
Street Operations	1,000,012	▼ 35.4%	2,825,251	2,825,251	1,825,239
Waste Services	48,148	▲ 6.1%	791,000	791,000	839,148
<b>Total Revenue</b>			<b>69,361,694</b>	<b>69,361,694</b>	<b>61,273,546</b>

Particulars	Material Variance		Revised Budget	30 June 2019	
	\$	%		Year-to-Date Budget	Year-to-Date Actual
			\$	\$	\$
<b>Operating Expense</b>					
<b>Chief Executive Office</b>			<b>(4,555,784)</b>	<b>(4,555,784)</b>	<b>(4,294,223)</b>
Chief Executive Office	43,076	▼ 4%	(1,102,000)	(1,102,000)	(1,058,924)
Communications and Engag	61,545	▼ 7%	(838,500)	(838,500)	(776,955)
Customer Relations	89,173	▼ 10%	(878,500)	(878,500)	(789,327)
Human Resources	112,218	▼ 12%	(954,809)	(954,809)	(842,591)
Leadership and Governance	44,450	▲ 6%	(781,975)	(781,975)	(826,425)
<b>Community Planning</b>			<b>(8,193,633)</b>	<b>(8,193,633)</b>	<b>(7,415,384)</b>
Building Services			(496,500)	(496,500)	(477,287)
Community Development	175,471	▼ 9%	(1,945,571)	(1,945,571)	(1,770,100)
Community Planning Office	28,646	▼ 3%	(968,000)	(968,000)	(939,354)
Digital Hub	33,382	▼ 19%	(175,100)	(175,100)	(141,718)
Economic Development	53,131	▼ 27%	(193,512)	(193,512)	(140,381)
Environmental Health	81,007	▲ 12%	(655,190)	(655,190)	(736,197)
General Compliance			(223,710)	(223,710)	(216,103)
Healthy Community			(261,000)	(261,000)	(238,841)
Library Services	36,846	▼ 3%	(1,278,500)	(1,278,500)	(1,241,654)
Place Management	123,903	▼ 40%	(306,500)	(306,500)	(182,597)
Strategic Town Planning	274,193	▼ 45%	(615,550)	(615,550)	(341,357)
Urban Planning	84,705	▼ 8%	(1,074,500)	(1,074,500)	(989,795)
<b>Finance</b>			<b>(22,493,163)</b>	<b>(22,493,163)</b>	<b>(22,609,169)</b>
Aqualife			(2,509,261)	(2,509,261)	(2,503,058)
Budgeting	1,464,314	▲ 19%	(7,756,000)	(7,756,000)	(9,220,314)
Corporate Funds	78,999	▼ 19%	(426,000)	(426,000)	(347,001)
Finance Office	105,888	▼ 13%	(833,500)	(833,500)	(727,612)
Financial Services	233,582	▼ 18%	(1,298,501)	(1,298,501)	(1,064,919)
Information Systems	403,228	▼ 13%	(3,161,550)	(3,161,550)	(2,758,322)
Leisurelife	233,228	▼ 9%	(2,573,326)	(2,573,326)	(2,340,098)
Parking	187,055	▼ 6%	(3,063,025)	(3,063,025)	(2,875,970)
Ranger services	100,124	▼ 11%	(872,000)	(872,000)	(771,876)
<b>Operations</b>			<b>(24,046,971)</b>	<b>(24,046,971)</b>	<b>(19,772,564)</b>
Asset Planning	796,087	▼ 19%	(4,210,816)	(4,210,816)	(3,414,729)
Environment			(185,500)	(185,500)	(173,773)
Fleet Services			0	0	(0)
Operations Office	2,073,702	▼ 74%	(2,820,000)	(2,820,000)	(746,298)
Parks and Reserves	476,178	▼ 10%	(4,994,200)	(4,994,200)	(4,518,022)
Project Management	195,796	▼ 15%	(1,340,419)	(1,340,419)	(1,144,623)
Street Improvement	330,198	▼ 26%	(1,274,500)	(1,274,500)	(944,302)
Street Operations	39,838	▼ 1%	(2,934,500)	(2,934,500)	(2,894,663)
Waste Services	350,881	▼ 6%	(6,287,036)	(6,287,036)	(5,936,155)
<b>Total Operating Expense</b>			<b>(59,289,551)</b>	<b>(59,289,551)</b>	<b>(54,091,339)</b>

Particulars	Material Variance		30 June 2019		
			Revised Budget	Year-to-Date Budget	Year-to-Date Actual
	\$	%	\$	\$	\$
<b>Capital Expense</b>					
<b>Chief Executive Office</b>			0	0	0
Chief Executive Office			0	0	0
Communications and Engag			0	0	0
Customer Relations			0	0	0
Human Resources			0	0	0
Leadership and Governance			0	0	0
<b>Community Planning</b>			(138,000)	(138,000)	0
Building Services			0	0	0
Community Development	138,000	▼ 100%	(138,000)	(138,000)	0
Community Planning Office			0	0	0
Digital Hub			0	0	0
Economic Development			0	0	0
Environmental Health			0	0	0
General Compliance			0	0	0
Healthy Community			0	0	0
Library Services			0	0	0
Place Management			0	0	0
Strategic Town Planning			0	0	0
Urban Planning			0	0	0
<b>Finance</b>			(1,112,500)	(1,112,500)	(460,657)
Aqualife			0	0	0
Budgeting			0	0	0
Corporate Funds			0	0	0
Finance Office			0	0	0
Financial Services			0	0	0
Information Systems	621,843	▼ 57%	(1,082,500)	(1,082,500)	(460,657)
Leisurelife			0	0	0
Parking	30,000	▼ 100%	(30,000)	(30,000)	0
Ranger services			0	0	0
<b>Operations</b>			(22,327,943)	(22,327,943)	(11,275,195)
Asset Planning	1,496,351	▼ 22%	(6,730,743)	(6,730,743)	(5,234,392)
Environment			0	0	0
Fleet Services	344,096	▼ 37%	(934,500)	(934,500)	(590,404)
Operations Office			0	0	0
Parks and Reserves	5,717,292	▼ 75%	(7,601,000)	(7,601,000)	(1,883,708)
Project Management	71,000	▼ 100%	(71,000)	(71,000)	0
Street Improvement			0	0	0
Street Operations	3,420,669	▼ 49%	(6,930,700)	(6,930,700)	(3,510,031)
Waste Services			(60,000)	(60,000)	(56,661)
<b>Total Capital Expense</b>			<b>(23,578,443)</b>	<b>(23,578,443)</b>	<b>(11,735,851)</b>

				30 June 2019		
Particulars	\$	Material Variance		Revised Budget	Year-to-Date Budget	Year-to-Date Actual
			%	\$	\$	\$
<u>Non-Operating Revenue</u>						
<b>Finance</b>						
Corporate Funds	15,883,385	▼	76%	21,008,000	21,008,000	5,124,615
<b>Operations</b>						
Fleet Services	111,428	▼	29%	387,300	387,300	275,872
<b>Total Non-Operating Revenue</b>				<b>21,395,300</b>	<b>21,395,300</b>	<b>5,400,487</b>
<u>Non-Operating Expense</u>						
<b>Finance</b>						
Corporate Funds	14,864,623	▼	79%	(18,858,000)	(18,858,000)	(3,993,377)
<b>Total Non-Operating Expense</b>				<b>(18,858,000)</b>	<b>(18,858,000)</b>	<b>(3,993,377)</b>
<b>Non-Cash Items Adjustments</b>						
Profit and Loss				(1,607,500)	(1,607,500)	(346,745)
Depreciation				8,037,500	8,037,500	9,621,343
<b>Total Non-Cash Items Adjustments</b>				<b>6,430,000</b>	<b>6,430,000</b>	<b>9,274,598</b>
<b>Suspense Items Yet To Be Applied</b>				0	0	104,932
<b>Opening Surplus / (Deficit)</b>				4,539,000	4,539,000	4,539,000
<b>Closing Surplus / (Deficit)</b>				0	0	10,771,995

### Graphical Representation





Particulars	Brought Forward 1 July \$	2018-2019 Revised Budget \$	Year To Date Actual \$
<b>Current Assets</b>			
Cash - Unrestricted	10,553,410	7,903,757	20,121,895
Cash - Reserves / Restricted	31,086,162	33,823,443	28,999,957
Receivables and Accruals	3,328,489	2,000,000	3,442,183
Inventories	9,470	1,500	9,470
	<b>44,977,531</b>	<b>43,728,700</b>	<b>52,573,505</b>
<b>Less Current Liabilities</b>			
Payables and Provisions	(9,352,369)	(9,905,257)	(12,801,553)
	<b>(9,352,369)</b>	<b>(9,905,257)</b>	<b>(12,801,553)</b>
<b>Net Current Asset Position</b>	<b>35,625,162</b>	<b>33,823,443</b>	<b>39,771,952</b>
<b>Less</b>			
Cash - Reserves / Restricted	(31,086,162)	(33,823,443)	(28,999,957)
<b>Estimated Surplus / (Deficiency) Carried Forward</b>	<b>4,539,000</b>	<b>-</b>	<b>10,771,995</b>

**Cash and Investments Analysis**

	Amount Invested \$	Interest Rate %	Term (Days)	Maturity Date	Projected Earnings \$	Percentage of Portfolio
<b>Cash - Unrestricted</b>						
<b>CBA</b>	<b>20,121,895</b>				<b>22,875</b>	<b>41%</b>
At Call	20,121,895	Variable	11am	Daily	22,875	
<b>Total Cash - Unrestricted</b>	<b>20,121,895</b>				<b>22,875</b>	<b>41%</b>
<b>Cash - Restricted</b>						
<b>CBA</b>	<b>28,999,957</b>				<b>349</b>	<b>59%</b>
At Call	28,999,957	Variable	11am	Daily	349	
<b>Total Cash - Restricted</b>	<b>28,999,957</b>				<b>349</b>	<b>59%</b>
<b>Total Cash - Invested</b>	<b>49,121,852</b>				<b>23,224</b>	<b>100%</b>
<b>Cash on Hand</b>	<b>9,005</b>					
<b>Total Cash</b>	<b>49,130,857</b>					

### Cash and Investments Analysis

#### Portfolio Diversity

Institution	%
Bankwest	0
BOQ	0
CBA	100
ME Bank	0
Suncorp	0
NAB	0
	100

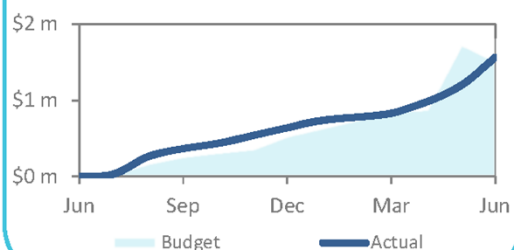


#### Investment Maturity Timing

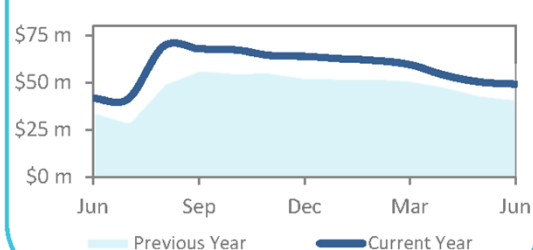
Maturity	\$
Up to 30 days	0
31 - 60 days	0
61 - 90 days	0
90+ days	0
	0



#### Interest Earnings

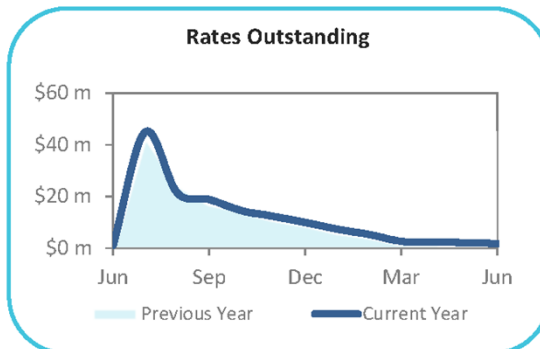


#### Total Cash Holdings

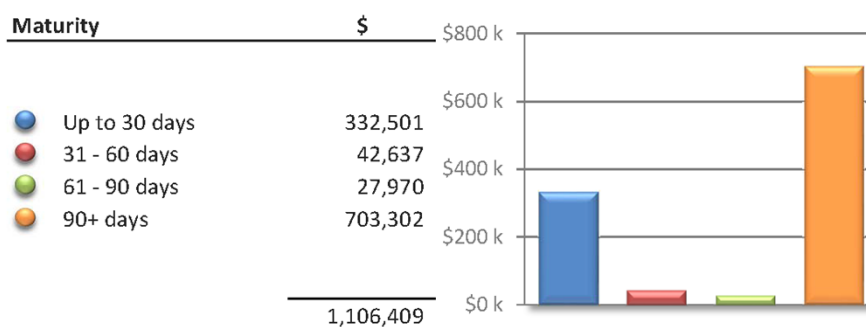


**Rates Outstanding (Not Including Deferrals or Associated Fees and Charges)**

	<b>Total</b>
Balance from Previous Year	1,092,378
Rates Levied - Initial	45,627,053
Rates Levied - Interims	436,076
<b>Total Rates Collectable</b>	<b>47,155,507</b>
Current Rates Collected To Date	45,312,132
<b>Current Rates Outstanding</b>	<b>1,843,375</b>
<b>% Rates Outstanding</b>	<b>3.9%</b>
<b>% Rates Outstanding target less than</b>	<b>2.4%</b>


