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Corporate Business Plan Deliverable Status

Strategic Outcome: CL1 - Everyone receives appropriate information in the most efficient and effective way for them

Strategic Initiative: CL1.1 - Improve the flow of information between the Town and community through improving existing online resources and functionality.

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL1.1.1 - Deliver the Town intranet and Elected Member Portal	Completed	New intranet and portal implemented.	Communications and Engagement	July-19	June-20	June-19
CL1.1.2 - Enhance functionality of the Town Intranet and Elected Member Portal	In Progress	Process to develop and implement team sites for VIKI underway. Councillor feedback required to identify further needs for the Cr Portal. Still waiting to hear from Records/IT on TRIM upgrade for integration capability with VIKI Request in Budget Advocacy for two enhancements including design workflow and photo library. As of March - no feedback from councilors on Cr Portal improvements or new functions wanted, upgrade to TRIM still pending. Team Sites created during COVID - Culture Club, COVD Hub, Redployment Menu, Micro Learning site, Spark Vic Park Innovation Hub, Comms & Engagement Working Site.	Communications and Engagement	July-20	June-21	
CL1.1.3 - Improve the Performance Scorecard on the Town's website	In Progress	Major development complete, minor changes ongoing in the short term.	Governance and Strategy	July-20	June-21	
CL1.1.4 - Implement live-voting for Council meetings	Completed	Implemented May 2019	Governance and Strategy	December-18	June-19	June-19
CL1.1.5 - Develop a Digital Marketing Plan	Not Started		Communications and Engagement	July-20	June-21	
CL1.1.6 - Deliver the Library Radio Frequency Identification project	Not Started		Information Systems	July-20	June-21	

Strategic Outcome: CL1 - Everyone receives appropriate information in the most efficient and effective way for them

Strategic Initiative: CL1.2 - Increase access to online self-services

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL1.2.1 - Implement live-streaming of Council meetings	Completed	Implemented July 2019	Governance and Strategy	July-18	June-19	July-19
CL1.2.2 - Enhance functionality of the website to better support e-business transactions	In Progress	Updated website design due to launch in mid Feb/March - delayed by COVID. Launched in June. Community Directory functionality now available. Yet to open to community for population. Subsite development for Arts Season 2020 underway. Mayor's profile landing and monthly blog post page complete. Supporting localise business directory with Place Leader Eco Development. Invest Vic Park website integration underway. Customer Service Journey Mapping to move identified manual interactions to fully digital in progress. Web Chat options being explored via Open Cities, IPFX, O365 or new supplier. Planning DA applications and approvals to move onto main Town website - with self-sufficiency given to the planning team web champions - delayed in March due to COVID-19. Back on track in June.	Communications and Engagement	July-19	June-21	
CL1.2.3 - Assess the introduction of a 'Community Portal' for existing systems to facilitate online e-business transactions	Not Started		Information Systems	July-19	June-20	

Strategic Outcome: CL1 - Everyone receives appropriate information in the most efficient and effective way for them

Strategic Initiative: CL1.3 - Facilitate the development of a genuine identity for the Town

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL1.3.1 - Manage and support compliance to Town Style Guides and Branding	Ongoing	Brand Refresh style guide in final stages with various version for internal and external third party use. Separate supporting partner logo for grant and sponsorships developed and included. Internal refresher training sessions in development - similar to induction training on brand compliance and how to engage comms/design support. Leisure refresh brand style accepted and inserted into style guide. 18.02.20 - Library refresh brand style being presented today. Website Brand Refresh implemented June.	Communications and Engagement	July-17	June-22	
CL1.3.2 - Update outcentre brands to align with the Town's brand refresh	In Progress	Dedicated Leisure look and feel page for inclusion in style guide complete and shared with C-Suite. Library page due to begin in next month, followed by Digital Hub. Uniform project for frontline customer service teams to wear a polo shirts with brand refresh design due to begin and RFQ for preferred supplier will now also begin following decision on staying a Town (not a City) resolved. Leisure refresh brand style accepted and inserted into style guide. 18.02.20 - Library refresh brand style being presented today. May use in the market. Website Brand Refresh Launch from 8 June.	Communications and Engagement	July-19	June-20	
CL1.3.3 - Support the creation of a destination brand with the Inner Perth Assembly	In Progress	Attending and contributing to Inner Perth Assembly group under MOU of 5 councils for creation of Visit Perth Brand and platform for inner perth metro cross-promotion. Five proof of concept campaigns shared in the market to date. 2020 calendar of shared content opportunities complete. Official launch of logo / webpage due in March. Pitch to council for additional ToVP funding contribution done at the Dec Concept Forum. Meetings held in Jan and Feb to finalise annual calendar of campaigns and decide on plan for official launch of Visit Perth to the market de-coupling all City of Perth branding (remove logos), and issue press release. March meeting & launch delayed due to COVID-19 responses by all LGs. The brand is created ready to launch. Essentially the deliverable is already complete, but CEO and Mayors of the MOU are to give direction on a new a launch date, following the lifting of government restrictions for when businesses can open again. Currently proposed for July 1.	Communications and Engagement	July-19	June-20	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL1.3.4 - Support delivery of the Town's 25-year anniversary campaign and events	Completed		Communications and Engagement	July-19	June-20	December-19
CL1.3.5 - Develop a Strategic Marketing Plan for the Town of Victoria Park	Completed		Communications and Engagement	July-18	June-19	June-19

Strategic Outcome: CL2 - A community that is authentically engaged and informed in a timely manner

Strategic Initiative: CL2.1 - Improve the way the Town communicates, engages and manages relationship with the community.

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL2.1.1 - Create an implementation plan to embed the Town's Communication and Engagement Policy	In Progress	Implementation plan in development.	Communications and Engagement	July-19	June-20	
CL2.1.2 - Develop a Relationship Management Strategy	In Progress	IMPACTED BY COVID-19 Progress delayed with priority given to Advocacy Framework and Council Priorities adoption and strategy development for 2020 priorities. Started review of work progressed to date, with a view to delivery in quarter 3. Note: strategy delivery will be dependent on an easy to use system for assigned relationship managers. Discussion had in January with Community Development Manager to assist with identifying categories of key groups/relationships. Delayed due to total focus of Project Manager on Emergency management and communications of COVID-19. Can be delivered at a later date. No budget impact.	Communications and Engagement	July-19	June-20	
CL2.1.3 - Promote the Community Charter	In Progress	IMPACTED BY COVID-19 Community Charter adopted by Council in November. Promotional plan in development. Due to roll out from March 2020. Communications/promotion Plan complete - brief for collateral including video, in design and development - publish by end of March. No action taken since 13 March with total focus of Comms Advisor on COVID-19 responsibilities - can be delivered anytime at a later date. $7K budget allocation for delivery of promotional plan. Consideration needs to be given on timing and appropriateness of release during COVID recovery strategy. Proposed for July / August 2020.	Communications and Engagement	February-20	June-20	
CL2.1.4 - Review the Public Participation Policy	Completed		Communications and Engagement	July-19	June-20	December-19

Strategic Outcome: CL3 - Well thought out and managed projects that are delivered successfully

Strategic Initiative: CL3.2 - Ensure the Town's projects result in great place outcomes

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL3.1.1 - Conduct internal training on Project Management and Delivery	In Progress	P&C are currently investigating on line options for project management training from accredited providers.	People and Culture	July-19	June-20	
CL3.2.1 - Prepare Place Plans for each of the Town's neighbourhoods	In Progress	ON TRACK The Place Plans have now been drafted following extensive internal and elected member feedback. They are currently being graphically designed and will be presented to EM's at the June OCM.	Place Planning	July-19	June-20	

Strategic Outcome: CL3 - Well thought out and managed projects that are delivered successfully

Strategic Initiative: CL3.3 - Improve local amenity to create inviting places for people

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL3.3.1 - Deliver the ROW52 Laneway Upgrade (Old Places, New Spaces Project No.1)	Completed	This project is now branded as Old Places, New Spaces. The design for OPNS Project No.1 ROW 52 Laneway Upgrade was completed in November 2018 with construction to be completed in January 2020. OPNS Project No.2 Etwell Local Centre has progressed with a Concept Plan and Action Plan currently being publically advertised and procurement for detailed design to be completed in February 2020. OPNS Project No.3 has progressed to project planning. A project plan is currently being finalised as is a RFQ for a qualified designer.	Project Management	July-19	June-20	January-20
CL3.3.2 - Prepare the Etwell Street Local Centre Revitalisation Plan and detailed designs (Old Spaces New Places Project No.2)	In Progress	ON TRACK Detailed Design for the Etwell Street Local Centre Revitalisation Plan is almost complete. A budget request to construct the Etwell Street Local Centre designs will be made for the 2020/21 budget.	Place Planning	July-19	June-20	
CL3.3.3 - Confirm location and prepare a Concept Design for Old Spaces New Places Project No.3	In Progress	DELAYED The OSNP3 project engagement has been delayed until COVID-19 Restrictions ease. The project has commences and spatial options have completed for locations at Leonard St/Albany Hwy, Harvey/Albany and Mackie/Albany. Community engagement will recommence as restrictions ease.	Place Planning	July-19	June-20	
CL3.3.4 - Deliver the McCallum Hypecourts Initiative	In Progress	This project was re-scoped to be included as part of the larger McCallum Park Active Area project which will see a revitalisation of the basketball courts, new skate and bmx infrastructure and various upgrades to landscaping elements. At the June 2020 Ordinary Council Meeting, Elected Members approved the McCallum Park Active Area Concept Report and considered the Town's budget requested for detailed design to be undertaken in the 2020/21 Annual Budget. Council also approved listing $1.6 million in the Town's long-term financial plan, which is one-third of the approximate cost of the project. Subject to Council endorsement of the 2020/21 Annual Budget in July the Town will commence detailed design and work to identify funding opportunities.	Project Management	July-19	June-20	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL3.3.5 - Deliver the John Mactivation Upgrade	Completed		Project Management	July-18	June-19	June-19
CL3.3.6 - Deliver the Lathlain Precinct Redevelopment Project	In Progress	Due for completion 19-20 except for Zone 1 PFC grandstand/facility which has attracted grant of $4m from Federal Govt and is being established as a project to be delivered by an internal SPM	Project Management	July-17	June-22	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL3.3.7 - Deliver the Macmillan Precinct Masterplan	In Progress	Following the cancellation of the Place Design Forum as a result of COVID-19, the project team successfully converted Stage 2 - Concept Development from a physical workshop environment to a fully online digital environment. The new online Place Design Forum program delivered a total of 6 workshop sessions ranging between 1 to 2.5 hours each session between May and June. The new online format was delivered by a range of webinars, online workshop exercises and forum discussions facilitated by RobertsDay. To deliver the online Place Design Forum in an efficient and productive way, the Macmillan Precinct Masterplan Working Group was established to guide the concept development of the design processes. The Working Group consists of 20 community members, 11 key stakeholder representatives, project consultant RobertsDay as the head contractor and town staff forming the project team. On occasion other sub-contractors are brought in for technical input, these include some prominent figures in the industry like the Government Architect representing With Studio Architecture. Overall the working group consists of a group of representatives from the community and relevant industries with a balance of age, gender, residents, business owners, staff and technical experts. RobertsDay facilitated all of the Zoom sessions with the first session being hosted as a meet 'n' greet to allow the working group attendees a chance to meet the project team and other stakeholders, ask questions and test the system to iron out any technical issues before the design workshops started. The workshops included discussions relating to refining the Community Charter, exercises to identify the appropriate character and community services for the future of the site, as well as key issues such as funding, landscaping, place and land use. All workshop sessions were accompanied with forum discussion topics to allow the Working Group Members further opportunity for detailed and nuanced input. The discussions and feedback from the Working Group were used to start shaping the design scenarios. On the 18th June the Town hosted a public webinar where it provided an update to the broader community on how the working group feedback was being used to guide the design process. The community was able to ask questions and were provided with an update on where they will have opportunities to detailed feedback on the concept scenarios. Following from the Place Design Forum and the public webinar, the Town will be releasing the three draft	Project Management	July-20	June-21	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
		scenarios to the public for feedback on the 29th June. This feedback period will be open for two weeks and will ask the community what elements they like and dislike about each scenario to help the working group and project team shape a final scenario which will be used to inform the Masterplan. The preferred scenario is intended to be presented to Council at the October OCM for endorsement.				

Strategic Outcome: CL4 - Appropriate information management that is easily accessible, accurate and reliable

Strategic Initiative: CL4.1 - Improve the security, reliability and continuity of systems and hardware.

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL4.1.1 - Review the Asset Management Plan - ICT	Not Started		Information Systems	July-20	June-21	
CL4.1.2 - Review the ICT Strategic Plan	Not Started		Information Systems	July-20	June-21	
CL4.1.3 - Review the Disaster Recovery Plan	Not Started		Information Systems	July-20	June-21	
CL4.1.4 - Review the ICT Security Plan	Not Started		Information Systems	July-20	June-21	
CL4.1.5 - Prepare the Information Services Emergency Management and Recovery Plan	Not Started		Information Systems	July-19	June-20	

Strategic Outcome: CL5 - Innovative, empowered and responsible organisational culture with the right people in the right jobs

Strategic Initiative: CL5.1 - Develop and sustain a highly skilled and effective workforce

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL5.1.1 - Implement the South East Corridor Training and Apprenticeship Program	In Progress	this proposal was endorsed by the CEO SE Corridor group in March 2020. The management group are currently reviewing providers for the implementation however with the advent of the COVID 19 event, the group is postponing implementation to the second semester. Project is on hold until further notice.	People and Culture	July-21	June-22	
CL5.1.2 - Complete negotiations for the Enterprise Agreement	In Progress	The EA 20 agreement has reached the final draft stage. The CEO has put hold on the next stage due to financial constraints on the 20/21 budget.	People and Culture	July-19	June-20	
CL5.1.3 - Review the Cultural Optimisation Strategy	Not Started		People and Culture	July-20	June-21	
CL5.1.4 - Implement the Leadership Competency Framework	In Progress	Training for the C suite is scheduled for April 20 and is being provided by AIM. On completion of this component all leaders and managers in the Town would have been trained in the competencies.	People and Culture	July-18	June-21	
CL5.1.5 - Review the Volunteer Recruitment and Retention Strategy	Not Started		People and Culture	July-21	June-22	

Strategic Outcome: CL6 - Finances are managed appropriately, sustainably and transparently for the benefit of the community

Strategic Initiative: CL6.1 - Optimise the use of Town land assets

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL6.1.1 - Review the Land Optimisation Strategy	Completed	Desktop review completed, Land Asset Optimisation Strategy is still relevant with specific land holdings within the document and recommendations still to be delivered and investigated. A further more in depth review and investigation is to be undertaken due June 2022 to align the Land Asset Optimisation Strategy with various new policies and strategies of the Towns.	Leasing and Property	July-19	June-20	January-20
CL6.1.1 - Review the Land Optimisation Strategy	Not Started		Project Management	July-21	June-22	
Lease Obligations Reporting	Ongoing	See specific linked KPIs	Leasing and Property	July-20	June-22	
Property Development and Leasing - WCE leasing obligations	Ongoing		Leasing and Property	May-20	June-20	

Strategic Outcome: CL6 - Finances are managed appropriately, sustainably and transparently for the benefit of the community

Strategic Initiative: CL6.2 - Promote sound and accountable fiscal management

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL6.2.1 - Review the Investment Policy	In Progress	Investment policy reviewed and presented to Policy Committee January 2020. To go to ABF and OCM February 2020.	Financial Services	July-19	June-20	
CL6.2.1 - Review the Investment Policy	Not Started		Financial Services	July-21	June-22	
CL6.2.2 - Implement the Accounts Payable workflow system	Completed	AP Workflow implemented November 2019 and now fully operational	Information Systems	July-19	June-20	December-19

Strategic Outcome: CL7 - People have positive exchanges with the Town that inspires confidence in the information and the timely service provided

Strategic Initiative: CL7.1 - Improve the standard of customer service provided to the community.

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL7.1.1 - Review the Customer Service Delivery Policy	Completed	05/10/2019: Policy and MP have been presented to SALT and SMT. Going to Concept Forum and C-Suite end of October. Report to Council in November. 06/11/2019: All presentations have supported taking policy to November OCM. Report being created in Doc Assembler. 06/12/2019 The policy was adopted in the November OCM.	Customer Relations	July-19	June-20	November-19
CL7.1.2 - Implement the Customer Service Delivery Policy Management Practice including Complaints Guidelines	In Progress	06/12/2019 The revised policy was adopted in the November OCM. 16/01/2020 Project plan in development for implementation /embedding the management practice. 14/02/2020 - Draft presentation for the SALT and SMT delivered to the CSN. 12.03.20 Presentation of MP endorsement by SMT. Project plan for implementation due for completion in April. Delivery timeline delayed by COVID-19. Can be delivered at anytime at a later date. No budget impact. Implementation plan complete - training schedule to be revised due to COVID, materials in development.	Customer Relations	July-20	June-21	
CL7.1.3 - Develop a Customer Service Strategy	In Progress	IMPACTED by COVID-19 2106/11/2019: 23 projects have been identified to be included in the strategy. They required having SMART goals created, budget set and delivery priority determined. 14/02/2020 Survey questions to engage the community are currently being developed for Your Thoughts. Results of the Community Perception survey will also help inform the strategy. 05/03/2020 Engagement plan will survey around both the Operational Review and CS Strategy. Project Plan for CS Strategy development and implementation due in April. March - Delayed due to COVID-19 and requirement for external consultation. Can be delivered at a later date. No budget impact. Project plan for development and implementation in progress. Request for delay until October 2020.	Customer Relations	July-19	June-20	
CL7.1.4 - Review Customer Service Charter, behaviours and standards	Completed	CS Charter reviewed. Wording aligned to the Customer Service Delivery Management Practice. Artwork refreshed to reflect the new brand element 'we're open'. New brochures printed and delivered to all Town operated facilities. The review also included the aligning of standards for all contact channels and the behaviours have remained the same.	Customer Relations	July-20	June-21	December-19

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL7.1.5 - Create an organisation-wide Customer Service training program	In Progress	29/01/2020 Customer Service Network have identified core skills and behaviors to include in the training. 14/02/2020 Challenging Customer training received in January has identified additional learning to include in the training. A request to add budget to Corporate Professional Development of $40k	Customer Relations	July-20	June-21	
CL7.1.6 - Investigate the upgrade of the Customer Request Management System	Not Started		Information Systems	July-21	June-22	

Strategic Outcome: CL8 - Visionary civic leadership with sound and accountable governance that reflects objective decision making

Strategic Initiative: CL8.1 - Provide for sound corporate governance

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL8.1.1 - Conduct a review of Financial Management Procedures	Not Started		Financial Services	July-20	June-21	
CL8.1.2 - Update the Business Continuity Plan	In Progress	Workshops have been completed for all Service Area leaders for the development of individual response plans. The service provider is currently drafting a new plan for the Town	People and Culture	July-19	June-20	
CL8.1.3 - Review the Risk Management Framework	Completed	The Risk Management Framework has been reviewed. It is awaiting Council endorsement in February.	Governance and Strategy	July-19	June-20	January-20
CL8.1.4 - Review the Strategic and Operational risk registers	In Progress	The Governance Coordinator (Audit and Risk) commenced. The Strategic Risk Register has been completed - currently developing a reporting framework so that an update report can be presented to the Audit & Risk Committee for it's September meeting.	Governance and Strategy	July-19	June-20	
CL8.1.5 - Develop an internal Decision-Making Framework	Not Started	This project will commence in July 2020 - resource will be needed to progress this project.	Governance and Strategy	July-20	June-21	

Strategic Outcome: CL8 - Visionary civic leadership with sound and accountable governance that reflects objective decision making