**Sundry Debtors**

Type	Total	30 Days	60 Days	90 Days	90+ Days
Grants and Subsidies	169,116	169,116	-	-	-
Property Rent	3,446	1,838	-	-	1,607
Aqualife Fees	2,354	2,354	-	-	-
Leisurelife Fees	10,565	10,526	-	-	40
Community Development Fees	19,560	19,362	-	198	-
Health Fees	891	536	147	-	208
Other Fees and Charges	3,388	2,200	-	-	1,188
Building and Planning Application Fees	2,925	2,130	-	795	-
Infringements - Parking	858,920	123,990	42,290	25,911	666,729
Infringements - Animals	11,541	450	200	1,066	9,825
Infringements - General	9,303	-	-	-	9,303
Infringements - Bush Fire	10,598	-	-	-	10,598
Infringements - Health	3,803	-	-	-	3,803
<b>Total Sundry Debtors</b>	<b>1,106,409</b>	<b>332,501</b>	<b>42,637</b>	<b>27,970</b>	<b>703,302</b>

**Sundry Debtor Aged Analysis**


**Grants and Contributions**

Details	Original Budget \$	Revised Budget \$	Receipt Status	
			Invoiced	Remaining
<b>Operating Funding</b>				
<u>Community Development</u>				
Community Grants	-	-	-	-
Lotterywest Grants	-	-	-	-
Sponsorship	-	-	5,000	-
State Government Grants	-	-	-	-
<u>Corporate Funds</u>				
Federal Assistance Grant	750,000	750,000	576,149	173,851
Federal Local Road Grant	350,000	350,000	549,478	-
<u>Library Services</u>				
Book Council Grants	3,000	3,000	-	3,000
State Government Grants	6,100	6,100	4,600	1,500
<u>Operations Office</u>				
State Government Grants	2,000,000	2,000,000	-	2,000,000
<u>Street Operations</u>				
Federal Government Grants	235,000	235,000	210,000	25,000
MRWA Direct Road Grants	84,193	84,193	84,193	-
Street Lighting Subsidy	31,000	31,000	29,513	1,487
				-
<b>Non-Operating Funding</b>				
<u>Asset Planning</u>				
State Government Grant	751,000	751,000	-	751,000
<u>Parks and Reserves</u>				
Recreation Capital Grants	404,000	404,000	-	404,000
State Government Grant	2,790,000	2,790,000	-	2,790,000
<u>Street Operations</u>				
Federal Government Capital Grants	65,000	65,000	60,000	5,000
MRRG Road Rehabilitation Grants	380,820	380,820	322,421	58,399
MRWA Black Spot Grants	921,500	921,500	386,667	534,833
MRWA Other Grants	41,628	41,628	-	41,628
State Government Grant	403,000	403,000	-	403,000
Transport Grants	548,110	548,110	511,366	36,744
				-
<b>Total Cash Deposits</b>	<b>9,764,351</b>	<b>9,764,351</b>	<b>2,739,387</b>	<b>7,229,442</b>



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### Reserve Funds Descriptions

The purposes for which funds have been set aside by Council, in Reserve Funds, are outlined below -

#### Building Renewal

*To be used to fund renewal projects associated with Council's Building assets.*

#### Cash-in-Lieu

*To be used to assist in funding initiatives associated with payments received as cash in lieu of required obligations or works.*

#### Community Art

*To be used to fund the purchase and placement of art for the Council and Community.*

#### Drainage Renewal

*To be used to fund renewal projects associated with Council's Drainage infrastructure.*

#### Edward Millen Site

*To be used to assist in improving and / or maintaining the Edward Millen site, including the associated grounds.*

#### Furniture and Equipment Renewal

*To be used to fund renewal projects associated with Council's Furniture and Equipment assets.*

#### Future Fund

*To assist in funding projects and property purchases that diversify Council's revenue streams.*

#### Future Projects

*To assist in funding 'new' and 'upgrade' capital projects, with funding primarily derived from the sale of land assets.*

#### Harold Hawthorne - Carlisle Memorial

*To be used to provide funds to assist in conducting future Spring Garden Competitions.*

#### Information Technology Renewal

*To be used to fund renewal projects associated with Council's information technology assets.*  
*significant insurance claims.*

#### Insurance Risk Reserve

*To be used for the purpose of meeting the difference between premiums and claims in the event of any significant insurance claims.*

#### Other Infrastructure Renewal

*To be used to fund renewal projects associated with Council's Other infrastructure.*

#### Parks Renewal

*To be used to fund renewal projects associated with Council's Parks infrastructure.*

#### Pathways Renewal

*To be used to fund renewal projects associated with Council's Pathways infrastructure*

**Plant and Machinery Renewal**

*To be used to assist in the acquisition and replacement of the Town's Plant and Machinery.*

**Renewable Energy**

*To assist in investigating and funding renewable energy projects within the District.*

**Roads Renewal**

*To be used to fund renewal projects associated with Council's Roads Infrastructure*

**Underground Power**

*To assist in the funding of projects associated with the installation of underground power and associated landscaping.*

**Waste Management**

*To assist in the funding of waste management and waste minimisation strategies*

**Reserve Funds Transactions**

	<b>Annual Opening Balance \$</b>	<b>Transfer to Reserve \$</b>	<b>Transfer from Reserve \$</b>	<b>30 June 2019 Balance Actual \$</b>	<b>Balance Budget \$</b>	<b>Annual Revised Budget \$</b>
Building Renewal	487,366	9,067	-	496,433	525,366	525,366
Cash-in-Lieu	-	-	-	-	-	-
Community Art	689,443	12,826	-	702,269	557,443	690,043
Drainage Renewal	225,520	4,195	-	229,715	256,520	225,920
Edward Millen Site	1,882,335	27,118	-	1,909,453	1,969,335	1,458,678
Furniture and Equip Renewal	599,407	11,151	-	610,558	639,407	599,907
Future Fund	14,384,893	267,613	(3,710,000)	10,942,506	13,534,893	13,658,793
Future Projects	4,079,640	47,991	-	4,127,631	2,366,640	450,178
Harold Hawthorn - Carlisle	148,630	2,765	-	151,395	167,630	148,630
Information Technology Ren	661,800	12,312	-	674,112	878,800	665,400
Insurance Risk Reserve	396,930	7,384	-	404,314	431,930	397,230
Land Asset Optimisation	801,300	1,096,190	-	1,897,490	1,672,300	397,230
Other Infrastructure Renew	614,943	11,440	-	626,383	355,943	615,443
Parks Renewal	96,025	1,786	-	97,811	149,025	46,225
Pathways Renewal	419,697	7,808	-	427,505	255,697	420,397
Plant and Machinery	268,942	5,003	-	273,945	300,942	269,342
Renewable Energy	174,780	3,252	-	178,032	229,780	75,380
Roads Renewal	881,637	16,402	-	898,039	954,637	882,337
Underground Power	3,288,499	61,178	-	3,349,677	14,048,499	3,241,999
Waste Management	984,375	18,313	-	1,002,688	809,375	985,175
	<b>31,086,162</b>	<b>1,623,796</b>	<b>(3,710,000)</b>	<b>28,999,957</b>	<b>40,104,162</b>	<b>25,753,673</b>

## Capital Items

The following pages summarise the progress of the Capital Items.

For the purposes of these pages, the following indicators have been used -

### Item Timing

This relates to how the item is tracking time-wise and is displayed using the following indicators -

<input checked="" type="checkbox"/>	Behind
<input type="checkbox"/>	On-Track
<input checked="" type="checkbox"/>	In-Front

### Budget Status

This relates to how the item is costing against the Revised Budget and is displayed using the following indicators -

<input checked="" type="checkbox"/>	Over budget
<input type="checkbox"/>	On budget
<input checked="" type="checkbox"/>	Under budget

### Completion Stage

This relates to where the item is currently, in terms of completion, and is displayed using the following indicators -

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Not commenced
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Commenced
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Half-way completed
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Nearing completion
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Completed

## Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Land and Buildings</b>			<b>6,483,913</b>	<b>4,952,787</b>
<b>Renewal - Land and Buildings</b>				
6 Kent Street - Facility - Internal Renewal	<input type="checkbox"/>	■■■■	255,000	235,838
8 Kent Street - Facility - Internal Renewal	<input type="checkbox"/>	■■■■	230,000	227,320
Administration Office - Ceiling - Lighting	<input type="checkbox"/>	■■■■	20,000	19,370
Aqualife - First Aid Room - Refurbish	<input type="checkbox"/>	■■■■	14,500	14,485
Aqualife - Function Room - Renew Floor	<input type="checkbox"/>	■■■■	6,840	6,840
Aqualife - Plant Room - Ultraviolet Generators	<input type="checkbox"/>	■■■■	125,000	9,000
Fraser Park - Clubrooms - Painting	<input type="checkbox"/>	■■■■	12,300	12,300
Harold Hawthorne Centre - Various - Air Conditioning	<input type="checkbox"/>	■■■■	95,000	45,250
Harold Rossiter Park - Clubrooms - Painting	<input checked="" type="checkbox"/>	■■■■	17,000	17,080
Higgins Park - Clubrooms - Painting	<input type="checkbox"/>	■■■■	16,000	15,900
Leisurelife - Drama Room - Floor Reseal	<input type="checkbox"/>	■■■■	3,500	3,438
Leisurelife - Gym - Air Conditioning	<input checked="" type="checkbox"/>	■■■■	110,000	111,420
Leisurelife - Sports Court Major - Roller Door	<input checked="" type="checkbox"/>	■■■■	5,000	5,020
Leisurelife - Toilets and Change Rooms - Renewal	<input checked="" type="checkbox"/>	■■■■	275,000	275,774
Library - Outdoor Staff Area - Courtyard Security	<input checked="" type="checkbox"/>	■■■■	2,000	2,007
Library - Staff Locker Area - Compactus Area Ceiling	<input type="checkbox"/>	■■■■	7,000	4,690
Reactive Building Renewal Works - Various - Allocation	<input type="checkbox"/>	■■■■	30,000	0
Taylor Reserve - Toilets - Renewal	<input type="checkbox"/>	■■■■	180,175	180,171
Victoria Park Community Centre (LLC) - Fencing replacer	<input type="checkbox"/>	■■■■	10,000	5,892
4 Temple Street - Electrical and Refurbishment Works	<input type="checkbox"/>	■■■■	15,000	6,500
Harold Rossiter Park - Clubrooms - Plumbing	<input type="checkbox"/>	■■■■	10,000	4,460
Library - Main Area Fitout	<input type="checkbox"/>	■■■■	86,000	0
<b>Upgrade - Land and Buildings</b>				
Administration Office - Facility - Accessibility Upgrade	<input type="checkbox"/>	■■■■	31,000	30,875
Land - 25 Boundary Road - Subdivision	<input type="checkbox"/>	■■■■	71,000	0
Kitchen Upgrade - Higgins Park Tennis Club	<input checked="" type="checkbox"/>	■■■■	1,598	1,598
874 Albany Highway - Accessibility	<input type="checkbox"/>	■■■■	15,000	14,621
<b>New - Land and Buildings</b>				
Lathlain Redevelopment (Zone 2) - Buildings	<input type="checkbox"/>	■■■■	750,000	0
Lathlain Redevelopment (Zone 2x) - Buildings	<input type="checkbox"/>	■■■■	380,000	0
Land Acquisition - 707-709 Albany Hwy, East Vic Park	<input type="checkbox"/>	■■■■	3,710,000	3,702,939



## Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Plant and Machinery</b>			<b>994,500</b>	<b>647,064</b>
<b>Renewal - Plant and Machinery</b>				
105 VPK - Holden Colorado Dual Cab Ute (Plant 397)	<input type="checkbox"/>	■■■■■	35,000	33,652
107 VPK - Nissan X Trail Wagon (Plant 394)	<input type="checkbox"/>	□□□□	16,000	0
119 VPK - Holden Colorado Dual Cab Ute (Plant 383)	<input type="checkbox"/>	■■■■■	32,000	31,749
121 VPK - Nissan Navara Dual Cab Ute (Plant 390)	<input checked="" type="checkbox"/>	■■■■■	32,000	32,283
123 VPK - Holden Cruze Wagon (Plant 361)	<input checked="" type="checkbox"/>	■■■■■	25,000	25,272
125 VPK - Nissan Navara Ute (Plant 389)	<input checked="" type="checkbox"/>	■■■■■	32,000	32,642
126 VPK - VW Caddy Rangers (Plant 375)	<input type="checkbox"/>	■■■■■	42,000	41,708
129 VPK - VW Caddy Rangers (Plant 376)	<input type="checkbox"/>	■■■■■	41,500	39,126
132 VPK - Holden Colorado Dual Cab Ute (Plant 392)	<input checked="" type="checkbox"/>	■■■■■	32,000	32,422
141 VPK - Ford Transit (Plant 296)	<input type="checkbox"/>	■■■■■	45,000	43,457
162 VPK - Road Sweeper (Plant 341)	<input type="checkbox"/>	■■■□□	380,000	130,950
1EFR 960 - Hyundai Sedan (Plant 333)	<input checked="" type="checkbox"/>	■■■■■	25,000	25,553
1EFZ 074 - Hyundai Parking (Plant 335)	<input checked="" type="checkbox"/>	■■■■■	25,000	26,638
1EHK 762 - Hyundai Sedan (Plant 337)	<input checked="" type="checkbox"/>	■■■■■	25,000	26,018
1EIO 123 - VW Caddy Parking (Plant 342)	<input type="checkbox"/>	□□□□	45,000	0
1EPG 777 - Hyundai i30 Parking (Plant 373)	<input type="checkbox"/>	□□□□	25,000	0
1GEL 999 - Subaru (Plant 391)	<input checked="" type="checkbox"/>	■■■■■	23,500	23,709
158 VPK - Mowing Trailer (Plant 180)	<input type="checkbox"/>	■■■■■	18,700	14,085
Electric Bicycles	<input type="checkbox"/>	■■■■■	10,500	9,091
Minor Plant Renewal - Parks	<input type="checkbox"/>	■■■■■	13,000	12,886
Minor Plant Renewal - Street Improvement	<input type="checkbox"/>	■■■■■	11,300	9,164
Minor Plant - Bins	<input type="checkbox"/>	■■■□□	60,000	56,661
<b>Furniture and Equipment</b>			<b>317,830</b>	<b>281,605</b>
6 and 8 Kent Street - Minor Expense - Allocation	<input type="checkbox"/>	■■■■■	30,000	19,750
Administration Centre - Minor Expense - Allocation	<input checked="" type="checkbox"/>	■■■■■	45,000	45,264
Aqualife - Crèche - Play Equipment	<input type="checkbox"/>	■■■■■	1,000	789
Aqualife - Function Room - Group Fitness Equipment	<input type="checkbox"/>	■■■■■	3,000	2,388
Aqualife - Minor Expense - Allocation	<input type="checkbox"/>	■■■■■	11,000	10,083
Depot - Minor Expense - Allocation	<input type="checkbox"/>	■■■■■	10,000	3,175
Digital Hub - Minor Expense - Allocation	<input type="checkbox"/>	■■■■■	5,000	1,343
Leisure life - Minor Expense - Allocation	<input type="checkbox"/>	■■■■■	10,000	8,788
Leisurelife - Court 3 - Badminton Posts	<input type="checkbox"/>	■■■■■	4,000	2,580
Leisurelife - Court 3 - Equipment Storage	<input type="checkbox"/>	■□□□	10,000	0
Leisurelife - Courts 1 and 2 - Volleyball Posts	<input type="checkbox"/>	■■■■■	4,500	3,753
Leisurelife - Gym - Gym Equipment	<input type="checkbox"/>	■■■■■	165,000	164,428
Library - Minor Expense - Allocation	<input type="checkbox"/>	■■■■■	15,000	14,932
<b>Upgrade - Furniture and Equipment</b>				
Depot - Pedestrian Gate - Security Upgrade	<input type="checkbox"/>	■■■■■	4,330	4,330

## Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Information Technology</b>			<b>1,082,500</b>	<b>460,657</b>
<b>Renewal - Information Technology</b>				
System - Intranet and Portal	<input type="checkbox"/>	■□□□	129,000	106,849
Hardware - Mobile Computing Devices	<input type="checkbox"/>	■□□□	9,500	0
<b>Upgrade - Information Technology</b>				
Hardware - Workstations and Peripherals	<input type="checkbox"/>	■□□□	2,500	2,454
Software - Leisure Facilities Management	<input type="checkbox"/>	■□□□	81,500	69,112
Software - Library Management	<input type="checkbox"/>	■□□□	95,000	23,760
Software - Desktop Renewals (SOE Development)	<input type="checkbox"/>	■□□□	60,000	28,303
Software - AP Workflow (Authority)	<input type="checkbox"/>	■□□□	54,000	1,161
Hardware - Leisurelife Centre Technology	<input type="checkbox"/>	■□□□	120,000	1,260
Hardware - Network Storage	<input checked="" type="checkbox"/>	■□□□	54,000	56,767
Hardware - Council Chambers Live Streaming System	<input type="checkbox"/>	■□□□	34,500	0
<b>New - Information Technology</b>				
Software - Asset Management	<input type="checkbox"/>	■□□□	176,500	22,440
Software - Minutes and Agendas	<input type="checkbox"/>	■□□□	70,000	55,016
Software - Mobile App Lighten Up	<input checked="" type="checkbox"/>	■□□□	1,500	1,697
IT - Development Application System (Software)	<input type="checkbox"/>	■□□□	26,000	25,860
Relocation Hardware 6 - 8 Kent Street	<input type="checkbox"/>	■□□□	80,000	21,234
Software - Volunteer Database	<input type="checkbox"/>	□□□□	7,000	0
Software - CAMMS Project PoC	<input type="checkbox"/>	■□□□	35,000	20,819
Software - Property Management System	<input type="checkbox"/>	■□□□	30,000	18,000
Software - Human Resources (Authority)	<input type="checkbox"/>	■□□□	16,500	5,926
<b>Roads</b>			<b>4,378,547</b>	<b>2,792,200</b>
<b>Renewal - Roads</b>				
Albany Highway - Duncan to Teddington - Seal	<input type="checkbox"/>	■□□□	18,002	17,532
Albany Highway - Kent - Miller Roundabout - Seal	<input type="checkbox"/>	■□□□	68,500	65,000
Albany Highway - Service Lane to Shepperton - Seal	<input checked="" type="checkbox"/>	■□□□	42,000	44,555
Custance Street - Getting to Roberts - Seal	<input type="checkbox"/>	■□□□	51,000	50,664
Enfield Street - Goddard to Gallipoli - Seal	<input checked="" type="checkbox"/>	■□□□	128,500	130,701
Enfield Street - Waller to Goddard - Seal	<input type="checkbox"/>	■□□□	33,000	15,793
Esperance Street - Berwick to End - Seal	<input type="checkbox"/>	■□□□	85,000	83,257
Gloucester Street - Cargill to Leonard - Seal	<input checked="" type="checkbox"/>	■□□□	178,500	215,523
Hampton Road - Howick to Teague - Seal	<input type="checkbox"/>	■□□□	170,000	154,195
Hubert Street - Somerset to Oats - Seal	<input type="checkbox"/>	■□□□	100,000	84,579
Kate Street - Norseman to Lake View - Seal	<input checked="" type="checkbox"/>	■□□□	70,000	89,089
King George Street - Berwick to 60m South - Seal	<input type="checkbox"/>	■□□□	25,000	19,265
Maple Street - Gallipoli to End - Seal	<input type="checkbox"/>	■□□□	120,500	104,412
Oats Street - Mars to Planet - Seal	<input checked="" type="checkbox"/>	■□□□	147,500	167,114
Oats Street - Tuckett to Rutland - Seal	<input type="checkbox"/>	■□□□	135,000	25,416
Rathay Street - Berwick to Lansdowne - Seal	<input checked="" type="checkbox"/>	■□□□	144,000	174,550
Salford Street - Albany to Lichfield - Seal	<input type="checkbox"/>	■□□□	99,000	87,999

## Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Renewal - Roads (continued)</b>				
Staines Street - Goddard to Gallipoli - Seal	<input type="checkbox"/>	■■■■	161,000	143,979
Star Street - Mid Block to Archer - Seal	<input type="checkbox"/>	■■■□	135,000	106,541
Resurface rail crossing - Oats and Mint Streets	<input type="checkbox"/>	□□□□	115,000	0
<b>Upgrade - Roads</b>				
Hill View Terrace and Oats Street - Intersection	<input type="checkbox"/>	■■■□	258,000	96,267
Kent and Hayman - Stage 1 - Pavement	<input type="checkbox"/>	■■■□	630,000	310,014
McCartney Crescent - Pavement	<input type="checkbox"/>	■■■■	22,500	17,750
Roberts Road and Orrong Road - Intersection	<input type="checkbox"/>	■■■□	220,000	0
Rutland Avenue - Oats to Welshpool - Pavement	<input type="checkbox"/>	■■■□	400,000	216,340
Shepperton and Miller - Stage 2 - Pavement	<input type="checkbox"/>	■■■□	449,500	22,310
Upgrade Hillview and Berwick Intersection - Stage 2	<input type="checkbox"/>	■■■■	5,500	0
<b>New - Roads</b>				
Cornwall Street - Gallipoli to Castle - Calming	<input checked="" type="checkbox"/>	■■■■	4,295	4,295
Gallipoli Street - Egham to Enfield - Calming	<input type="checkbox"/>	■■■■	92,500	92,384
Gallipoli Street - Egham to Howick - Calming	<input type="checkbox"/>	■■■■	99,000	98,628
Goddard Street - Egham to Howick - Calming	<input checked="" type="checkbox"/>	■■■■	49,700	59,576
Goddard Street - Midgley to Cookham - Calming	<input type="checkbox"/>	■■■■	46,200	46,178
McCartney Crescent - Goddard to Roberts - Calming	<input checked="" type="checkbox"/>	■■■■	12,850	13,706
Saleham Street - Goddard to Gallipoli - Calming	<input type="checkbox"/>	■■■■	15,000	14,960
Various - Bike Plan Initiatives - On Road Facilities	<input type="checkbox"/>	■■■■	47,000	19,625

## Drainage 394,103 171,538

### Renewal - Drainage

Hill View Terrace - Intersection Drainage	<input type="checkbox"/>	■■■■	30,000	6,000
Pipe Renewal - Allocation	<input checked="" type="checkbox"/>	■■■□	40,000	54,067
Pit Renewal - Allocation	<input type="checkbox"/>	■■■□	20,000	11,378
Sump Renewal - Allocation	<input type="checkbox"/>	■■■■	35,000	31,834

### New - Drainage

Bishopsgate Street - Improvements	<input type="checkbox"/>	■■■□	235,000	37,299
Lake View Terrace - Improvements	<input checked="" type="checkbox"/>	■■■■	14,103	14,103
Right of Ways - Various	<input type="checkbox"/>	■■■□	20,000	16,858

## Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Pathways</b>			<b>1,021,500</b>	<b>230,022</b>
<b>Renewal - Pathways</b>				
Berwick Street - Mackie to McMaster - Surface	<input type="checkbox"/>	■■■■	15,900	15,864
Berwick Street - Whittlesford to Hillview - Surface	<input type="checkbox"/>	■■■■	36,300	36,248
Gloucester Street - McMaster to King George - Surface	<input type="checkbox"/>	■■■■	15,600	9,018
Kitchener Avenue - Howick to Egham - Surface	<input type="checkbox"/>	■■■■	20,300	20,264
Lathlain Redevelopment (Zone 7) - Pathways	<input type="checkbox"/>	■□□□	150,000	482
Mint Street - Carnarvon to Shepperton - Surface	<input type="checkbox"/>	■■■■	28,400	25,872
<b>Upgrade - Pathways</b>				
ROW52 Laneway Upgrade (IGA Laneway Revitalisation)	<input type="checkbox"/>	■□□□	355,000	829
<b>New - Pathways</b>				
Goodwood Parade - Shared Path - Surface	<input type="checkbox"/>	■■□□	400,000	121,445
<b>Parks</b>			<b>7,601,000</b>	<b>1,883,708</b>
<b>Renewal - Parks</b>				
George Street Reserve - Revegetation Project	<input type="checkbox"/>	■■■□	60,000	56,940
GO Edwards Park - Renewal	<input type="checkbox"/>	■■■□	1,000,000	384,300
Kensington Bushland - Information Shelters	<input checked="" type="checkbox"/>	■■■■	7,000	7,265
Kent Street Reserve - Revegetation Project	<input type="checkbox"/>	■■■□	2,000	0
Main and Arterial Roads - Landscaping and Planting	<input checked="" type="checkbox"/>	■■■□	15,000	17,339
McCallum Park - River Wall - Foreshore Landscape	<input type="checkbox"/>	■□□□	608,000	344,292
Tree Plan - Tree Replanting	<input type="checkbox"/>	■■■□	78,000	76,445
Berwick Road Median Planting (St James)	<input type="checkbox"/>	■■■■	5,000	4,545
<b>Upgrade - Parks</b>				
Fletcher Park - Cricket Nets	<input type="checkbox"/>	■■■■	70,000	65,416
Higgins Park - Tennis Courts	<input type="checkbox"/>	■□□□	736,000	3,873
John Macmillan Park - Redevelopment	<input type="checkbox"/>	■■■□	1,110,000	607,420
<b>New - Parks</b>				
Kensington Bushland - Jirdarup Signage	<input checked="" type="checkbox"/>	■■■□	10,000	10,203
Lathlain Redevelopment (Zone 2) - Parks	<input type="checkbox"/>	■□□□	1,533,000	10
Lathlain Redevelopment (Zone 2x) - Parks	<input type="checkbox"/>	■■■□	2,245,000	196,057
Peninsula to Park - Landscaping	<input type="checkbox"/>	■■■□	122,000	109,604

## Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Other Infrastructure</b>			<b>1,304,550</b>	<b>316,270</b>
<b>Renewal - Other Infrastructure</b>				
Car Parks - Car Park Kerbs - Allocation	□	■ ■ □ □	5,000	0
Car Parks - GO Edwards No 17	□	■ ■ ■ ■	60,000	58,577
Car Parks - Resurfacing - Allocation	□	■ ■ ■ □	20,000	17,356
Lathlain Redevelopment (Zone 7) - Carparks	□	■ □ □ □	350,000	0
Street Furniture - Bus Shelter - Allocation	□	■ ■ ■ ■	55,000	31,599
Street Lighting - Albany Highway and Laneways	□	■ ■ ■ ■	10,500	10,415
<b>Upgrade - Other Infrastructure</b>				
Parking - Parking Meters - Upgrade	□	■ □ □ □	30,000	0
Street Lighting - Leisurelife Car Park - Stage 2	□	■ ■ ■ ■	63,100	63,091
<b>New - Other Infrastructure</b>				
Artworks - Allocation	□	□ □ □ □	50,000	0
Lathlain Redevelopment (Zone 2) - Artwork	□	■ □ □ □	33,000	0
Lathlain Redevelopment (Zone 2) - Carparks	□	■ □ □ □	303,000	0
Lathlain Redevelopment (Zone 2x) - Artwork	□	■ □ □ □	55,000	0
Parking - ACROD Bays - Allocation	□	■ ■ ■ ■	22,000	18,331
Right of Way 51 - Resurface	□	■ ■ ■ □	6,800	4,557
Street Furniture - Allocation	□	■ ■ □ □	15,000	2,500
Street Furniture - Bike Stations and Hoops	□	■ ■ ■ □	10,000	9,433
Street Lighting - Installation	□	■ ■ ■ □	72,000	71,427
Street Lighting - Safety Improvements - Allocation	□	■ ■ ■ □	13,200	0
Carlisle Planter Box Pilot Scheme	□	■ ■ ■ □	16,000	14,989
Victoria Park Planter Box Pilot Scheme	□	■ ■ ■ □	14,950	13,995
Albany Highway CCTV	□	■ □ □ □	100,000	0



**DOG ACT 1976**  
**LOCAL GOVERNMENT ACT 1995**

**TOWN OF VICTORIA PARK**  
**AMENDMENT (DOGS) LOCAL LAW 2019**

Under the powers of the *Local Government Act 1995*, the *Dog Act 1976* and all other powers enabling it, the Council of the Town of Victoria Park resolved on 20 August 2019 to make the following local law.