Strategic Initiative: CL8.2 - Promote principles of good governance

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL8.2.1 - Create an Accountability and Decision-Making Framework	Completed	This was adopted by Council in March 2019. An educational video explaining the Town's Accountability and Decision-Making Framework has also been developed and is due to be released in February ahead of the 2020 meetings	Governance and Strategy	July-18	June-19	June-19
CL8.2.2 - Develop an Integrated Complaints Management Framework	In Progress	Current practices and procedures are under review. Policies and procedures are being drafted to integrate elected member; staff and customer complaints procedures	People and Culture	July-19	June-20	
CL8.2.3 - Assess the Town's integrity practices against the Integrity Strategy 2020-2023 for WA Public Authorities	Not Started	This project will commence in July 2020.	Governance and Strategy	July-20	June-21	
CL8.2.4 – Implement an internal audit program	In Progress	The Internal Audit Program will be ready to present to the Audit & Risk Committee at it's July meeting.	Governance and Strategy	July-20	June-21	

Strategic Outcome: CL8 - Visionary civic leadership with sound and accountable governance that reflects objective decision making

Strategic Initiative: CL8.3 - Advocate and represent the needs of the community

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL8.3.1 - Oversee development of the Town's Advocacy Strategy	In Progress	IMPACTED BY COVID -19 New advocacy priorities adopted at December council meeting. Brochure content template for publishing now with councillors for review and feedback. Due to publish at end of Feb. Agreement with the CEO to hold workshops internally in Feb to flesh out action plans for each priority. Project/workshops plan complete including template for brainstorming actions and evaluation to be shared with CEO and Project Owners this week. Info session and workshops with councilors and staff to be conducted through March. Delayed and likely undeliverable this financial year due to total focus of CEO and Project Manager on Emergency Management and communications responsibilities for COVID19 response. $20K consultancy budget unspent.	Communications and Engagement	July-20	June-21	
CL8.3.2 - Build relationships and collaborate with the Federal and State Governments for funding for major strategic projects	Not Started		Chief Executive Office	July-17	June-22	
CL8.3.3 - Maintain and foster key partnerships and stakeholder relationships such as Crown Perth, Optus Stadium, West Coast Eagles, Perth Football Club and Curtin University	Not Started		Chief Executive Office	July-17	June-22	

Strategic Outcome: CL8 - Visionary civic leadership with sound and accountable governance that reflects objective decision making

Strategic Initiative: CL8.4 - Demonstrate strong future planning through the Integrated Planning and Reporting Framework, performance monitoring and evaluation

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL8.4.1 - Complete the major review of the Strategic Community Plan	In Progress	The review of the EVOLVE project is currently underway - the aim of this review to understand what worked well and any lessons learned. Currently awaiting survey/ feedback results. The draft project plan will be ready by 30 June 2020.	Governance and Strategy	July-20	June-21	
CL8.4.2 - Complete the minor review of the Strategic Community Plan	Completed	Reviewed Jun 19	Governance and Strategy	July-18	June-19	June-19
CL8.4.3 - Review the Workforce Plan	In Progress	the workforce plan 2020-2035 has been drafted and submitted to council for endorsement. It was returned to administration for additional work on the projected FTEs included as future estimated of workforce needs. The review is currently underway and the redrafted document expected to be completed for the June 20 OCM.	People and Culture	July-19	June-20	
CL8.4.4 - Review the Long Term Financial Plan	Not Started	Review of LTFP to commence 4ht quarter 2019/20.	Finance Office	May-20	June-20	
CL8.4.5 - Coordinate the Local Government Performance Excellence Benchmarking Program	In Progress	2019 Report received 17 December 2019. Circulated to Chris G - Org Development and Luke Ellis - Business Services for analysis as part of Workforce Planning reviews.	Finance Office	December-19	June-20	
CL8.4.6 – Improve corporate performance monitoring and reporting	Not Started		Governance and Strategy	July-20	June-21	

Strategic Outcome: CL8 - Visionary civic leadership with sound and accountable governance that reflects objective decision making

Strategic Initiative: CL8.5 - Ensure the effective and efficient delivery of services while meeting community needs

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL8.5.1 - Conduct a review of Asset Planning's operations	Not Started	Can commence following the Asset Management Framework development	Asset Planning	July-20	June-21	
CL8.5.10 - Conduct a review of Fleet Services' operations	Completed		Fleet Services	July-17	June-18	June-18
CL8.5.11 - Conduct a review of General Compliance's operations	Completed		General Compliance	July-18	June-19	December-18
CL8.5.12 - Conduct a review of Governance and Strategy's operations	Completed	The operational review for Governance and Strategy was completed in the 18/19 financial year.	Governance and Strategy	July-18	June-19	June-19
CL8.5.13 - Conduct a review of Healthy Community's operations	In Progress	in progress - Internal team engagement and review completed. Engagement has begun with program delivery service areas and Facility Programs Manager. Impacted by COVID-19 - Has been approved for a 6 month extension.	Healthy Community	July-19	June-20	
CL8.5.14 - Conduct a review of Information Systems' operations	Completed		Information Systems	July-19	June-20	September-19
CL8.5.15 - Conduct a review of Leisure centres operations	Not Started		Aqualife	July-21	June-22	
CL8.5.16 - Conduct a review of Library Services' operations	Completed		Library Services	July-17	June-18	June-18

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL8.5.17 - Conduct a review of Parking's operations	Not Started		Parking	July-21	June-22	
CL8.5.18 - Conduct a review of Parks and Reserves' operations	Completed		Parks and Reserves	July-18	June-19	June-19
CL8.5.19 - Conduct a review of People and Culture's operations	Not Started		People and Culture	July-21	June-22	
CL8.5.2 - Conduct a review of Building Services' operations	Completed	While this was due in June 2019, it was commenced by then and is now complete.	Building Services	July-18	January-20	January-20
CL8.5.20 - Conduct a review of Place Planning's operations	Not Started	Not commenced	Place Planning	July-21	June-22	
CL8.5.21 - Conduct a review of Project Management's operations	In Progress	Operating Budget requested for FY 2020/21 Commence initial peer review in FY 2019/2020 Consultant review 20k approx.	Project Management	July-20	June-21	
CL8.5.23 - Conduct a review of Street Improvement's operations	Not Started		Street Improvement	July-20	June-21	
CL8.5.24 - Conduct a review of Street Operations' operations	In Progress	Had 1 meeting with HR (GO) to look at Operations Structure Met with consultant in December to identify bottlenecks 01/04 - No update	Street Operations	July-19	June-20	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL8.5.25 - Conduct a review of Urban Planning's operations	Completed	Endorsed, focus shifts to delivering projects.	Urban Planning	July-18	June-19	April-20
CL8.5.26 - Conduct a review of Waste Services' operations	In Progress	Had 1 meeting with HR (GO) to look at Operations Structure Met with consultant in December to identify bottlenecks 01/04 - No update	Waste Services	July-19	June-20	
CL8.5.3 - Conduct a review of Communications and Engagement's operations	In Progress	Survey questions for internal service review complete, due for release to Service Areas in Feb. Full operational review will follow next financial year. Workforce plan feedback given to People & Culture informing on current & future demand and resourcing needs. Results of survey are due to shared with the team from P&C next week.	Communications and Engagement	July-20	June-21	
CL8.5.4 - Conduct a review of Community Development's operations	In Progress	Review commenced	Community Development	July-19	June-20	
CL8.5.5 - Conduct a review of Customer Relations' operations	In Progress	IMPACTED BY COVID-19 18.02.20 RFQ submissions released and due to be received this Friday. Three parties invited to submit. Project timeline proposes delivery of a report with key recommendations to be complete in April. 05.03.20 RFQ submissions received. Quotes all way over budget. 10.03.20 Off Track - Advice from C-Suite to re-scope/de-scope requirements, with some elements undertaken internally. No action taken since 13 March since project manager total focus has been on emergency response communications and customer service operations to COVID-19. Can still be delivered on a lower scale and internally as a project for a Town officer or consultant with less budget impact. A reschedule is not required.$20K of allocated budget. Request of proposed delay to July 2020.	Customer Relations	July-19	June-20	
CL8.5.6 - Conduct a review of Digital Hub's operations	Completed		Digital Hub	July-18	June-19	June-19

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL8.5.7 - Conduct a review of Environment's operations	Not Started		Environment	June-21	June-22	
CL8.5.8 - Conduct a review of Environmental Health's operations	In Progress	9 April 2020- Final draft prepared, pending C-Suite review. Presentation was done to C- Suite and recommendation of an additional EHO will be dependent on budgetary constraints due the effect of Covid 19. 31 May 2020- The project has now been completed and we are working on implementation plan.	Environmental Health	July-18	June-19	
CL8.5.9 - Conduct a review of Financial Services' operations	In Progress	IMPACTED BY COVID-19 Supplier selected through formal procurement process. Currently evaluating options on how to conduct the review with limited access due to COVID-19.	Financial Services	July-19	June-20	

Strategic Outcome: CL9 - Appropriate devolution of decision making and service provision to an empowered community

Strategic Initiative: CL9.1 - Build capacity of the community through better parnerships

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL9.1.1 - Conduct a pilot for participatory budgeting	Not Started		Financial Services	July-19	June-20	
CL9.1.2 - Design a 'Community Governance' Framework	In Progress	The 'Governance of Council Advisory and Working Groups' Policy has been presented to the Policy Committee for review. Once adopted by Council, the next steps will be to develop an internal governance process, and subsequent relevant documentation (i.e. agenda and minutes format, etc.)	Governance and Strategy	July-20	June-21	

Strategic Outcome: CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably

Strategic Initiative: CL10.1 - Comply with legislation and standards to ensure consistent, transparent and ethical governance

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL10.1.1 - Maintain the City of Belmont and Town of Victoria Park Local Emergency Management Arrangements	Ongoing		People and Culture	July-17	June-22	
CL10.1.2 - Implement changes to the Local Government Act	In Progress	Policies required from the Local Government Amendment Act 2019 to be presented to Council in March	Governance and Strategy	July-19	June-20	
CL10.1.3 - Review the Health Local Law	In Progress	9 April 2020- Governance will prepare a Council report for June 2020 to commence the review to 31 May 2020- Still with Governance Unit.	Environmental Health	July-21	June-22	
CL10.1.4 - Review the Local Law – Activities on Thoroughfares	Not Started	Work will commence in 2021 as identified	Place Planning	July-21	June-22	
CL10.1.5 - Review the Local Law - Fencing	In Progress	16/06/20 - Final draft almost completed. Draft review of Local Law prepared, being consulted internally. 07/04/2020 - Governance has almost completed the draft after further internal consultation.	Building Services	July-18	June-20	
CL10.1.6 - Review the Local Law – Property	Not Started	This will commence in 2021.	Governance and Strategy	July-21	June-22	
CL10.1.7 - Review the Local Law – Standing Orders	Completed	This was adopted by Council in June 2019	Governance and Strategy	July-18	June-19	June-19
CL10.1.8 - Review the Records Keeping Plan	Not Started		Information Systems	July-21	June-22	

Strategic Outcome: EC1 - A desirable place for commerce and tourism that support equity, diverse local employment and entrepreneurship

Strategic Initiative: EC1.1 - Create a thriving and resilient local economy.

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EC1.1.1 - Review the Economic Development Strategy	Completed	Completed and approved in Feb 19.	Place Planning	July-18	June-19	February-19
EC1.1.2 - Implement the Economic Development Strategy	Ongoing	Implementation remains on track. Quarterly Performance Report will be prepared in accordance with the agreed 3 monthly schedule.	Place Planning	July-17	June-22	
EC1.1.3 - Develop a Town of Victoria Park Investment Prospectus	In Progress	Invest Vic Park Brochure completed - Dec 2019 Invest Vic Park Website - structure completed in March 2020. Content currently being finalised April to May 2020. Launch of Invest Vic park website by June 2020	Place Planning	July-19	June-20	
EC1.1.4 - Deliver the Perth Stadium and Burswood Peninsula Strategy	Completed	A stakeholder report titled Burswood Peninsula Enhancement Strategy was completed in June 2018. Following the completion of this report the Town has partnered with the key stakeholders on the Peninsula to create a place governance body branded as the Burswood Peninsula Alliance	Place Planning	July-17	June-18	June-18
EC1.1.5 - Develop the Activity Centres Strategy	Completed		Place Planning	July-18	June-19	June-19

Strategic Outcome: EC2 - A clean, safe and accessible place to visit

Strategic Initiative: EC2.1 - Effectively enforce laws pertaining to public health.

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EC2.1.1 - Implement the use of mobile computing for environmental health inspections	In Progress	9 April 2020- Initially delayed due to dependencies on other system upgrades. Budget has since been reallocated due to reduction in materials and contracts. 31 May 2020- There is no budgetary allocation for this project hence the change in completion date to see if money can be allocated in the new financial year.	Environmental Health	July-20	June-22	
EC2.1.2 - Conduct statutory swimming pool and spa compliance inspections	In Progress	IMPACTED BY COVID-19 16/06/20 - A second letter bulk mailout in May was required due to the lack of responses from the first letter. We had a very positive response to the 2nd letter and were inundated with responses and bookings. Once we are satisfied with the number of inspections completed we will undertake a first letter bulk mailout for next stage of the project. 25/03/20 – Due to the current COVID-19 restrictions we are currently experiencing some apprehension from pool owners. We are now reassessing our pool/spa inspection methods and will respect the wishes of our clients should they request us not to access their property. DMIRS & WALGA are currently reassessing this situation for all L.G. Permit Authorities. To date we have inspected approximately 12% of our target. Staff are now adhering to the Dept of Health's requirements for social distancing and hand hygiene (disposable vinyl gloves) during inspections. 3/02/2020 - Mail outs and pool inspections now in progress. We have created an action plan and will monitor throughout the project. 23/01/2020 - Final Draft letter to pool owners created. Currently all Building staff are working on our pool register to make sure its up to date.	Building Services	February-20	June-21	

Strategic Outcome: EC2 - A clean, safe and accessible place to visit

Strategic Initiative: EC2.2 - Promote community safety and crime prevention

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EC2.2.1 - Deliver the Safer Neighbourhoods Plan	Ongoing	CCTV and Security Incentive Scheme 2019/21 funding allocated with waitlists in place for both strategies. Officer is working closely with various Town Teams to manage issues related an increase in rough sleeping in various parks and reserves in the Town. Initiatives to manage community safety, move on notices as well as removal and storage of personal belongings will form part of the Towns Homelessness Policy and Management practise. Work has commenced to design and facilitate Community Safety sessions in each of the Towns Places with the aim of providing education on safety related issues as well as addressing the communities perception of safety within the Town".	Community Development	July-17	June-22	

Strategic Outcome: EC2 - A clean, safe and accessible place to visit

Strategic Initiative: EC2.3 - Improve equitable access to parking.

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EC2.3.1 - Review Parking Hotspot Zones 1 and 6	Not Started		Parking	July-21	June-22	
EC2.3.1 - Review Parking Hotspot Zones 1 and 6 (18/19)	Completed	Review completed.	Parking	July-18	June-19	May-19
EC2.3.2 - Review Parking Hotspot Zones 2 and 3	In Progress	First Draft	Parking	March-20	June-20	
EC2.3.3 - Parking Hotspot Zones 4 and 5 (17/18)	Completed	Review complete. Next due 2020/2021.	Parking	July-17	June-18	June-18
EC2.3.3 - Review Parking Hotspot Zones 4 and 5	Not Started		Parking	July-20	June-21	
EC2.3.4 - Review the management of Hubert Street car park	Completed	Review completed.	Parking	July-17	June-19	May-19
EC2.3.5 - Undertake the Burswood Station East Parking Review	Not Started		Parking	July-20	June-21	
EC2.3.6 - Facilitate 'demand-based parking'	In Progress	80 Ticket Machines along Albany Highway are programmed with demand-based pricing	Parking	December-19	June-20	
EC2.3.7 - Review the Parking Permit policy	Completed	1. Completed Burswood Peninsula engagement on the use of Event Permits 2. Policy Committee report created for 18 March 2020 meeting	Parking	July-19	June-20	April-20

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EC2.3.8 - Develop a Parking Benefits Strategy	Not Started		Parking	July-20	June-21	

Strategic Outcome: EN1 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing needs and enhances the Town's character

Strategic Initiative: EN1.1 - Ensure a strong sense of place that emphasises each suburbs' unique characteristics and sense of community.

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN1.1.1 - Prepare the new Local Planning Scheme No. 2	In Progress	COVID-19 IMPACT POSITIVE IMPACT * potential for ealier start to project if urban planning staff have more time available with declining DAs NEGATIVE IMPACT * progress could be delayed if LPS is delayed for whatever reason (eg. DPLH take longer to progress their end) MITIGATION: M/A On Track	Place Planning	July-21	June-22	
EN1.1.10 - Review and update the Social Infrastructure Strategy	In Progress	DELAYED It has been recommended to postpone this project so community engagement can occur following the easing of COVID-19 restrictions. In the meantime the Town will reevaluate the Scope of the review.	Place Planning	July-19	June-20	
EN1.1.11 - Review and update the Albany Hwy Planning Framework	In Progress	ON TRACK The Town has prepared a Business Case with a range of option to update the planning framework in relation to Albany Highway following the endorsement of the Local Planning Strategy in April 2020. These options were presented to C-Suite, and will be presented to Elected Members at the May 26 Concept Forum. The Concept Forum Presentation will provide an outline of the project and cost estimates before a budget request in 2020/21.	Place Planning	July-20	June-21	
EN1.1.2 - Prepare the Local Planning Strategy	In Progress	COVID-19 IMPACT NEGATIVE IMPACT * refused permmission to advertise by WAPC as inability to meet Regulation need for physical copy available * WAPC delay permission to advertise given staff disruption * criticism from community for progressing digital engagement on such an important Strategy with Town-wide stakeholders engagement needed MITIGATION: 24/3 - Town emailed DPLH to clarify issues and seek confirmtion of previously agreed time targets for Certification on 9 june or 23 June Stat Planning Committee meeting (WAPC) ON TRACK: Draft LPS to Council Briefing 7 April and OCM 21 April seeking permission to advertise. Must also get WAPC permission to advertise following OCM. Town is awaiting confirmation from DPLH that there is no or minimal disruption to their services and that previously agreed timeframes should be ok or thereabouts.	Place Planning	July-21	June-22	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN1.1.2 - Prepare the Local Planning Strategy (18/19)	Completed		Place Planning	July-18	June-19	June-19
EN1.1.3 - Review the Streetscape Local Planning Policy	In Progress	Recommendations of May OCM report adopted, reports for Scheme Amendment initiation due July, Policy August, incentives investigation and community nominated heritage areas December.	Urban Planning	July-19	June-20	
EN1.1.3 - Review the Streetscape Local Planning Policy (17/18)	In Progress	Policy introduced at May OCM. Next report due August 2020.	Urban Planning	July-17	June-18	
EN1.1.4 - Implement recommendations of the Residential Character Study Area to planning framework	In Progress	Council resolves to prepare further report, as follows: Scheme Amendment initiation due July, Policy August, incentives investigation and community nominated heritage areas December.	Urban Planning	July-20	June-21	
EN1.1.5 - Prepare a Streetscape Improvement Plan for Archer Street and Mint Street	In Progress	ON TRACK: Community engagement completed Concept planning nearing completion Report to Council for endorsement for the concept design to proceed to public advertising on track for June 2020 OCM.	Place Planning	July-19	June-20	
EN1.1.6 - Review the Burswood Lakes Structure Plan	Completed	Completed	Urban Planning	July-19	June-20	June-20
EN1.1.7 - Amend the Town Planning Scheme provisions related to the Burswood Lakes Structure Plan	Not Started	IMPACTED BY COVID-19 To be completed in-house - will commence when appropriate	Urban Planning	July-21	June-22	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN1.1.8 - Update the Burswood Station East Planning Framework	In Progress	ON TRACK Public Advertising has been postponed until after the COVID-19 emergency. The Local Planning Policy has been graphically designed and the LPP and Scheme Amendment will be advertised when COVID-19 restrictions begin to ease.	Place Planning	July-20	June-21	
EN1.1.9 - Prepare Station Precinct Plans for Carlisle & Oats Street in partnership with METRONET	Not Started	ON TRACK • The METRONET team is proceeding with assessing short listed Level Crossing Removal options. • The METRONET Precinct Planning team has released an RFQ for a consultant to conduct analysis on the land use and planning implications for each of the short listed options to inform the broader business case that will ultimately be presented to the Minister to determine the preferred option. • Once the broader business case process has been completed, the precincts team will begin working on a place plan with ToVP.	Place Planning	July-20	June-22	

Strategic Outcome: EN2 - A safe, interconnected and well maintained transport network that makes it easy for everyone to get around

Strategic Initiative: EN2.1 - Create better and more accessible road networks within the Town

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN2.1.1 - Review Local Area Traffic Management Plans - Various	Ongoing	This is an ongoing deliverable.	Street Improvement	July-17	June-22	

Strategic Outcome: EN2 - A safe, interconnected and well maintained transport network that makes it easy for everyone to get around

Strategic Initiative: EN2.2 - Maintain quality of infrastructure for community use.