**Part 1 – Preliminary**

**1 Citation**

This local law may be cited as the *Amendment (Dogs) Local Law 2019*.

**2 Commencement**

This local law commences on

(a) 1 October 2019; or

(b) the fourteenth day following its publication in the *Government Gazette*;

whichever is the later.

**3 Purpose and Effect**

- (1) The purpose of this local law is to amend the *Dog Local Law 2018* consistent with the undertakings provided to the Joint Standing Committee on Delegated Legislation.
- (2) The effect of this local law is to amend clauses 1.4 and 3.1, remove part 5 and revise schedule 3 of the *Dog Local Law 2018*.

**Part 2 – *Dog Local Law 2018* amended**

**4 Local Law amended**

The *Town of Victoria Park Dog Local Law 2018* as published in the *Government Gazette* on 16 January 2019 is amended as set out in clauses 5, 6, 7 and 8.

**5 Clause 1.4 amended**

Clause 1.4 is amended to delete the definition of “assistance dog”

**6 Clause 3.1 amended**

- (1) After clause 3.1(2) insert:  
"Penalty: \$5,000"
- (2) In clause 3.1(3) delete "Penalty: \$5,000".

**7 Part 5 deleted**

Part 5 is deleted and the table of contents at the front of the local law is amended accordingly.

**8 Schedule 3 amended**

Item 4 of Schedule 3 is deleted.

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Dated this       day of       2019.

The Common Seal of the       )  
Town of Victoria Park was       )  
affixed in the presence of       )

TREVOR VAUGHAN, Mayor

\_\_\_\_\_

ANTHONY VULETA, Chief Executive Officer

\_\_\_\_\_

#### 10.x – Amendment (Dogs) Local Law 2019 – Public submission summary

No.	Submission received	Officer's response	Amended – Y/N
1	I oppose this proposal as the CEO has too much delegated authority in this Town.	Your concerns regarding the CEO's delegated authority are noted. However as this amendment local law does not in any way effect a delegation provided to the CEO it will be recommended that the amendment local law be made.	N.



TOWN OF  
VICTORIA PARK



# Dog Local Law 2018

Town of Victoria Park

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**WE'RE OPEN**  
VIC PARK

Consolidated within this document is the *Town of Victoria Park Dog Local Law 2019* made under the *Local Government Act 1995* and *Dog Act 1976*.

The following consolidated local law is not legal evidence of a local law and exists as a requirement of section 5.96A of the *Local Government Act 1995* for the ease of information for the public. For a version that is legal evidence of a local law under section 9.34 of the *Local Government Act 1995* it can be sourced from the Town's administration office and library. This consolidation is prepared by taking the original local law as passed by Council and combining it with all amendments made.

The following is the *Dog Local Law 2018* made by the Council of the Town of Victoria Park under section 3.12 of the *Local Government Act 1995*, the *Dog Act 1976* and all other acts and powers enabling it.

The Common Seal of the                    )  
Town of Victoria Park was                )  
affixed by the authority of a            )  
resolution of the Council in             )  
the presence of                            )

\_\_\_\_\_  
Trevor Vaughan, Mayor

\_\_\_\_\_  
Anthony Vuleta, Chief Executive Officer

On the                day of                                20

Revision History:

Version	Made, Amended, Revoked	Date	Council Resolution Number	Effective	Key Changes/Notes
1	Made	13/11/2018	Item 13.1	30/1/2019	Made
2	Amended	20/08/2018		1/10/2019	Amended by Amendment (Dogs) Local Law 2019



# **TOWN OF VICTORIA PARK**

## **DOG LOCAL LAW 2018**

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# **DOG ACT 1976 LOCAL GOVERNMENT ACT 1995**

## **TOWN OF VICTORIA PARK DOG LOCAL LAW 2008**

Under the powers conferred by the Dog Act 1976, the Local Government Act 1995 and under all other powers enabling it, the Council of the Town of Victoria Park resolved on 13 November 2018 to make the following local law.

### **Part 1 – Preliminary**

#### **1.1 Citation**

This local law may be cited as the *Town of Victoria Park Dog Local Law 2018*.

#### **1.2 Commencement**

This local comes into operation 14 days after the date of its publication in the *Government Gazette*.

#### **1.3 Repeal**

The Town of Victoria Park Dogs Local Law published in the *Government Gazette* on 31 May 2000, as amended, is repealed.

#### **1.4 Terms used**

In this local law unless the context otherwise requires—

**“Act”** means the Dog Act 1976;

**“authorised person”** means a person authorised by the local government under section 29(1) of the Act;

**“CEO”** means the Chief Executive Officer of the local government;

**“district”** means the district of the local government;

**“local government”** means the Town of Victoria Park;

**“pound”** means any dog management facility established as a pound under the Act;

**“Regulations”** means the Dog Regulations 2013; and

**“thoroughfare”** has the meaning given to it in section 1.4 of the Local Government Act 1995.

*[Clause 1.4 amended by clause 5 of Amendment (Dogs) Local Law 2019]*

## **1.5 Application**

The local law applies throughout the district.

## **Part 2 – Impounding of Dogs**

### **2.1 Charges and costs**

The following are to be imposed and determined by the local government under sections 6.16 to 6.19 of the Local Government Act 1995—

- (a) the charges to be levied under section 29(4) of the Act relating to the seizure and impounding of a dog;
- (b) the additional fee payable under section 29(4) of the Act where a dog is released at a time or on a day other than those determined under clause 2.2; and
- (c) the costs of the destruction and the disposal of a dog referred to in section 29(15) of the Act.

### **2.2 Attendance of authorised person at pound**

An authorised person is to be in attendance at the pound for the release of dogs at the times and on the days of the week as are determined by the CEO.

### **2.3 Release of impounded dog**

- (1) A claim for the release of a dog seized and impounded is to be made to an authorised person or in the absence of an authorised person, to the CEO.
- (2) An authorised person is not to release a dog seized and impounded to any person unless that person has produced, to the satisfaction of the authorised person, satisfactory evidence—
  - (a) of ownership of the dog or authority to take delivery of it; or
  - (b) that the person identified is the owner as recorded on a microchip implanted in the dog.

## **Part 3 – Requirements and Limitations on the Keeping of Dogs**

### **3.1 Dogs to be confined**

- (1) An occupier of premises on which a dog is kept must—
  - (a) cause a portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog;
  - (b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;

- (c) ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises (unless the gate is temporarily opened in a manner that ensures that the dog remains confined) and is fitted with a proper latch or other means of fastening it;
  - (d) maintain the fence and all gates and doors in the fence in good order and condition; and
  - (e) where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.
- (2) Where an occupier fails to comply with subclause (1), he or she commits an offence.  
Penalty: \$5,000.
- (3) Notwithstanding subclause (1) and (2), the confinement of dangerous dogs is dealt with in the Act and the Regulations.

*[Clause 3.1. amended by clause 6 of Amendment (Dogs) Local Law 2019]*

### **3.2 Notice to Occupier**

- (1) Where the local government considers that a premises on which a dog is kept does not comply with clause 3.1(1), the local government may give a written notice to the occupier of that premises requiring specified measures to be taken to address that non-compliance.
- (2) Where an occupier fails to comply with a notice given under subclause (1) within the time specified within that notice, he or she commits an offence.  
Penalty: \$5,000.

### **3.3 Limitation on the number of dogs**

The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act, two dogs over the age of three months and the young of those dogs under that age.

## **Part 4 – Approved Kennel Establishments**

### **4.1 Interpretation**

In this Part and in Schedule 2—

**“licence”** means a licence to keep an approved kennel establishment on premises;

**“licensee”** means the holder of a licence;

**“premises”**, in addition to the meaning given to it in section 3 of the Act, means the premises described in the application for a licence; and

**“transferee”** means a person who applies for the transfer of a licence to her or him under clause 4.14.



## **4.2 Application for licence for approved kennel establishment**

An application for a licence must be made in the form of that in Schedule 1, and must be lodged with the local government together with—

- (a) plans and specifications of the kennel establishment, including a site plan;
- (b) copies of the notices to be given under clause 4.3;
- (c) written evidence that either the applicant or another person who will have the charge of the dogs, will reside on the premises or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare;
- (d) a written acknowledgment that the applicant has read and agrees to comply with any code of practice relating to the keeping of dogs nominated by the local government; and
- (e) the fee for the application for a licence referred to in clause 4.10(1).

## **4.3 Notice of proposed use**

- (1) An applicant for a licence must give notice of the proposed use of the premises as an approved kennel establishment after the application for a licence has been lodged—
  - (a) once in a newspaper circulating in the district; and
  - (b) to the owners and occupiers of any premises adjoining the premises.
- (2) The notices in subclause (1) must specify that—
  - (a) any written submissions as to the proposed use are to be lodged with the CEO within 14 days of the date the notice is given; and
  - (b) the application and plans and specifications may be inspected at the offices of the local government.
- (3) Where—
  - (a) the notices given under subclause (1) do not clearly identify the premises; or
  - (b) a notice given under subclause (1)(a) is of a size or in a location in the purpose newspaper which, in the opinion of the local government, would fail to serve the purpose of notifying persons of the proposed use of the premises,

then the local government may refuse to determine the application for a licence until the notices or notice, as the case may be, is given in accordance with its directions.

#### **4.4 Exemption from notice requirements**

Where an application for a licence is made in respect of premises on which an approved kennel establishment is either a—

- (a) permitted use; or
- (b) use which the local government may approve subject to compliance with specified notice requirements,

under a town planning scheme, then the requirements of clauses 4.2(b), 4.3 and 4.5(a) do not apply in respect of the application for a licence.

#### **4.5 When application can be determined**

An application for a licence is not to be determined by the local government until—

- (a) the applicant has complied with clause 4.2;
- (b) the applicant submits proof that the notices referred to in clause 4.3(1) have been given in accordance with that clause; and
- (c) the local government has considered any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises.

#### **4.6 Determination of application**

In determining an application for a licence, the local government is to have regard to—

- (a) the matters referred to in clause 4.7;
- (b) any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises;
- (c) any economic or social benefits which may be derived by any person in the district if the application for a licence is approved;
- (d) the effect which the kennel establishment may have on the environment or amenity of the neighbourhood;
- (e) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
- (f) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

#### **4.7 Where application cannot be approved**

The local government cannot approve an application for a licence where—

- (a) an approved kennel establishment cannot be permitted by the local government on the premises under a town planning scheme; or
- (b) an applicant for a licence or another person who will have the charge of the dogs will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare.

#### **4.8 Conditions of approval**

- (1) The local government may approve an application for a licence subject to the conditions contained in Schedule 2 and to such other conditions as the local government considers appropriate.
- (2) In respect of a particular application for a licence, the local government may vary any of the conditions contained in Schedule 2.

#### **4.9 Compliance with conditions of approval**

A licensee who does not comply with the conditions of a licence commits an offence.

Penalty: Where a dog involved in the contravention is a dangerous dog, \$10,000 and a daily penalty of \$500;

otherwise \$5,000 and a daily penalty of \$100.

#### **4.10 Fees**

- (1) On lodging an application for a licence, the applicant is to pay a fee to the local government.
- (2) On the issue or renewal of a licence, the licensee is to pay a fee to the local government.
- (3) On lodging an application for the transfer of a valid licence, the transferee is to pay a fee to the local government.
- (4) The fees referred to in subclauses (1) to (3) are to be imposed and determined by the local government under sections 6.16—6.19 of the Local Government Act 1995.

#### **4.11 Form of licence**

The licence is to be in the form determined by the local government and is to be issued to the licensee.

#### **4.12 Period of licence**

- (1) The period of effect of a licence is set out in section 27(5) of the Act.
- (2) A licence is to be renewed if the fee referred to in clause 4.10(2) is paid to the local government prior to the expiry of the licence.

- (3) On the renewal of a licence the conditions of the licence at the time of its renewal continue to have effect.

#### **4.13 Variation or cancellation of licence**

- (1) The local government may vary the conditions of a licence.
- (2) The local government may cancel a licence—
  - (a) on the request of the licensee;
  - (b) following a breach of the Act, the Regulations or this local law; or
  - (c) if the licensee is not a fit and proper person.
- (3) The date a licence is cancelled is to be, in the case of—
  - (a) paragraph (a) of subclause (2), the date requested by the licensee; or
  - (b) paragraphs (b) and (c) of subclause (2), the date determined under section 27(6) of the Act.
- (4) If a licence is cancelled the fee paid for that licence is not refundable for the term of the licence that has not yet expired.