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN2.2.1 - Review the Asset Management Plan - Transport	Not Started	Review will commence following full comprehensive valuation of all asset classes and once data migration to new Asset system is completed.	Asset Planning	July-20	June-21	
EN2.2.1 - Review the Asset Management Plan - Transport (18/19)	Completed	Completed in conjunction with the CBP. Due for review 20-21	Asset Planning	June-18	June-19	July-18

Strategic Outcome: EN3 - A place with sustainable, safe and convenient transport options for everyone

Strategic Initiative: EN3.1 - Create better options for active transport

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN3.1.1 - Develop a joint Bike Plan	In Progress	DOT funding submissions close on the 25/7/2019. Technical Staff Planning to submit Gloucester Street as a Safe Active Street Project.	Street Improvement	July-17	June-18	
EN3.1.2 - Design Stage 2 & 3 of the Rutland Avenue Principal Shared Path project	Not Started		Street Improvement	July-20	June-21	
EN3.1.3 - Evaluate existing traffic calming projects intalled via the Lathlain Traffic Management Plan and report to Council	Not Started		Street Improvement	July-20	June-21	
EN3.1.4 - Implement the Integrated Movement Network Strategy	In Progress	The 2013 Integrated Movement Network Strategy has largely been completed with a review and update currently being planned.	Place Planning	July-17	June-22	
EN3.1.5 - Review the Integrated Movement Network Strategy	In Progress	ON TRACK The Town presented the rationale for an updated IMNS at the February 2020 Concept Forum. As foreshadowed at this Concept Forum, the Town will submit a budget request to update the 2013 IMNS. This project would commence at the point budget is allocated.	Place Planning	July-20	June-22	
EN3.1.5 - Review the Integrated Movement Network Strategy (17/18)	Completed		Place Planning	July-17	June-18	June-18

Strategic Outcome: EN3 - A place with sustainable, safe and convenient transport options for everyone

Strategic Initiative: EN3.2 - Increase options for sustainable and public transport

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN3.2.1 - Contribute to the Trackless Tram Investigation Consortium	In Progress	ON TRACK The Town continues to participate in the Trackless Tram Consortium. The project team is nearing the completion of the report with preferred routes for a Trackless Tram from Carousel Shopping Centre to Scarbrough Beach (pass through the Town). This document (along with marketing material) will form the basis for future advocacy efforts.	Place Planning	July-20	June-22	
EN3.2.2 - Launch electric vehicle charging station within the Town	Not Started		Street Improvement	July-21	June-22	

Strategic Outcome: EN4 - A clean place where everyone knows the value of waste, water and energy

Strategic Initiative: EN4.1 - Take action to mitigate climate change.

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN4.1.1 - Develop the Climate Change Mitigation Action Plan	In Progress	IMPACTED BY COVID-19 Consultants and Town have partnered to complete critical milestone of baseline emissions calculations for the Town. Future risk and climate adaptation and mitigation actions will be informed by this going forward. The next stage of consultation is now being discussed with Community Engagement Advisor and consultants. Originally respective staff and community risk and action planning workshops were planned for April/ May, however the future platform of engagement will change due to COVID-19. Engagement will likely be in early May, due to consultation backlog for other projects as a result of COVID-19. Update 07/04 Staff engagement will be occurring from 5th May. This will be through a survey, forum and Zoom workshop. NOTE: The community engagement component is for the development of a dedicated Community Action Plan, so this element needs to be as robust as possible. As such, given that we are likely to get the best quality of engagement through a workshop, this will be held once the COVID risk is minimised. In the interim, a community survey will be undertaken in May, together with an expression of interest to a future workshop. The feedback from the survey can also be a value-add to the workshop. Update 19/6/20 Community survey closed 15th June, 65 participants. This feedback fed into second staff workshop, held 19/06/20. Draft Climate Emergency Plan (CEP) actions drafted. and based on feedback will be adjusted and first full draft of the CEP will be produced.	Environment	July-20	June-21	
EN4.1.2 - Develop an Environment Plan	In Progress	IMPACTED BY COVID-19 Environment Plan, there has been a delay in completion of the Environment Plan during 2019/20 due to other priorities that have come up during the course of the year, such as Single-Use Plastic and Polystyrene Ban. First draft is currently undergoing staff consultation , but community consultation may be delayed as a result of COVID-19. Plan anticipated to be complete September 2020. As the Environment Plan is being developed internally, there will be no carry forward of funds.	Environment	July-19	June-20	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN4.1.3 - Develop a strategy and implementation plan for zero emissions vehicles	In Progress	A long term trial is being conduceted using 2 x Line Trimmers to see if they are durable enough to superseed the existing 2 stroke line trimmers. Trialing various battery sizes to see how long charge times are and if the batteries are still capable of holding charge after 3 years of usage in the field. Continuing to reseach the hybrid and electric car market. looking to aquire a hybrid vehicle next year to replace an existing petrol vehicle. The Long Term Financial plan is being updated with additional tabs showing the additional cost of replacing the current light vehicles with Hybrid and full electric alternatives. Budget Advocacy presentation to C Suite this month. Purchased an additional Electric chainsaw, hedge trimmer and blower for Parks Operations team to trial. Parks team are starting to embrace electric equipment - They have requested a electric polsaw to be used in place of the 2-stroke polesaw. No new updates as of 04/06/20	Fleet Services	July-20	June-21	

Strategic Outcome: EN4 - A clean place where everyone knows the value of waste, water and energy

Strategic Initiative: EN4.2 - Reduce the amount of waste directed to landfill

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN4.2.1 - Consider alternative landfill options in discussion with Mindarie Regional Council	Ongoing	01/04 - Still on-going discussion Ongoing discussion of landfill options with MRC at strategic level -waste to energy options -other landfill alternative -GO/FOGO options	Waste Services	July-20	June-21	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN4.2.2 - Review the Strategic Waste Management Plan	Ongoing	9/6/20 EOFY Discussed with WALGA contractual risks associated with CDS (i.e. change of law concerns effective from 1 Oct 20) Reviewed with MRC CEO the tonnage rate for processing of recyclables across WA metro area. The recent post sword policy contract rate has been as high as $160/tn vs the Town's $45/tn. This is in effect an annual saving of approx $400,000 for the duration of the 10 year contract secured by the Town. Organised and prepared some materials for the June Concept Forum for CDS Organised and prepared some materials for the June Concept Forum for the MRC RRF contractual matter. Discussed CDS issues with WARRRL Discussed CDS issues with WALGA Discussed CDS issues with TRH Discussed with CEO of New Energy (East Rockingham Waste to Energy Plant) regarding the potential of producing hydrogen using the waste heat generated. Attended weekly FOGO forums organised by DWER. Worked with GIS team to develop heat map consisting all residential properties (low and high density) to assist with future truck route planning for weekly FOGO bin collection and fortnightly waste bin collection rounds. Discussed with Cleanaway the potential contract variations as a result of the changes due to FOGO 3rd bins. Obtained Council endorsement of the Town's response to the 2 papers prepared by DWER related to the Waste levy. WALGA sent an email to the Town expressing their appreciation for the enlightening information provided in the Town's response. Proposed various key points for MRC to discuss with Biovision regarding the future of the RRF. Attended weekly MRC SWG meetings to discuss RRF contractual issues. Worked with Finance to prepare a loan repayment forecast model to check the impact of the RRFA exit fees. Revised the business case for the 3rd bin GO and FOGO systems based on new gate fee estimated by MRC. Held discussion with officers from various councils regarding 3rd bin options. Held meetings with Cleanaway regarding community empowering initiatives such as worm farms and Bokashi units. Discussed with Greenbatch regarding potential recyclable items to be collected (bottle lids). Discussed with TRH regarding CDS initiatives. Prepared Council report to provide an update on the recommended actions of the Sept 20-19 OCM and March 2020 OCM regarding CDS. 24/4/20 During the past month, we had discussed with the Mayor the future options of FOGO processing options and future options for MRC and the strategic options to be consider during the negotiation with the relevant operator of the processing plant.	Waste Services	July-21	June-22	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
		First draft of the Waste Plan has been submitted to DWER. Working on the revised Waste Plan which will be presented to Council. Worked with Land Admin staff to discuss CDS options with The Recycling Hub. Due to the concerns of opportunity loss in terms of land optimisation, TRH may not pursue further the depot lease for the Refund point. 23/3/20 Reviewed MRC reports including the status of 3rd bin system roll out for member councils and KPMG Valuation Advice and HSF Legal Advice concerning the RRF. 29/2/20- Reviewed SWMP- The appointment of a Waste Manager is one of the actions required for year 1. Organisation Structure being reviewed. 28/02/20- State Waste Plan being finalised. 25/02/20- Gunther of MRC delivered a presentation regarding the future of RRF and MRC to EMs at the Concept Forum. 25-2-2020 - Gunther Hoppe (MRC CEO) to present to Council "Future of MRC and RRF" prior to the MRC Council meeting on 17 March 2020. 16-01-2020 - Meeting with Daz Monteiro (The Recycle Hub) and WARRRL to visit the depot at 199 Star St for on-site consideration what he has proposed to WARRL (concept meeting). 09-01-2020 - COO, A/Manager Technical Services and Street Operations Engineer had a 2nd meeting with Daz Monteiro (The Recycle Hub) following request from the Mayor and CEO. A further inspection meeting at the depot was organised and estimates sqm of laydown area and shed were sent to Daz. 02-12-2019 - Attended the Department of Water and Environmental Regulation waste plans development workshops. Waste plans are required to be submitted to DWER and have an acceptance by 30 September 2020. 22-10-2019 - Submitted to Waste Avoidance Authority/DWER (Department of Water and Environmental Regulation) the Waste Census of the Town for 2018-2019. 3-10-2019 - Met with Daz Monteiro (The Recycle Hub) to understand his requirement for a CDS collection facility in the Town of Victoria Park. Requested that a business case and further details to be submitted to us. 26-9-2019 Discussion with Rebecca Brown (WALGA) and WARRL (WA Return Recycle Renew Ltd) about CDS information and updates on opportunities for LGA and their Communities. 3-9-2019 presented to C Suite the risks associated with the Operation of the RRF under the current waste management climate. 3-9-2019 Met with COO Ben K and Cr Vernon to discuss the future of the RRF and MRC. 4-9-2019 Met with Debbie of Good Samaritan to discuss potential collaborations in the CDS space. 5-9-2019 Setting up an Inner City Waste Management Group to meet				