#### **4.14 Transfer**

- (1) An application for the transfer of a valid licence from the licensee to another person must be—
  - (a) made in the form determined by the local government;
  - (b) made by the transferee;
  - (c) made with the written consent of the licensee; and
  - (d) lodged with the local government together with—
    - (i) written evidence that a person will reside at or within reasonably close proximity to the premises the subject of the licence; and
    - (ii) the fee for the application for the transfer of a licence referred to in clause 4.10(3).
- (2) The local government is not to determine an application for the transfer of a valid licence until the transferee has complied with subclause (1).
- (3) The local government may approve, whether or not subject to such conditions as it considers appropriate, or refuse to approve an application for the transfer of a valid licence.

- (4) Where the local government approves an application for the transfer of a valid licence, then on the date of approval, unless otherwise specified in the notice issued under clause 4.15(b), the transferee becomes the licensee of the licence for the purposes of this local law.

#### **4.15 Notification**

The local government is to give written notice to—

- (a) an applicant for a licence of the local government's decision on her or his application;
- (b) a transferee of the local government's decision on her or his application for the transfer of a valid licence;
- (c) a licensee of any variation made under clause 4.13(1);
- (d) a licensee when her or his licence is due for renewal and the manner in which it may be renewed;
- (e) a licensee when her or his licence is renewed;
- (f) a licensee of the cancellation of a licence under clause 4.13(2)(a); and
- (g) a licensee of the cancellation of a licence under paragraphs (b) or (c) of clause 4.13(2), which notice is to be given in accordance with section 27(6) of the Act.

#### **4.16 Inspection of kennel**

With the consent of the occupier, an authorised person may inspect an approved kennel establishment at any time.

*[Part 5 deleted by clause 7 of Amendment (Dogs) Local Law 2019]*

### **Part 6 – Miscellaneous**

#### **6.1 Offence to Excrete**

- (1) A dog must not excrete on—
- (a) any thoroughfare or other public place; or
  - (b) any land which is not a public place without the consent of the occupier.
- (2) Subject to subclause (3), if a dog excretes contrary to subclause (1), every person liable for the control of the dog at that time commits an offence.

Penalty: \$1,000.

- (3) The person liable for the control of the dog does not commit an offence against subclause (2) if any excreta is removed immediately by that person.

## **Part 7 - Enforcement**

### **7.1 Interpretation**

In this Part—

**“infringement notice”** means the notice referred to in clause 7.3; and

**“notice of withdrawal”** means the notice referred to in clause 7.6(1).

### **7.2 Modified penalties**

- (1) The offences contained in Schedule 3 are offences in relation to which a modified penalty may be imposed.
- (2) The amount appearing in the fourth column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if—
- (a) the dog is not a dangerous dog; or
  - (b) the dog is a dangerous dog, but an amount does not appear in the fifth column directly opposite that offence.
- (3) The amount appearing in the fifth column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if the dog is a dangerous dog.

### **7.3 Issue of infringement notice**

Where an authorised person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, he or she may issue to that person a notice in the form of Form 8 of Schedule 1 of the Regulations.

### **7.4 Failure to pay modified penalty**

Where a person who has received an infringement notice fails to pay the modified penalty within the time specified in the notice, or within such further time as may in any particular case be allowed by the CEO, he or she is deemed to have declined to have the offence dealt with by way of a modified penalty.

### **7.5 Payment of modified penalty**

A person who has received an infringement notice may, within the time specified in that notice or within such further time as may in any particular case be allowed by the CEO, send or deliver to the local government the amount of the penalty, with or without a reply as to the circumstances giving rise to the offence, and the local government may appropriate that amount in satisfaction of the penalty and issue an acknowledgment.



## **7.6 Withdrawal of infringement notice**

- (1) Whether or not the modified penalty has been paid, an authorised person may withdraw an infringement notice by sending a notice in the form of Form 9 of Schedule 1 of the Regulations.
- (2) A person authorised to issue an infringement notice under clause 7.3 cannot sign or send a notice of withdrawal.

## **7.7 Service**

An infringement notice or a notice of withdrawal may be served on a person personally, or by leaving it at or posting it to her or his address as ascertained from her or him, or as recorded by the local government under the Act, or as ascertained from inquiries made by the local government.

## Schedule 1 – Application for a Licence for an Approved Kennel Establishment

(clause 4.2)

I/we (fullname) .....

of (postaladdress) .....

(telephone number) .....

(facsimile number) .....

(E-mail address) .....

Apply for a licence for an approved kennel establishment at (address of premises)

.....

.....

For (number and breed of dogs) .....

\*(insert name of person)..... will be residing at the premises on and from (insert date) .....

\*(insert name of person).....will be residing (sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare) at ..... (insert address of residence) on and from ..... (insert date).

Attached are—

- (a) a site plan of the premises showing the location of the kennels and yards and all other buildings and structures and fences;
- (b) plans and specifications of the kennel establishment;
- (c) copy of notice of proposed use to appear in newspaper;
- (d) copy of notice of proposed use to be given to adjoining premises;
- (e) written evidence that a person will reside—
  - (i) at the premises; or
  - (ii) sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare; and
- (f) if the person in item (e) is not the applicant, written evidence that the person is a person in charge of the dogs.

I confirm that I have read and agree to comply with the Code of Practice known as....., in the

keeping of dogs at the proposed kennel establishment.

Signature of applicant.....

Date.....

\*delete where inapplicable.

Note: a licence if issued will have effect for a period of 12 months—section 27.5 of the Dog Act.

## **Schedule 2 – Conditions of a Licence for an Approved Kennel Establishment**

(clause 4.8(1))

An application for a licence for an approved kennel establishment may be approved subject to the following conditions—

- (a) each kennel, unless it is fully enclosed, must have a yard attached to it;
- (b) each kennel and each yard must be at a distance of not less than—
  - (i) 25m from the front boundary of the premises and 5m from any other boundary of the premises;
  - (ii) 10m from any dwelling; and
  - (iii) 25m from any church, school room, hall, factory, dairy or premises where food is manufactured, prepared, packed or stored for human consumption;
- (c) each yard for a kennel must be kept securely fenced with a fence constructed of link mesh or netting or other materials approved by the local government;
- (d) the minimum floor area for each kennel must be calculated at 2.5 times the length of the breed of dog (when it is fully grown), squared, times the number of dogs to be housed in the kennel and the length of the dog is to be determined by measuring from the base of the tail to the front of its shoulder;
- (e) the floor area of the yard attached to any kennel or group of kennels must be at least twice the floor area of the kennel or group of kennels to which it is attached;
- (f) the upper surface of the kennel floor must be—
  - (i) at least 100mm above the surface of the surrounding ground;
  - (ii) smooth so as to facilitate cleaning;
  - (iii) rigid;
  - (iv) durable;
  - (v) slip resistant;
  - (vi) resistant to corrosion;
  - (vii) non-toxic;
  - (viii) impervious;

- (ix) free from cracks, crevices and other defects; and
- (x) finished to a surface having a fall of not less than 1 in 100 to a spoon drain which in turn must lead to a suitably sized diameter sewerage pipe which must be properly laid, ventilated and trapped in accordance with the health requirements of the local government;
- (g) all kennel floor washings must pass through the drain in item (f)(x) and must be piped to approved apparatus for the treatment of sewage in accordance with the health requirements of the local government;
- (h) the kennel floor must have a durable upstand rising 75mm above the floor level from the junction of the floor and external and internal walls, or internal walls must be so constructed as to have a minimum clearance of 50mm from the underside of the bottom plate to the floor;
- (i) where a yard is to be floored, the floor must be constructed in the same manner as the floor of any kennel;
- (j) from the floor, the lowest internal height of a kennel must be, whichever is the lesser of—
  - (i) 2m; or
  - (ii) 4 times the height of the breed of dog in the kennel, when it is fully in a grown, measured from the floor to the uppermost tip of its shoulders while stationary upright position;
- (k) the walls of each kennel must be constructed of concrete, brick, stone or framing sheathed internally and externally with good quality new zincalume or new pre-finished colour coated steel sheeting or new fibrous cement sheeting or other durable material approved by the local government;
- (l) all external surfaces of each kennel must be kept in good condition;
- (m) the roof of each kennel must be constructed of impervious material;
- (n) all kennels and yards and drinking vessels must be maintained in a clean condition and must be cleaned and disinfected when so ordered by an authorised person;
- (o) all refuse, faeces and food waste must be disposed of daily into the approved apparatus for the treatment of sewage;
- (p) noise, odours, fleas, flies and other vectors of disease must be effectively controlled;
- (q) suitable water must be available at the kennel via a properly supported standpipe and tap; and

- (r) the licensee or the person nominated in the application for a licence, must, in accordance with the application for the licence, continue to reside—
  - (i) at the premises; or
  - (ii) in the opinion of the local government, sufficiently close to the premises so as to control the dogs, and to ensure their health and welfare.



### **Schedule 3 – Offenses in Respect of Which Modified Penalties Apply (s 7.2)**

<b>Item No.</b>	<b>Clause</b>	<b>Nature of Offense</b>	<b>Modified Penalty</b>	<b>Dangerous Dog Modified Penalty</b>
1	3.1(2)	Failing to provide means for effectively confining a dog	\$200	\$400
2	3.2(2)	Failing to comply with a notice under clause 3.2(1)	\$200	
3	4.9	Failing to comply with the conditions of a licence	\$100	\$500
5	6.1(2)	Dog excreting in a public place	\$100	

*[Schedule 3 amended by clause 8 of Amendment (Dogs) Local Law 2019]*

### Background

The Town of Victoria Park (the "Town") has begun implementing a number of services that require Office 365 licenses for users. There are a number of forecast initiatives that may also require further functionality.

The Town currently falls under an Open Value agreement with a mixture of device and user-based licenses, as well as a number of Office 365 E3 licenses.

The Open Value agreement is due to expire 30 October 2019.

### Objectives

The Town wishes to be in a position where:

- New services, dependant on Office 365, can be implemented without the current delays caused by configuration and the provisioning of new licenses;
- The cost impacts of managing multiple licensing models is reduced; and
- The Town better understands how to utilise the full functionality of the Microsoft 365 E3 suite.

### Outcomes

1. To have all active users licensed with a Microsoft 365 E3 license, allowing for overruns for vendor or temp accounts
2. To run monthly workshops to get the best use of the investment. This should include (but is not limited to):
  - a. Usage Reporting – how many people are using what services
  - b. Environment Changes – any upcoming Microsoft 365 service changes that may impact the services used by the Town
  - c. Training/Demos - 30-60 min high level training sessions or demonstrations on Microsoft 365 services
  - d. Recommendations – provide quotations where improvements could be made to better utilise M365 services

### Current Microsoft Licensing Model

The licensing model shown in Table 1 is currently in place and indicates:

- A gradual move from per device to per user licensing; and
- O365 E3 add-ons, while the Town completed a Proof of Concept.

It is expected that the successful vendor will be able to take into account the previous purchases of Microsoft licenses when calculating the quotation.

SKU	Microsoft Products	Quantity
	<b>Enterprise Platform</b>	
269-12442	OfficeProPlus ALNG SA MVL Pltfrm	227
269-12445	OfficeProPlus ALNG LicSAPk MVL Pltfrm	23
KV3-00353	WINENTperDVC ALNG SA MVL Pltfrm	227
KV3-00356	WINENTperDVC ALNG UpgrdSAPk MVL Pltfrm	23
W06-01069	CoreCAL ALNG SA MVL Pltfrm DvcCAL	50
W06-01072	CoreCAL ALNG SA MVL Pltfrm UsrCAL	177
W06-01066	CoreCAL ALNG LicSAPk MVL Pltfrm UsrCAL	97
	<b>Additional Products</b>	
076-01912	Prjct Std ALNG SA MVL	14
312-02257	ExchgSvrStd ALNG SA MVL	1
D86-01253	VisioStd ALNG SA MVL	17
77D-00055	VSProwMSDN SA OLV D 1Y AqY1 AP	3
9EM-00270	WinSvrSTDCore ALNG SA MVL 2Lic CoreLic	144
7NQ-00292	SQLSvrStdCore ALNG SA MVL 2Lic CoreLic	10
5HU-00216	SfBSvr ALNG SA MVL	2
	<b>Additional Online Services</b>	
WU5-00002	VisioOnlnP2CldAddOn ShrdSvr ALNG SubsVL MVL AddOn toVisioStd	0
9K3-00002	VisioOnlnP2FromSA ShrdSvr ALNG SubsVL MVL PerUsr	0
7E6-00008	ProjOnlnProfAddOn ShrdSvr ALNG SubsVL MVL AddOn toPrjctStd	0
7MK-00002	ProjOnlnProfFromSA ShrdSvr ALNG SubsVL MVL PerUsr	0
AAA-10722	O365E3 ShrdSvr ALNG SubsVL MVL AddOn todeviceCoreCALw/OPP	0
AAA-10764	O365E3 ShrdSvr ALNG SubsVL MVL AddOn touserCoreCALw/OPP	250
6V5-00001	O365E3w/oProPlusAddOn ShrdSvr ALNG SubsVL MVL AddOn touserCoreCAL	0
6V5-00003	O365E3w/oProPlusAddOn ShrdSvr ALNG SubsVL MVL AddOn todeviceCoreCAL	0
AAA-10842	O365E3 ShrdSvr ALNG SubsVL MVL PerUsr	74

Table 1: Current Microsoft Licensing model.

### Output of this RFT

A 3-year contract pricing for all existing Microsoft licenses as well as monthly workshops. Where applicable, existing services should be migrated to a Microsoft Government 365 E3 Enterprise Agreement licensing model.

### Deliverables

Please provide pricing for:

- Each line item in Table 2;
- A sub-total where there is a quantity greater than 0;
- A grand total for the full 3-year contract;
- Monthly workshops; and
- The anticipated annual invoice total for each financial year of the contract.

SKU	Microsoft Products	Quantity
	<b>Enterprise Platform</b>	
AAD-33200	M365 E3 FromSA Unified ShrdSvr ALNG SubsVL MVL PerUsr	227
AAD-33204	M365 E3 Unified ShrdSvr ALNG SubsVL MVL PerUsr	123
	<b>Additional Products</b>	
076-01912	Prjct Std ALNG SA MVL	14
D86-01253	VisioStd ALNG SA MVL	17
77D-00055	VSProwMSDN SA OLV D 1Y AqY1 AP	3
9EM-00270	WinSvrSTDCore ALNG SA MVL 2Lic CoreLic	144
7NQ-00292	SQLSvrStdCore ALNG SA MVL 2Lic CoreLic	10
	<b>Additional Online Services</b>	
WU5-00002	VisioOnlnP2CldAddOn ShrdSvr ALNG SubsVL MVL AddOn toVisioStd	0
9K3-00002	VisioOnlnP2FromSA ShrdSvr ALNG SubsVL MVL PerUsr	0
7E6-00008	ProjOnlnProfAddOn ShrdSvr ALNG SubsVL MVL AddOn toPrjctStd	0
7MK-00002	ProjOnlnProfFromSA ShrdSvr ALNG SubsVL MVL PerUsr	0
AAA-10722	O365E3 ShrdSvr ALNG SubsVL MVL AddOn todeviceCoreCALw/OPP	0
AAA-10764	O365E3 ShrdSvr ALNG SubsVL MVL AddOn touserCoreCALw/OPP	0

Table 2: Preferred Microsoft Licensing model.

### Assumptions

1. The successful vendor will organise the cancellation and migration of all existing Microsoft licenses.
2. The successful vendor will invoice the agreed contract amount once per financial year.

### Response Requirements

Provide any related material you deem necessary to assist non-technical staff to better understand the Microsoft 365 suite.

Any queries on this RFT should be through the WALGA eQuotes panel so that the response will be available for all potential solution providers.

No direct emails or phone calls will be returned.

### Qualitative Criteria

#### Deliverables

Provide a price for the equipment listed under Deliverables.

Please address this criterion in a separate attachment labelled **Deliverables**

**Rating:** Exceeds expectations – Meets expectations – Did not meet expectations

**Weighting:** 40%

#### Demonstrated Understanding

The Town has previously received submissions for other projects that left some areas vague due to the supplier not fully understanding the scope. As a result of this, the Town has experienced project implementations with excessive scope creep and/or poor outcomes.

As such, please detail your understanding with the implementation of the Deliverables with, in particular, references to the end user experience that should be expected.

Please address this criterion in a separate attachment labelled **Demonstrated Understanding**

**Rating:** Exceeds expectations – Meets expectations – Did not meet expectations

**Weighting:** 15%

#### Relevant Experience

The Town has a strict budget and a list of required items to be replaced. It is important to the Town that the product quality is not lowered in order to meet the budget, but is of a best practice quality delivered to other medium to large corporate customers.

As such, please provide references for where the Deliverables, that you are recommending in your response, have been supplied previously. The Town may elect to contact these references to confirm their level of satisfaction with the quality of the products, and implementation of, offered.

Please address this criterion in a separate attachment labelled **Relevant Experience**

**Rating:** Exceeds expectations – Meets expectations – Did not meet expectations

**Weighting:** 15%

### Submission Quality

The Town does not have proficient knowledge with the Microsoft 365 suite of products. If your submission is too technical without a “layman” explanation, it will reduce the perceived quality of your submission.

As such, please provide a sufficient level of imagery and end-user focused content to explain why you have recommended your product.

This criterion will be assessed as part of your overall submission.

**Rating:** Exceeds expectations – Meets expectations – Did not meet expectations

**Weighting:** 30%





Our Ref: 8380

Chief Executive Officer  
Town of Victoria Park  
Locked Bag 437  
VICTORIA PARK WA 6979

7th Floor, Albert Facey House  
469 Wellington Street, Perth

Mail to: Perth BC  
PO Box 8489  
PERTH WA 6849

Tel: (08) 6557 7500  
Fax: (08) 6557 7600  
Email: [info@audit.wa.gov.au](mailto:info@audit.wa.gov.au)

Dear Sir

**ANNUAL FINANCIAL REPORT  
INTERIM AUDIT RESULTS FOR THE YEAR ENDING 30 JUNE 2019**

We have completed the interim audit for the year ending 30 June 2019. We performed this phase of the audit in accordance with our audit plan. The focus of our interim audit was to evaluate your overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

**Management Control Issues**

I would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the course of the interim audit. These matters have been discussed with management and their comments have been included on the attachment. The matters reported are limited to those deficiencies that were identified during the interim audit that we have concluded are of sufficient importance to merit being reported to management. Some of the matters may be included in our auditor's report in accordance with section 7.9(2) of the *Local Government Act 1995* or regulation 10(3)(a) and (b) of the *Local Government (Audit) Regulations 1996*. If so, we will inform you before we finalise the report.

This letter has been provided for the purposes of your local government and may not be suitable for other purposes.

We have forwarded a copy of this letter to the Mayor. A copy will also be forwarded to the Minister for Local Government when we forward our auditor's report on the annual financial report to the Minister on completion of the audit.

Feel free to contact me on 6557 7640 if you would like to discuss these matters further.

Yours faithfully

CARLY MEAGHER  
ACTING SENIOR DIRECTOR  
FINANCIAL AUDIT  
// July 2019

Attach

## TOWN OF VICTORIA PARK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2019

## FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

## SUMMARY OF FINDINGS

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Purchase Orders		✓	
2. Procurement Variation Percentage		✓	
3. New Suppliers		✓	
4. Corporate Credit Cards		✓	
5. Annual Leave Entitlement Balances		✓	
6. User Access Rights.	✓		
7. IT Security Policy	✓		
8. Documentation on Asset Disposals		✓	

## KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit opinion, it should be addressed promptly.
- Moderate** - Those findings, which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

## TOWN OF VICTORIA PARK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2019

## FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

## 1. Purchase Orders

We tested 18 invoices and found 2 instances where the purchase orders were only raised and approved after the goods and services were ordered and received.

The details were as follows:

Purchase Order No	Supplier	Invoice No	Invoice Date	Purchase Order Date	Amount (ex GST)
2031722	AAPT Limited	13363788	01/08/2018	15/08/2018	\$4,498.31
2032359	Marketforce Pty Ltd	23969	25/09/2018	01/10/2018	\$829.32

We also found one instance where a purchase order was not raised for the purchase of legal services.

These practices are inconsistent with the Town's Procurement Policy.

**Rating:** Moderate

**Implication:**

There is a risk that staff may make unauthorised purchases if purchase orders are not raised and approved before the procurement of goods and services.

**Recommendation:**

The Town should ensure that purchase orders are raised and approved before goods and services are ordered.

**Management Comment:**

Management notes the observations as stated.

In general, purchase orders are raised when the goods and services are ordered and not after receipt. Management will review the appropriateness of employee training on procurement processes so as to minimise such instances in the future. The Town also adopts an internal audit approach to this as well as exception reporting to isolate instances and provide additional training or escalation if required.

It is unlikely that this issue will ever be fully removed from the organisation and so a risk reduction, rather than risk removal, approach will be taken.

**Responsible Person:**

Financial Controller

**Completion Date:**

Ongoing



## TOWN OF VICTORIA PARK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2019

## FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

**2. Procurement Variation Percentage**

During our review of the Town's Procurement Policy and Practice, we noted that it allows a procurement variation of 20%. However, there is no requirement to consider the impact that a 20% variation would have on the procurement thresholds in place in the Town and required by the Local Government Act 1995 and associated regulations.

**Rating:** Moderate**Implication:**

There is a greater risk that the Town's Procurement Policy and the Local Government Act 1995 and regulations will not be complied with if the procurement variation threshold is too high.

**Recommendation:**

The Town should review its Procurement Policy and Practice with a view to either:

- (i) reducing the amount of the allowable procurement variation;
- (ii) amending the policy to only permit 20% variations in instances where the procurement threshold will not be exceeded.

**Management Comment:**

Management notes the observations as stated.

A full review of the Town's Purchasing Policy and associated management practice is due to be completed in August 2019. The above recommendations will be considered as part of this review and necessary actions will be taken to reduce the identified risk.

**Responsible Person:**

Financial Controller

**Completion Date:**

August 2019

## TOWN OF VICTORIA PARK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2019

## FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

**3. New Suppliers**

There is no process in place at the Town to carry out background checks (e.g ASIC company extracts obtained to view shareholders' and directors' details) on new suppliers before entry into the system. Such checks serve as an anti-fraud control and can assist to identify current or past employees, elected employees etc.

It is important to carry out these checks in light of the fact that local governments need to disclose related party transactions, relationships and outstanding balances including commitments, in the annual financial statements in accordance with Accounting Standard AASB 124 *Related Party Disclosures*.

**Rating:** Moderate**Implication:**

The lack of background checks for new suppliers increases the risk that the Town may make inappropriate or fraudulent payments.

**Recommendation:**

The Town should:

- (i) perform background checks on new suppliers where considered appropriate;
- (ii) retain documentary evidence of these checks for record keeping purposes.

**Management Comment:**

Management notes the observations as stated.

The Town is currently in the process of reviewing Office of Auditor General Supplier Master performance audit findings and will update its processes in relation to new suppliers and required due diligence within the 2019-2020 financial year and will take this matter into account when doing so.

**Responsible Person:**

Financial Controller

**Completion Date:**

December 2019

**TOWN OF VICTORIA PARK****PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2019****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****4. Corporate Credit Cards**

During our review of the corporate credit cards, we noted 2 instances out of 4 samples tested where cardholder statements were not acquitted and reconciled within 15 days.

We understand that this was due to delays in the cardholder submitting the statement to finance.

The corporate credit card agreement for each cardholder requires credit card statements to be acquitted and reconciled within 15 days.

**Rating:** Moderate

**Implication:**

Delays in reconciling and acquitting credit card statements may result in the Town not identifying inappropriate credit card transactions in a timely manner.

**Recommendation:**

Corporate credit card statements should be submitted by the credit card holders to the Finance Team within the time period stipulated in the agreement to ensure cardholder statements are reconciled and acquitted within 15 days.

**Management Comment:**

Management notes the observations as stated.

A full review of the Town's Corporate card policy and associated management practice occurred in March 2019. Part of that review was to ensure the allocation of tasks to a finance officer to follow up on statement reconciliations from card holders and to ensure alignment to the required acquittals and reconciliations within the 15 days. This process is now managed in accordance with the new policy and practice.

**Responsible Person:**

Financial Controller

**Completion Date:**

Complete



## TOWN OF VICTORIA PARK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2019

## FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

**5. Annual Leave Entitlement Balances**

During our review of the employee annual leave entitlement balances as at 21 March 2019, we noted that 36 employees with accrued annual leave in excess of 380 hours to a maximum of 723 hours (approximately 19 weeks).

The Town's "Human Resources Procedure – HRP038 Annual Leave" and Enterprise Agreement 2016 stipulates that employees may accrue a maximum of 10 weeks (380 hours) of annual leave at any time.

This matter was raised by the previous auditors, Macri partners in their interim audit management letter dated 19 June 2018.

**Rating:** Moderate

**Implication:**

As well as for managing leave liabilities, it is important for staff to take regular leave for their health and wellbeing, and to develop staff to perform the tasks of others. In addition, fraud can more easily be concealed by staff who do not take leave.

**Recommendation:**

Management should take action to manage and minimize the excessive annual leave balances.

**Management Comment:**

Management notes the observations as stated.

The Town has implemented Leave Reduction Plans taking into account operational needs. This includes identifying staff with excess leave, meetings with immediate management and the payroll officer to submit leave plans in order to reduce the excessive leave. This is an ongoing process.

Regular reporting and management review is currently occurring and, over time, this matter will be extinguished.

<b>Responsible Person:</b>	Manager Human Resources and Organisational Development
<b>Completion Date:</b>	Ongoing

## TOWN OF VICTORIA PARK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2019

## FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

**6. User Access Rights**

During our review, we noted that there is no formal process to review user access rights.

This matter was raised by the previous auditors, Macri Partners in their interim audit management letter dated 19 June 2018.

**Rating:** Significant

**Implication:**

The lack of control over user access rights could result in inappropriate or fraudulent access to systems and data.

**Recommendation:**

The Town should review user access rights periodically. The user access rights to employees should be granted by the management only after careful consideration of the job description.

**Management Comment:**

Management notes the observations as stated.

Since the recommendation during previous audit the Town has completed a full review on user access within the Town's system and revoked access that was not required, or not appropriate. The process to fully resolve this matter is currently scheduled for completion in the 2020-2021 financial year which is following a significant programmed upgrade to the organisational core systems. Unfortunately, this project was delayed until 2020-2021 due to delays in other pre requisite projects. In the meantime, the Town has revised the current security roles and defined a new process for access rights. The new process involves relevant managers to approve system access and appropriate roles/rights for the end user.