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
		regularly to explore opportunities for waste and recycling services affecting inner city LGs. First meeting with the senior Waste Managers of the Cities of Perth and Vincent scheduled for 13 Sept 2019 Oct 2019 Concept Forum- Presented to EMs the current risks and future risks of MRC and RRF and future opportunities including 3 bin system and alternative waste treatments. Nov 2019 Reviewed the 3 bin system Dec 2019 contacted Prof Li of Curtin Uni to discuss opportunities to reprocess plastic and other recyclables into bunker oils and char (minimise recyclables being sent to landfill due to the Cleanaway MRF fire). 2/12/19 attended the WASTE PLAN workshop organised by DWER. 2/12/19 Met with Operations Manager of SMRC who confirmed that their "FOGO" materials is sorted at the SMRC RRF which is then "sold" off to Pure Earth for processing. Not confirmed whether their is any buyer of the processed FOGO. 4/12/19- met with Waste Manager of the City of Wanneroo- they are likely to commence GO rather than FOGO in 12 months time. The RRF diversion rate will likely to be reduce from the current 43% to 39% as a result. The gate fee would likely have to increase accordingly in 12 months time. 4/12/19 It is understood that a number of Councils which separated their recycling collection services from the processing service are now unable to find an affordable contractor to process their recyclables due to the Cleanaway MRF fire earlier this month. The Town's contract is very clear that Cleanaway is responsible for the collection and processing of recyclables. It is more expensive for the Town to landfill recyclables than to allow contractors to process them. 5/12/19 Attended 2 Inner City Waste Mgt Group meetings. Discussed potentials to share resources. 5/12/19 Tech Services and WALGA jointly delivered the CDS information session to community members on 5/12/19.				

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN4.2.3 - Investigate the introduction of a multi-bin system	In Progress	-Calculations carried out by Jon H., John W. for multi-bin system for the Town. Best option is to delay introduction until start of 2023. -On going discussion with MRC about other member councils moving towards multi-bin system and how it is going to affect the cost of landfill cost due to RRF (another 10 years contract) and less organics being sent to the RRF. - John W. produced a presentation to EM in October and November about the options for the Town in terms of waste strategy, multi bins system and risk to the Town. -Further Concept Forum will be organized to keep C-Suite updated and EM on waste matters. Gunther from MRC coming on 25 Feb for concept forum about MRC etc. -01/04 - Completion of Waste Plans. Submitted all info for multi-bins but no strategic direction yet. Will also depend on MRC Meeting about RRF.	Waste Services	July-20	June-21	
EN4.2.4 - Reconcile the Town's bin register	Not Started	01/04 - possibly going to request from Business Continuity Group for resource to carry this task. Start date is from July 2020 as per SWMP. Not a priority yet. Need business case for employing a casual employee to undertake bin register reconciliation.	Waste Services	July-20	June-22	
EN4.2.4 - Reconcile the Town's bin register (18/19)	Completed	Completed 18/19 Financial year.	Waste Services	July-18	June-19	June-19
EN4.2.5 - Investigate a refund or donation point to support the Container Deposit Scheme	In Progress	Operations attended a number of meetings offered by WARR and WALGA on the CDS Met Darryl (Dazz) from The Recycling Hub in October at the depot with John W. Meeting Darryl (Dazz) on the 09/01 with Frank S. and Ben K. to listen to his options. CDS CDG 1 year sunset clause with Laura for comment. Contacted neighbouring Councils (Perth, Canning, Belmont and South Perth) what infrastructure available for CDS for the public. Responded to Notice of Motion on CDS. 01/04 - Spoke to Darryl this morning about still supporting a CDS facility in the Town.	Waste Services	July-19	June-20	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN4.2.6 - Implement the ban of single-use plastics and polystyrene within Town facilities, Town run events and market stalls on Town land	Completed		Environment	July-19	June-20	December-19

Strategic Outcome: EN4 - A clean place where everyone knows the value of waste, water and energy

Strategic Initiative: EN4.3 - Increase community knowledge and awareness of effective waste management

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN4.3.1 - Develop a Community Education Strategy for waste	Completed		Waste Services	July-18	June-19	June-19
EN4.3.2 - Carry out a Waste Education Program	In Progress	Ongoing deliverable. Victoria Park Primary (8 classes) and East Victoria Park Education Support Centre (2 classes) in Term 2. Term 4 2019 - School: Santa Clara Catholic School – St James Classes: 3 Years: 1, 3 and 4 Number of sessions: 6 Questionnaires returned: 54 School: East Victoria Park Primary School Classes: 5 Years: 1-3 Number of Sessions: 10 Questionnaires returned: 65 School: Perth Individual (Montessori) Classes: 3 Years: Pre-Primary - 6 Number of Sessions: 6 Questionnaires returned: 34 COVID-19 - 01/04 - Waste Education on hold due to COVID-19	Waste Services	July-17	June-22	

Strategic Outcome: EN5 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed

Strategic Initiative: EN5.1 - Ensure the long term asset and service provision sustainability of significant community buildings and other assets

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN5.1.1 - Review the Asset Management Plan - Property	Not Started	Review will commence following full comprehensive valuation of all asset classes and once data migration to new Asset system is completed.	Asset Planning	July-20	June-21	
EN5.1.2 - Finalise the Strategic Asset Plan for the Towns Leisure centres	Completed	Strategic Asset Plans completed, loaded on Town's website. Condition audits completed with 15 year long term funding requirements. A needs analysis was also conducted which will the determine the service provision needs into the future. These draft plans will be circulated to EMs on Hub. Following Community Engagement for visioning of John Mac Precinct this information will be combined with needs analysis to form strategic recommendations for the facilities and the Plan will be finalized. Expected June 2020.	Asset Planning	July-19	June-20	June-20
EN5.1.3 - Finalise the Strategic Asset Plan for the Victoria Park Library	Completed	Strategic Asset Plans completed, loaded on Town's website. Condition audits completed with 15 year long term funding requirements. A needs analysis was also conducted which will the determine the service provision needs into the future. These draft plans will be circulated to EMs on Hub. Following Community Engagement for visioning of John Mac Precinct this information will be combined with needs analysis to form strategic recommendations for the Library and the Plan will be finalized. Expected June 2020.	Asset Planning	July-19	June-20	June-20
EN5.1.4 - Implement Strategic Asset Plan recommendations	In Progress	Condition Audits completed and implemented through capital works program. Needs analysis completed. Long Term plan will be dependent on community engagement process to finalise strategic recommendations.	Asset Planning	December-21	June-22	
EN5.1.5 - Implement an Asset Management System	In Progress	Currently reviewing data for Phase 1 of data migration. Asset Valuations underway also in tandem. System configuration will continue over the months of April/May. Asset Register set up and maintenance modules ready for roll out June.	Asset Planning	June-20	June-21	
EN5.1.6 - Develop an Asset Management Framework	In Progress	Has commenced with asset classifications and hierarchy development.	Asset Planning	July-20	June-21	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN5.1.7 - Implement upgrades to the Higgins Park Tennis Courts	In Progress	Contract signed, preliminary survey completed. agreed start of works in March. Works to commence 23 March with a 7 week works program. May be a delay in importing the poles from China due to industry slow down because of Corona Virus. Still on track to start on Monday 23 March 2020. 14/4/2020 Site works have commenced, trees have been transplanted and cricket nets removed. 21/4/2020 Retaining wall installed. Grass removed from future hardcourt area. 100 ton limestone delivered. Levels set for new cricket nets. 5/5/2020 Asphalt for the new courts has been laid. Concrete pads and fencing for cricket nets completed. 20/5/2020 Turf laid. Practical completion carried out. Just awaiting court marking and lighting installation. 3/6/2020 Still awaiting lighting installation 10/6/2020 Light poles have arrived in Fremantle. Works to install them anticipated to start on 15 June 2020. Painting of courts should take place a week later, weather permitting. 30/6/2020 Poles installed and lighting operational. Preparation work for court bitumen surface painting has started. Slight weather delay. Expected to be completed within 2 weeks.	Parks and Reserves	July-19	June-20	
EN5.1.8 - Deliver the 5-year Capital Works Program	Ongoing	MY Budget review to identify further renewal projects to be funded	Operations Office	July-17	June-22	

Strategic Outcome: EN5 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed

Strategic Initiative: EN5.2 - Ensure the sustainability and reliability of Town fleet and machinery