**Responsible Person:**

Principal ICT Specialist

**Completion Date:**

September 2020

## TOWN OF VICTORIA PARK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2019

## FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

**7. IT Security Policy**

During our review, we noted that the Town does not have a documented Information Technology (IT) Security Policy to provide understanding of IT security requirements of the Town to staff.

**Rating:** Significant

**Implication:**

The lack of a documented IT Security Policy could lead to inappropriate use of systems and data.

**Recommendation:**

A formal written IT Security Policy should be developed addressing the employee responsibilities, efficient utilisation of the systems and system security. This will ensure that senior management and staff have an understanding of security requirements, full awareness of the threats and vulnerabilities posing to the Town's IT environment and have appropriate procedures or guidelines to staff on how to mitigate such risks.

The policies and procedures, among other things, should address issues such as:

- Network security
- Password security
- Authority to change user access and responsibilities
- Back – up facilities

**Management Comment:**

Management notes the observations as stated. The Town currently has a comprehensive suite of information technology (ICT) and information management (Records management) strategies and procedures that were developed in accordance with the guidelines and requirements of the Department of Local Government Sport and Cultural Industries. Town will prepare a policy that aligns with to the Department's guidelines and addresses the auditor's recommendations above.

**Responsible Person:**

Principal ICT Specialist

**Completion Date:**

October 2019



## TOWN OF VICTORIA PARK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2019

## FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

**8. Documentation on Asset Disposals**

We noted that there was no documentary evidence to indicate that disposals of assets were properly authorised by the management prior to being disposed of.

**Rating:** Moderate**Implication:**

When asset disposals are not appropriately approved, there is a greater risk of assets being misappropriated, or assets being sold inappropriately at prices well below market value.

**Recommendation:**

The Town should develop an Asset Disposal/ Asset Deletion form, which can be used to authorise all asset disposals/deletions by officers having appropriate authority to authorise asset disposals/deletions.

**Management Comment:**

Management notes the observations as stated.

Asset disposals are conducted in accordance with the approved budget, which is put forward by management and adopted by Council. Any variations from what is listed in the budget is put forward as a budget amendment to be approved by Council prior to the sale. Any variation to the estimated sale value within the budget is reported to management and Council on a monthly basis if it is above the material variance threshold. Asset disposals are authorised by staff members who have the appropriate delegations. Management will consider an additional layer of authorisation prior to the sale of the asset.

**Responsible Person:**

Financial controller

**Completion Date:**

August 2019



# Requisitions Entered after Invoice Received

from 01/05/2019 to 31/05/2019

16-Jul-19

10:35:38 am

Invoice Date	Invoice #	Invoice Value	Supplier #	Supplier Name	Order Date	Order #	Order Value	Requisitioner	Approver
01/05/2019	IV00000000405	68.18	4992	Bloomin Box Company	02/05/2019	2035306	68.18	Mrs A M Podmore	Mr A Vuleta
01/05/2019	X06I2019DINVC005	2,229.10	2388	Flight Centre	02/05/2019	2035307	2,229.10	Mrs A M Podmore	Mr A Vuleta
01/05/2019	41995863	65.49	2428	OfficeMax Australia Limited	01/05/2019	2035269	65.49	Ms S Cadd	Mr G R Olson
01/05/2019	7515D6ED27	100.00	322	Local Government Planners Association	01/05/2019	2035287	90.91	Miss N P Horner	Mrs N E Martin Goode
03/05/2019	FOLG19-0519-2210	1,200.00	2959	Municipal Association of Victoria	03/05/2019	2035338	1,200.00	Ms S A Fraser	Mrs N E Martin Goode
03/05/2019	Q42018/19	31.82	202	Officeworks Superstores Pty Ltd	03/05/2019	2035335	100.00	Mr B G Holloway	Ms J Robbins
01/05/2019	9172	173.37	158	The Lucky Charm Newsagency	06/05/2019	2035367	636.36	Ms C J Bailey	Ms R L Schofield
02/05/2019	SIN-01081081	143.09	746	Quick Corporate Australia	02/05/2019	2035301	236.36	Miss Y Teoh	Mr H P Cooney
03/05/2019	00029357	840.00	529	UN Plumbing	03/05/2019	2035332	590.91	Mr R A Podmore	Ms J Robbins
03/05/2019	00029355	130.00	529	UN Plumbing	03/05/2019	2035330	200.00	Mr B G Holloway	Ms J Robbins
03/05/2019	00029356	770.00	529	UN Plumbing	03/05/2019	2035329	800.00	Mr B G Holloway	Ms J Robbins
03/05/2019	00029358	2,480.00	529	UN Plumbing	03/05/2019	2035333	2,500.00	Mr B G Holloway	Ms J Robbins
03/05/2019	00029359	180.00	529	UN Plumbing	03/05/2019	2035342	200.00	Mr B G Holloway	Ms J Robbins
07/05/2019	201905071127981	90.00	725	Toolmart Australia Pty Ltd	07/05/2019	2035376	127.27	Mr A R Thomson	Mr B McLean
06/05/2019	201905061433087	128.05	725	Toolmart Australia Pty Ltd	06/05/2019	2035352	327.27	Mr A R Thomson	Mr B McLean
06/05/2019	X06I2019DINVC013	1,256.37	2388	Flight Centre	06/05/2019	2035369	1,382.00	Ms S A Fraser	Mrs N E Martin Goode
02/05/2019	X06I2019DINVC008	798.18	2388	Flight Centre	02/05/2019	2035313	798.18	Ms S A Fraser	Mrs N E Martin Goode
07/05/2019	INV-021	125.00	1818	Local Government Compliance Inc	07/05/2019	2035390	125.00	Ms S A Fraser	Mrs N E Martin Goode
02/05/2019	4166	509.11	322	Local Government Planners Association	02/05/2019	2035299	509.11	Miss N P Horner	Mrs N E Martin Goode
01/05/2019	AS#20171052	1,048.40	4093	Aquatic Services WA Pty Ltd	06/05/2019	2035355	1,050.00	Miss N S Holt	Mrs K Winterbourn
03/05/2019	3741	4.50	2383	Wright Express Australia Pty Ltd	09/05/2019	2035453	45.45	Ms C J Bailey	Ms R L Schofield
03/05/2019	SIN-01081423	92.00	746	Quick Corporate Australia	10/05/2019	2035465	92.73	Miss Y Teoh	Miss J R Scilipoti
06/05/2019	579	1,854.54	1418	Planning Institute of Australia	06/05/2019	2035370	2,040.00	Ms S A Fraser	Mrs N E Martin Goode
08/05/2019	34120/01	22.50	127	Slater Gartrell Sports	08/05/2019	2035405	27.27	Mrs K J Briody	Mrs S A Kitis
09/05/2019	311590	1,265.80	3408	Michael Page International	14/05/2019	2035507	4,545.45	Ms D T Smith	Mr G R Olson
09/05/2019	0177	16,266.60	1738	All Earth Waste Collection Services	13/05/2019	2035500	63,840.01	Mr D Lau	Mr B X Killigrew
04/05/2019	0176	13,553.40	1738	All Earth Waste Collection Services	13/05/2019	2035500	63,840.01	Mr D Lau	Mr B X Killigrew
02/05/2019	310171	799.05	3408	Michael Page International	10/05/2019	2035458	4,545.45	Ms S Cadd	Mr G R Olson
10/05/2019	98480	90.00	680	Planning Institute of Australia WA	10/05/2019	2035467	180.00	Ms S A Fraser	Mrs N E Martin Goode
10/05/2019	98479	90.00	680	Planning Institute of Australia WA	10/05/2019	2035467	180.00	Ms S A Fraser	Mrs N E Martin Goode
07/05/2019	03	10,713.00	5383	UDLA Pty Ltd	10/05/2019	2035469	18,181.82	Mrs J A Gannaway	Mr D J Doy
07/05/2019	CORPB0451782	900.00	48	Western Power	14/05/2019	2035513	900.00	Mr F Squadrito	Mr J S Wong
10/05/2019	32978219	49.95	4665	Baxters Pty Ltd	10/05/2019	2035463	68.18	Mr B McLean	Mr J S Wong
09/05/2019	00040324	63.75	2267	Quick Mail	09/05/2019	2035441	63.75	Mr A E Ford	Ms R Waghome
14/05/2019	SIN-01084767	73.64	746	Quick Corporate Australia	14/05/2019	2035515	73.65	Ms J P Toll	Mr M G Owens
07/05/2019	20190507-1-1-279	731.82	725	Toolmart Australia Pty Ltd	07/05/2019	2035375	1,272.74	Mr A R Thomson	Mr B McLean
07/05/2019	00033884	3,120.00	163	Total Packaging (WA) Pty Ltd	07/05/2019	2035377	3,120.00	Mr T C Ogilby	Mr G A Wilson
07/05/2019	69162	19,255.34	280	Beaver Tree Services	13/05/2019	2035476	213,636.38	Mr T B Wooding	Mr A Vuleta
14/05/2019	2437/00520621	43.99	290	Bunnings Building Supplies Pty Ltd	04/05/2019	2035521	90.91	Mr B G Holloway	Ms J Robbins

405 of 406



# Requisitions Entered after Invoice Received

from 01/05/2019 to 31/05/2019

16-Jul-19

10:36:21 am

Invoice Date	Invoice #	Invoice Value	Supplier #	Supplier Name	Order Date	Order #	Order Value	Requisitioner	Approver
06/05/2019	579	1,854.54	5814	Conference Logistics agent for Planning Institute	17/05/2019	2035582	1,854.55	Mrs J A Gannaway	Mr D J Doy
07/05/2019	69163	4,434.14	280	Beaver Tree Services	13/05/2019	2035476	213,636.38	Mr T B Wooding	Mr A Vuleta
15/05/2019	VP3678.D1	167.96	164	Totally Workwear Victoria Park	15/05/2019	2035535	167.96	Mr R W Worth	Mr R A Podmore
15/05/2019	00000228	110.00	31	Warnes Assemblies	15/05/2019	2035534	136.36	Mr B G Holloway	Ms J Robbins
10/05/2019	37497	3,571.27	317	Marlbroh Bingo Enterprises	16/05/2019	2035576	3,636.36	Mr P J Fulara	Miss J R Scilipoti
12/05/2019	208612052019	69.17	2074	West Australian Newspapers Ltd	16/05/2019	2035575	545.45	Mr P J Fulara	Miss J R Scilipoti
06/05/2019	00002225	4,768.00	3265	Visual Interior Designs Pty Ltd T/as Visual Interior	09/05/2019	2035442	5,120.00	Mr R A Podmore	Ms J Robbins
14/05/2019	36924	2,800.00	2264	Wanneroo Plant Farm	16/05/2019	2035553	2,800.00	Mr T B Wooding	Mr G A Wilson
17/05/2019	00029403	1,580.00	529	UN Plumbing	17/05/2019	2035592	1,636.36	Mr B G Holloway	Ms J Robbins
21/05/2019	0000115477	31.82	741	Department of Local Government Sport and Culture	21/05/2019	2035622	31.82	Miss Y Teoh	Miss J R Scilipoti
21/05/2019	IV00000000468	118.18	4992	Bloomin Box Company	21/05/2019	2035620	118.18	Ms S A Fraser	Mrs N E Martin Goode
22/05/2019	2437/00158321	85.50	290	Bunnings Building Supplies Pty Ltd	22/05/2019	2035642	100.00	Mr R A Podmore	Ms J Robbins
21/05/2019	432514	15.38	4472	United Fasteners WA Pty Ltd	21/05/2019	2035612	98.18	Mr A R Thomson	Mr B McLean
20/05/2019	1670097810	28.72	1735	Covs Parts Pty Ltd	20/05/2019	2035602	163.64	Mr A R Thomson	Mr B McLean
10/05/2019	32978219	49.95	2241	Progrility Pty Ltd	16/05/2019	2035563	3,435.70	Mr M Dunne	Ms A S Thampoe
08/05/2019	32976969	17.04	4665	Baxters Pty Ltd	08/05/2019	2035411	27.27	Mr A R Thomson	Mr B McLean
20/05/2019	409269	1,160.62	1328	Abco Products Pty Ltd	20/05/2019	2035604	1,181.82	Miss N S Holt	Mrs K Winterbourn
17/05/2019	SSH-1280182	119.70	746	Quick Corporate Australia	17/05/2019	2035594	134.36	Mr P J Fulara	Miss J R Scilipoti
20/05/2019	6,081,515	365.81	453	Gronbek Security	20/05/2019	2035607	409.09	Mr B G Holloway	Ms J Robbins
10/05/2019	11,048	40.00	3571	Local Government Professionals Australia NSW	10/05/2019	2035468	40.00	Ms S A Fraser	Mrs N E Martin Goode
21/05/2019	11,074	363.64	3967	Local Government Professionals Australia WA	21/05/2019	2035623	327.27	Ms S A Fraser	Mrs N E Martin Goode
10/05/2019	11,049	40.00	3571	Local Government Professionals Australia NSW	10/05/2019	2035468	40.00	Ms S A Fraser	Mrs N E Martin Goode
02/05/2019	020519	480.00	5599	Mrs R P Foss	02/05/2019	2035303	480.00	Ms D S Rigby	Ms R L Schofield
21/05/2019	GS-19074	469.95	570	Allflow Industrial	21/05/2019	2035614	454.55	Mr B McLean	Mr J S Wong
13/05/2019	P552879	869.91	1435	Atom Supply	13/05/2019	2035475	1,045.46	Mr A R Thomson	Mr B McLean
22/05/2019	00004197	559.09	2554	Paperbark Technologies Pty Ltd	22/05/2019	2035631	559.09	Mr T C Ogilby	Mr G A Wilson
14/05/2019	INV-2361	370.00	3828	Foost Pty Ltd	15/05/2019	2035540	370.00	Mrs S J Bell	Ms K K Schubert
09/05/2019	53284	570.00	1158	Australian Hvac Services	22/05/2019	2035655	590.91	Mr R A Podmore	Ms J Robbins
15/05/2019	952473	2,162.73	5813	Store DJ	20/05/2019	2035598	2,162.73	Miss J K Whistler	Mr M G Owens
14/05/2019	00009038	120.00	1946	Perth Safety Products	14/05/2019	2035506	120.00	Mr R W Worth	Mr R A Podmore
15/05/2019	VP32862	255.84	164	Totally Workwear Victoria Park	15/05/2019	2035528	255.86	Ms L J Manser	Mr F M Rainbow
27/05/2019	00029422	850.00	529	UN Plumbing	27/05/2019	2035704	850.00	Mr B G Holloway	Ms J Robbins
27/05/2019	00029423	150.00	529	UN Plumbing	27/05/2019	2035701	200.00	Mr B G Holloway	Ms J Robbins
30/05/2019	306944	584.09	5853	Time Capsules Australia	30/05/2019	2035786	584.09	Mrs A L Hunter	Mr M G Owens
23/05/2019	153309	31.82	286	Bob Jane T-Mart Victoria Park	23/05/2019	2035675	45.45	Mr B McLean	Mr J S Wong
10/05/2019	11048	40.00	3967	Local Government Professionals Australia WA	29/05/2019	2035751	40.00	Ms S A Fraser	Mrs N E Martin Goode
10/05/2019	11049	40.00	3967	Local Government Professionals Australia WA	29/05/2019	2035751	40.00	Ms S A Fraser	Mrs N E Martin Goode
27/05/2019	156132	150.41	2233	Bolinda	27/05/2019	2035714	454.55	Ms M S Zanello	Ms R L Schofield
24/05/2019	34471018022	26.36	2337	Kmart	24/05/2019	2035690	227.27	Ms M Martino	Mrs K E Griggs