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN5.2.1 - Create a Fleet Training Program	In Progress	Ongoing - liasing with HR to capture new starters with private usage. Performing vehicle training and weekly checksheet inductions. Rangers and parking teams have been refreshed with induction training as well as weekly safety check/prestart training requirements. Looking at getting a 3rd party to do an inhouse training on vehicle fire extinguisher training - waiting for feedback on Bu training budget. Nothing new this month. Nothing new this month.	Fleet Services	July-20	June-21	
EN5.2.2 - Review existing Plant and Machinery Software	Completed	Existing fleet management software is only just over 12months old. Currently meeting all expectations. Just had a server migration to Victoria today, will evaluate if performance improves. Loading times may have reduced slightly - with increased performance. At this stage, the current system has been found to meet the Towns needs.	Fleet Services	July-21	June-22	May-20
EN5.2.3 - Investigate the purchase of autonomous fleet vehicles	Completed	Vehicle Autonomy is only in its infancy at the moment - this will be a long term KPI over the next decade. As mentioned above, additional tabs have been added to the long term financial plan showing the cost if we were to adopt to hybrid and or electric vehicles at todays pricing. It is expected prices will drop considerably in the coming years as these vehicles become more main stream. Nothing new to report this month. Keeping abreast of new electric vehicles coming to market. No new information regarding autonomy though.	Fleet Services	July-21	June-22	May-20
EN5.2.4 - Review the Asset Management Plan - Fleet	In Progress	Review onging to identify asset feasability within the fleet. Fleet has just been reviewed in line with 2020/2021 proposed budget upload. Waiting on budget advocacy decision for the 2020/2021 budget. As per above - There could be significant changes to budget and priorities in the coming months. The Fleet Policy is due to be endorsed by EM's. The new policy will initiate the reduction of non-operational vehicles over the next 3 years.	Fleet Services	July-20	June-21	

Strategic Outcome: EN6 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed

Strategic Initiative: EN6.1 - Better utilise and beautify existing parks and reserves for the benefit of the community

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN6.1.1 - Review the Asset Management Plan - Parks & Recreation	Not Started	Review will commence following full comprehensive valuation of all asset classes and once data migration to new Asset system is completed.	Asset Planning	July-20	June-21	
EN6.1.2 - Implement the Public Open Space Strategy	Not Started	ON TRACK: The Public Open Space Strategy is already informing a variety of decisions and outcomes. An implementation framework will be prepared to guide upgrades and additions to the Town's public spaces.	Place Planning	July-20	June-22	
EN6.1.3 - Develop the Kensington Bushland Management Plan	Completed		Environment	July-18	June-19	June-19
EN6.1.4 - Develop the Hillview Bushland Management Plan	Completed		Environment	July-19	June-20	December-19
EN6.1.5 - Deliver GO Edwards Reserve Stages 2 and 3	Completed		Parks and Reserves	July-19	June-20	December-19
EN6.1.6 - Deliver GO Edwards Stage 4	In Progress	Held up due to laneway. Specifications being finalized.aerators ordered. Mainline shift has commenced. Aerators ordered. Quotes being received for coloured LED lighting systems to illuminate aerators. 14/4/2020 Still awaiting delivery of aerators 21/4/2020 Lighting system ordered. 5/5/2020 DRAFT design for stage 5 and stage 4 modifications done. 3/6/2020 No change	Parks and Reserves	July-19	June-20	
EN6.1.7 - Deliver GO Edwards Stage 5	In Progress	RFQ for stage 5 detailed design finalized. Public feedback on proposed dog park to go on Your thoughts in April. 14/4/2020 Stage 5 design first DRAFT completed. Minor tweaks currently occurring 20/5/2020 Detailed design tweaks competed. 30/6/2020 Awaiting tender process in new financial year.	Parks and Reserves	July-20	June-21	

Strategic Outcome: EN6 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed

Strategic Initiative: EN6.2 - Design and provide public open spaces that are suitable for the current and future needs of the community

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN6.2.1 - Develop a masterplan for McCallum Park	Completed		Place Planning	July-17	June-18	June-18
EN6.2.2 - Develop a masterplan for Higgins Park and Playfield Reserve	In Progress	DELAYED The community engagement program has been re-designed due to COVID-19 but is proceeding online. Updated timelines were presented (along with presentations from stakeholders) at the April 2020 Concept Forum. The Masterplan will be completed in the first half of the 2020/21 financial year (subject to any variations that might arise in this complex project).	Place Planning	July-19	June-20	
EN6.2.3 - Prepare a masterplan for Edward Millen Park	In Progress	ON TRACK A range of water feature options have been presented to EM's (April 2020 Concept Forum) and the masterplan with water feature options will be presented at the May OCM for final approval. Detailed Design procurement has commenced.	Place Planning	July-19	June-20	

Strategic Outcome: EN7 - Increased vegetation and tree canopy

Strategic Initiative: EN7.1 - Increase in vegetation and tree canopy within the Town

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN7.1.1 - Implement the Urban Forest Strategy	Ongoing	ON TRACK The Planning Season is coming to an end with more projects identified and progressed through the planning and design stage. The Planting Season will commence in late May and a detailed update will be provided in the next Quarterly Report and in regular EM Bulletin Posts.	Place Planning	July-17	June-22	
EN7.1.2 - Develop a Memorial Commemorative tree planting program	In Progress	This is being addressed as a part of the overall Commemorative Recognition Program. Draft documentation completed with parks input. Community area have completed DRAFT document to go to council. 14/4/2020 Incorporated into the Commemorative Recognition Policy 20/6/2020 Further information due to be discussed at June concept forum.	Parks and Reserves	July-19	June-20	
EN7.1.3 - Investigate the development of a plan for the Kent Street Sand Pit consistent with its zoning	In Progress	Place planning are developing this. : Kent St Sand Pit, this has been commenced. 1. Project Plan has been developed and vetted by Council; 2. Town has liaised with Dept Biodiversity, Conservation and Attractions re: the potential partnership re: future revegetation of the site; and 3. Town has gone out to market for consultant to deliver a scoping report for the Town. This will inform the future development of a Master Plan for the area. Still being developed. 20/5/2020 Consultant appointed. Site visit with consultant on 19/5/2020.	Parks and Reserves	July-19	June-20	

Strategic Outcome: S1 - A healthy community

Strategic Initiative: S1.1 - Positively impact the social health and well-being of the community

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S1.1.1 - Develop a Local Public Health Plan (Healthy Vic Park Plan)	Completed		Healthy Community	July-17	June-18	June-18
S1.1.2 - Conduct a review of the Local Public Health Plan (Healthy Vic Park Plan)	Not Started		Healthy Community	July-21	June-22	
S1.1.3 - Deliver the Local Public Health Plan (Healthy Vic Park Plan) Action Plan	Ongoing		Healthy Community	July-17	June-22	
S1.1.4 - Review the Community Grants Program	In Progress	Review in progress of 19/20 grant program. Business Case developed to implement Smarty Grants across all Town grants to streamline current process and improve user experiences	Community Development	July-20	June-21	
S1.1.4 - Review the Community Grants Program (18/19)	Completed		Community Development	July-18	June-19	December-19

Strategic Outcome: S1 - A healthy community

Strategic Initiative: S1.2 - Improve the attendance and quality of the Town's leisure centres

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S1.2.1 - Develop a Strategic Marketing Plan for the Town's leisure centres	In Progress	IMPACTED BY COVID-19 Discussions between Comms and Business Services manager around objectives begun. Need to secure a full written brief from Leisure Team by Feb. March - service / staffing interruptions by COVID-19 at Leisure Centres and total focus of Communications Advisor on supporting the service area and membership communications for COVID-19.	Communications and Engagement	July-20	June-21	
S1.2.2 - Participate in Leisure Facility bench-marking with other Local Governments	Ongoing	This is an ongoing deliverable. The Leisure centres participate yearly.	Leisurelife	July-17	June-22	
S1.2.3 - Conduct a Leisure Facilities needs analysis	Completed	Complete and reported to Council Nov 2019	Aqualife	July-19	June-20	January-20
S1.2.4 - Deliver the Leisure Facilities masterplan	Not Started		Leisurelife	July-21	June-22	

Strategic Outcome: S2 - An informed and knowledgeable community

Strategic Initiative: S2.1 - Improve digital literacy and learning

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S2.1.1 - Design a Digital Literacy program	In Progress	Progress on this Corporate Deliverable was interrupted by COVID; the disruption of closing the Digital Hub facility and adapting to remote service, plus the part-time 'redeployment' of the Digital Hub Coordinator into the Communications Team. Work on this Corporate Deliverable has resumed. A communications plan for the engagement process has been developed. This will comprise of a short 'Your Thoughts' survey that will be released late May/early June. The Digital Literacy Program document is in draft stage. The Corporate Deliverable will be completed by the deadline.	Digital Hub	July-19	June-20	
S2.1.2 - Review the Digital Hub's Strategic Marketing Plan	Not Started		Digital Hub	July-21	June-22	

Strategic Outcome: S2 - An informed and knowledgeable community

Strategic Initiative: S2.2 - Increase positive literacy and learning opportunities within the Town

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S2.2.1 - Deliver the early literacy and outreach program	In Progress	This is an ongoing deliverable. Developing new stakeholder relationships for program delivery. Teddy Bears Picnic will not proceed due to resource limitations Collaborating with Commicare Circle of Security 8 week program 14/04 Library closed due to COVID 19. Promoting available activities using social media, website and newsletter 11/6 Early literacy programs will resume 22 June to round out program delivery for FY	Library Services	July-17	June-22	
S2.2.2 - Develop a Literacy and Learning Strategy	In Progress	IMPACTED BY COVID-19 Delivery of strategy may be delayed due to disruption for COVID 19. ETA October 2020 Developing new stakeholder relationships Collaborated with external groups for collaboration for program delivery Collaborating with Digital Hub Developing literacy and learning opportunities for the community 14/04 Library closed due to COVID 19. Promoting available activities using social media, website and newsletter 5/5/2020 Still in process in draft format 11/6 Draft strategy sent to Community Manager 23 May for review. External community consultation due July 2020	Library Services	July-19	June-20	

Strategic Outcome: S3 - An empowered community with a sense of pride, safety and belonging

Strategic Initiative: S3.1 - Promote equal opportunity, social justice and inclusion within the community.