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24/05/2019	19011018023	63.00	2337	Kmart	24/05/2019	2035690	227.27	Ms M Martino	Mrs K E Griggs
31/05/2019	178863	37,400.00	563	City of South Perth City of South Perth	31/05/2019	2035802	37,400.00	Ms A F Morcom	Mr L J Ellis
15/05/2019	PI3461481	167.11	568	Westrac Pty Ltd	15/05/2019	2035527	436.35	Mr A R Thomson	Mr B McLean
29/05/2019	20190529-1-3-388	473.14	725	Toolmart Australia Pty Ltd	29/05/2019	2035747	527.27	Mr A R Thomson	Mr B McLean
29/05/2019	153438	299.09	286	Bob Jane T-Mart Victoria Park	29/05/2019	2035761	454.55	Mr B McLean	Mr J S Wong
23/05/2019	00031713	718.18	2175	Workplace Training Advisory Aust.Pty Ltd	23/05/2019	2035671	727.27	Mrs K Winterbourn	Mr L J Ellis
28/05/2019	28052019	250.00	5805	Ms A Nelson	28/05/2019	2035724	250.00	Ms D S Rigby	Ms R L Schofield
28/05/2019	VP33170	119.92	164	Totally Workwear Victoria Park	28/05/2019	2035730	163.64	Ms J P Toll	Mr M G Owens
28/05/2019	992	4,000.00	1953	Spider Waste Collection Services Pty Ltd	28/05/2019	2035722	4,000.00	Mr R Bentley	Mr D Lau
30/05/2019	1035680	203.61	550	Trailer Parts Pty Ltd	30/05/2019	2035788	272.72	Mr B McLean	Mr J S Wong
28/05/2019	280519	60.00	5056	Ms E Paull	28/05/2019	2035723	60.00	Ms D S Rigby	Ms R L Schofield
20/05/2019	7187	160.00	5366	Lifeskills Australia	30/05/2019	2035778	2,727.27	Ms S Cadd	Mr G R Olson
20/05/2019	7280	160.00	5366	Lifeskills Australia	30/05/2019	2035778	2,727.27	Ms S Cadd	Mr G R Olson
27/05/2019	7279	160.00	5366	Lifeskills Australia	30/05/2019	2035778	2,727.27	Ms S Cadd	Mr G R Olson
28/05/2019	7197	160.00	5366	Lifeskills Australia	30/05/2019	2035778	2,727.27	Ms S Cadd	Mr G R Olson
28/05/2019	7264	160.00	5366	Lifeskills Australia	30/05/2019	2035778	2,727.27	Ms S Cadd	Mr G R Olson
30/05/2019	7354	160.00	5366	Lifeskills Australia	30/05/2019	2035778	2,727.27	Ms S Cadd	Mr G R Olson
30/05/2019	7269	160.00	5366	Lifeskills Australia	30/05/2019	2035778	2,727.27	Ms S Cadd	Mr G R Olson
30/05/2019	7262	160.00	5366	Lifeskills Australia	30/05/2019	2035778	2,727.27	Ms S Cadd	Mr G R Olson
30/05/2019	7271	160.00	5366	Lifeskills Australia	30/05/2019	2035778	2,727.27	Ms S Cadd	Mr G R Olson
30/05/2019	7288	160.00	5366	Lifeskills Australia	30/05/2019	2035778	2,727.27	Ms S Cadd	Mr G R Olson
28/05/2019	7339	160.00	5366	Lifeskills Australia	30/05/2019	2035778	2,727.27	Ms S Cadd	Mr G R Olson
14/05/2019	7225	160.00	5366	Lifeskills Australia	30/05/2019	2035778	2,727.27	Ms S Cadd	Mr G R Olson
29/05/2019	VP33215	111.92	164	Totally Workwear Victoria Park	29/05/2019	2035762	95.99	Ms A F Morcom	Mr F M Rainbow
30/05/2019	00009676	77.27	4369	Delissimo	30/05/2019	2035774	77.27	Ms D S Rigby	Ms R L Schofield
27/05/2019	P557102	268.69	1435	Atom Supply	27/05/2019	2035709	432.72	Mr A R Thomson	Mr B McLean
30/05/2019	00029440	130.00	529	UN Plumbing	30/05/2019	2035775	500.00	Mr B G Holloway	Ms J Robbins
30/05/2019	MF7949	1,478.23	1568	Milford Framers	30/05/2019	2035795	1,478.23	Ms R L Ritorto	Ms R L Schofield
28/05/2019	123454	400.00	5677	Green Bunch	28/05/2019	2035734	400.00	Ms R L Ritorto	Ms R L Schofield
27/05/2019	AS#20171095	1,264.50	4093	Aquatic Services WA Pty Ltd	05/06/2019	2035836	1,264.50	Miss N S Holt	Mrs K Winterbourn
30/05/2019	VP4139.D1	238.27	164	Totally Workwear Victoria Park	30/05/2019	2035780	238.27	Ms A F Morcom	Mr F M Rainbow
21/05/2019	54-19	1,500.00	1669	PWE Valuations Pty Ltd	22/05/2019	2035645	1,000.00	Mr T B McCarthy	Ms J Robbins
20/05/2019	C25449	20,535.97	2515	Maia Financial Pty Ltd	05/06/2019	2035829	20,535.97	Mr M Dunne	Ms A S Thampoe
31/05/2019	900820027	626.36	916	Gardner Denver CompAir Australasia	06/06/2019	2035870	626.36	Mr B McLean	Mr J S Wong
20/05/2019	C25450	3,914.55	2515	Maia Financial Pty Ltd	31/05/2019	2035800	3,914.55	Mrs S A Kitis	Mr L J Ellis
07/05/2019	7156	160.00	5366	Lifeskills Australia	30/05/2019	2035778	2,727.27	Ms S Cadd	Mr G R Olson
08/05/2019	7139	160.00	5366	Lifeskills Australia	30/05/2019	2035778	2,727.27	Ms S Cadd	Mr G R Olson
10/05/2019	7178	160.00	5366	Lifeskills Australia	30/05/2019	2035778	2,727.27	Ms S Cadd	Mr G R Olson

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06/05/2019	7117	160.00	5366	Lifeskills Australia	30/05/2019	2035778	2,727.27	Ms S Cadd	Mr G R Olson
14/05/2019	00419765	1,164.40	547	LO GO Appointments	30/05/2019	2035777	4,545.45	Ms S Cadd	Mr G R Olson
20/05/2019	C25452	11,417.51	2515	Maia Financial Pty Ltd	05/06/2019	2035830	11,417.51	Mr M Dunne	Ms A S Thampoe
29/05/2019	11,109	63.64	5077	LG Professionals Australia	29/05/2019	2035759	63.64	Mrs E Roycroft	Mr D J Aitken
28/05/2019	28005	207.74	1693	Marketforce Pty Ltd	10/06/2019	2035922	207.74	Ms R Waghorne	Mrs C L Parsons
07/05/2019	07052019	670.00	1223	Matt Devlin Photography	04/06/2019	2035815	670.00	Mr A E Ford	Ms R Waghorne
10/05/2019	00419705	1,810.50	547	LO GO Appointments	06/06/2019	2035874	7,272.73	Mr R Bentley	Mr D Lau
29/05/2019	00024783	572.73	2310	Carlisle Soil Yard	29/05/2019	2035743	663.64	Mr T B Wooding	Mr G A Wilson
01/05/2019	4352	350.00	1781	Burgess Rawson Pty Ltd	01/05/2019	2035270	350.00	Mr P Bingham	Mr F Squadrito
30/05/2019	SIN-01090199	27.31	746	Quick Corporate Australia	30/05/2019	2035768	27.31	Ms J P Toll	Mr M G Owens
15/05/2019	PI3461482	163.32	568	Westrac Pty Ltd	15/05/2019	2035532	181.82	Mr A R Thomson	Mr B McLean
13/05/2019	119222/01	347.10	2064	Espresso Coffee Pty Ltd	12/06/2019	2035974	1,818.18	Miss Y Teoh	Miss J R Scilipoti
31/05/2019	12186	6,562.91	1624	Dowsing Concrete	10/06/2019	2035917	6,562.91	Mr D Lau	Mr G A Wilson
31/05/2019	AUS433888	2,305.45	4837	Iron Mountain Australia Group Pty Ltd	13/06/2019	2035984	6,363.64	Ms G L Lister	Mr M Dunne
16/05/2019	00019098	473.00	1638	Easydry Australia & New Zealand Pty Ltd	05/06/2019	2035824	473.00	Mrs J Keeley	Mr A Brady
21/05/2019	AQC2105	80.00	621	Fleet Fitness	14/06/2019	2036024	80.00	Mrs J Keeley	Mr A Brady
17/05/2019	SRF10445	326.50	621	Fleet Fitness	14/06/2019	2036024	326.50	Mrs J Keeley	Mr A Brady
27/05/2019	INV-0173	540.00	272	Australia Day Council of WA	11/06/2019	2035943	540.00	Ms B I	Mr M R Cole
27/05/2019	256986	10,000.00	369	City of Perth	05/06/2019	2035827	10,000.00	Ms L N Tidy	Mr D J Doy
09/05/2019	INV-11755	373.00	5857	SoundPack	06/06/2019	2035875	373.00	Ms C J Bailey	Ms D S Rigby
30/05/2019	VP4120.D1	138.76	164	Totally Workwear Victoria Park	30/05/2019	2035779	138.76	Ms A F Morcom	Mr F M Rainbow
20/05/2019	00015621	170.00	2375	Dynasty Embroidery (Australia) Pty Ltd	24/05/2019	2035689	172.73	Mrs K J Briody	Mrs S A Kitis
31/05/2019	14196493	4,497.78	2419	AAPT Limited AAPT Limited	11/06/2019	2035946	9,000.00	Mr A P Johnston	Mr M Dunne
21/05/2019	7123	160.00	5366	Lifeskills Australia	17/06/2019	2036030	4,545.45	Ms S Cadd	Mr G R Olson
10/05/2019	7177	160.00	5366	Lifeskills Australia	17/06/2019	2036030	4,545.45	Ms S Cadd	Mr G R Olson
08/05/2019	7209	160.00	5366	Lifeskills Australia	17/06/2019	2036030	4,545.45	Ms S Cadd	Mr G R Olson
08/05/2019	6941	160.00	5366	Lifeskills Australia	17/06/2019	2036030	4,545.45	Ms S Cadd	Mr G R Olson
08/05/2019	7210	160.00	5366	Lifeskills Australia	17/06/2019	2036030	4,545.45	Ms S Cadd	Mr G R Olson
29/05/2019	11,109	63.64	3967	Local Government Professionals Australia WA	19/06/2019	2036081	63.64	Mrs E Roycroft	Mr D J Aitken
02/05/2019	00020137	10,381.82	5770	CoastMac Trailers	02/05/2019	2035296	10,381.82	Mr B McLean	Mr J S Wong
29/05/2019	04	5,212.00	5383	UDLA Pty Ltd	21/06/2019	2036140	14,300.00	Mrs J A Gannaway	Mr D J Doy
21/05/2019	7115399	17,705.00	13	Australian Institute of Management	24/05/2019	2035679	55,781.82	Mr C J Gollow	Mr A Vuleta
31/05/2019	MF7951	309.09	1568	Milford Framers	06/06/2019	2035876	309.09	Mrs A M Brooks	Mr M G Owens