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S3.1.1 - Review the Disability Access & Inclusion Plan	In Progress	May 2020 In May seven Officers from various internal teams formed an internal DAIP working group. This group and its members will act as champions for all access and inclusion based initiatives entered into and delivered by the Town. The group will provide feedback and suggestions to the Towns Access and Inclusion Advisory Group and will act as a conduit between the Advisory Group and Town staff. The Advisory Group completed an annual review of all DAIP deliverable's, this review will be used to create a detailed work plan that will identify when and how the remaining DAIP deliverable's will be completed between the 2020/21 and 2021/22 financial year. The Town has been invited by the National Disability Services (NDS) to participate in the "My Bay, Someones Day" campaign due to launch December 2020. The Town is one of six local governments that have been chosen as an official launch site with Advisory group member Tony Verado being invited to share his story and lived experience. More details will be provided on this initiative as directed and finalized by the NDS. The Town has been approached by South East Metro National Disability Insurance Provider Mission Australia to work on the development of an interactive service and business map. This map will be housed on the Towns website and act as an opportunity to share information with the community relating to accessible services and businesses. The Town has established Mission Australia to co-locate a Local Area Coordinator at the Library who will offer one on one NDIS information and assistance sessions to local Victoria Park NDIS participants. April 2020 The DAIP continues to inform Town projects and processes. The Access and Inclusion Advisory Group will commencing meeting via ZOOM in May and continues to be engaged via email. An interim review of the DAIP is underway and a request has been made to SALT's to join a Town based DAIP Working Group. This working group will drive the Towns DAIP deliverable's and champion access and inclusion initiatives throughout their teams and community. Five SALT's have self nominated for this Working Group, one position remain vacant. 24/03/2020 DAIP continues to inform Town projects and processes. ACCESS and Inclusion Advisory Group postponed until COVID clearance is received. Group continues to be engaged via email. Most Coordinator to complete second DAIP review during month of April and develop a more detailed project plan to complete and meet DAIP targets. 10/03/2020 The Town continues to monitor the DAIP. The role of Access,	Community Development	July-19	June-21	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
		Inclusion and Seniors Officer is due to be advertised, it is anticipated when this Officer commences with the Town the DAIP will gain movement again. Although the DAIP is not due for formal and full review until July 2021, the Coordinator Community Development will be completing a mid DAIP review by March 2020. It is intended that this review will provide an overview of the progress of each outcome identified in the DAIP and will provide an opportunity for the CD team to strategically plan how they will meet the remaining outcomes and targets by June 2022. The first Access and Inclusion Advisory Group meeting for 2020 was held in January. The Chair, Coordinator Community Development, advised the group of the above mentioned review and suggested that this review form the basis of the groups work for 2020. The group agreed to this and the mid cycle review will be presented to them in February. The mid cycle review has been sent to all relevant Town Team members who have deliverable s they need to meet, Coordinator Community Development is in the process of confirming deliverable progress. As report will additional be provided to the Manager and Chief of Community Development relating to progress and risks.				

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S3.1.2 - Review the Reconciliation Action Plan	Completed	April 2020 Advice from Reconciliation Australia has been sought. Reconciliation Australia advised the Towns RAP ceased in June 2019 and that a RAP can only be endorsed for a period of 12 months. Reconciliation Australia agree the Town should remain in the Reflect stage for a further 12 months to ensure they have every opportunity to meet there indented deliverable's. Memo with draft 2020/21 RAP as well as review of existing RAP has been completed and will be presented to C Suite for further comment and guidance. 24/03/2020 Coordinator CD has discussed the Towns RAP with Reconciliation WA whop have advised this needs to be sent to Reconciliation Australia. Reconciliation WA recommend and agree that the Town should keep the existing RAP for a further year to two years to ensure the Town has every opportunity to meet the deliverable. Coordinator to liaise with Reconciliation Australia and seek recommendation, recommendation will be provided to C Suite and Council. Aboriginal Engagement Advisory Group has been postponed until COVID clearance is obtained. Town wide cultural engagement training has been purchased but roll out will be postponed to later in 2020. 10/3/2020 The RAP is due to be presented at the March SALT meeting to ensure the organisation understands the current position of the RAP and to call for members of an internal working group that will champion and guide all RAP related activities across all portfolios within the organisation. Work has commenced to review the progress of outcomes in the Towns RAP. The Diversity Officer is currently seeking advice on the process required to formally review this plan within the Towns Governance structures. The Coordinator has contacted Reconciliation WA to seek support and guidance for the development of phase two of the Towns RAP. There has been little progress made on the review of the RAP since January 2020 with the Officer responsible for this resigning. The RAP will now sit with the Coordinator Community Development who will progress the review, consultation with Reconciliation WA as well as provision of a full progress report to the Manager and Chief of Community Development regarding progress, risk and future actions.	Community Development	July-20	June-21	May-20

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S3.1.3 - Review the Town's Homelessness Policy	In Progress	May 2020 The Towns Homelessness Policy will be presented to Council at the June Ordinary Council Meeting for endorsement. Work has commenced on finalizing the Town's implementation plan which is likely to launch in August 2020 during Homelessness Week on the Town's new Homelessness landing page (also in development). The Youth, Family and Homelessness Officer has commenced consultation with other internal teams to commence the development of the Management Practice. April 2020 Policy concepts and consultation feedback was present to Council via the Elected Members portal instead of in Concept Forum due to COVID. No feedback was provided by Elected Members. Final community Consultation has commenced via Your Thoughts and closes on the 4th of May. Policy will be presented to the May Policy Committee for comment. 24/03/2020 The Homelessness Policy consultation findings and direction were due to be presented to Council on 23/03/2020, due to COVID this meeting has been postponed (a new date and time yet to be confirmed). Additionally the final round of community consultation was scheduled for April, Comms have advised the use of Your Thoughts will be limited for the foreseeable future as it is being used for COVID feedback and consultation. Coordinator CD to seek advice from Manager CD regarding community consultation and potential new deadline. 10/03/2020 Community consultation via your thoughts and the community consultation has ceased. All feedback will be presented to Council and the March Concept Forum for guidance on the Policies structure and direction. The Towns Homelessness Policy is currently out for internal consultations with community consultations occurring in February. The Policy will be presented to Elected Members at the March Concept Forum. This Policy is on track to be completed, alongside the management practice, by June 2020. Community consultation has commenced via My Thoughts with a face to face session being held on the 26th of February, both of which have been advertised on the Towns website and social media channels. This feedback will be taken to the March concept forum for EM input and feedback.	Community Development	July-19	June-20	
S3.1.3 - Review the Town's Homelessness Policy (21/22)	Not Started		Community Development	July-21	June-22	

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S3.1.4 - Develop a Community Development Strategy	Completed	Ms Lisa Cornelius, Community Development Coordinator, provided the committee with an update on the Community Development Strategy at the June 2018 Committee meeting on the advantages of aligning the strategy to Place Planning. The Committee felt that it would be advantageous to delay the Community Development Strategy and align to Place Plans. This work has now been completed.	Community Development	July-19	June-20	January-20
S3.1.5 - Develop a Community Funding Policy	Completed	The Community Funding Policy was endorsed by Council in December.	Community Development	July-19	June-20	January-20

Strategic Outcome: S4 - A place where all people have an awareness and appreciation of arts, culture, education and heritage

Strategic Initiative: S4.1 - Promote local art and culture within the community.

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S4.1.1 - Review the Town's Public Art Policy	Not Started		Community Development	July-21	June-22	
S4.1.1 - Review the Town's Public Art Policy (17/18)	Completed		Community Development	July-17	June-18	June-18
S4.1.2 - Develop an Arts and Cultural Plan	In Progress	May 2020 The Towns Arts and Culture Plan is in draft with Communications completing their review and providing comment. Time-frames for completion of this plan include: - Plan presented to C-Suite 27th July 2020 - Placed on EM Portal for comment 3rd to 7th August 2020 - Final Reports due to Governance for ABF 24th August 2020 - Presented at Agenda Briefing Forum 1st September 2020 - Final Report due to Governance for OCM 9th September 2020 - Presented at Ordinary Council Meeting 15th September 2020 - Final Public Comment 17th September for 3 weeks April 2020 Consultants presenting draft plan to Town last week of April. Arts and Culture Officer seeking guidance from Communications regarding placing this on Your Thoughts for final public consultation in April. A slight delay has been experienced due to COVID. 24/03/2020 The final round of community consultation was scheduled for April, Comms have advised the use of Your Thoughts will be limited for the foreseeable future as it is being used for COVID feedback and consultation. Coordinator CD to seek advice from Manager CD regarding community consultation and potential new deadline. 10/3/2020 Concepts and direction were presented at the February Concept Forum, feedback from Council was positive. Policy will now be drafted and sent back to community for final consultation in March. February 2020 Initial internal and external consultation sessions have ceased. Consultants are now preparing a draft plan that will be presented to Elected Members at the February Concept Forum for comment. Awaiting presentation at the February Concept Forum.	Community Development	July-20	June-21	

Strategic Outcome: S4 - A place where all people have an awareness and appreciation of arts, culture, education and heritage

Strategic Initiative: S4.2 - Preserve the tangible cultural heritage of the Town

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S4.2.1 - Review the Municipal Heritage Inventory	In Progress	Consultant appointed was Stephen Carrick Architects. Consultation underway, comments being received.	Urban Planning	July-20	June-21	
S4.2.2 - Prepare the Scheme Heritage List	In Progress	Consultant appointed was Stephen Carrick Architects. Consultation underway, comments being received.	Urban Planning	July-20	June-21	

Strategic Outcome: S4 - A place where all people have an awareness and appreciation of arts, culture, education and heritage

Strategic Initiative: S4.3 - Improve knowledge and accessibility of the Town's history

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S4.3.1 - Develop a Local History Digitisation Strategy	Completed		Digital Hub	July-18	June-19	June-19
S4.3.2 - Deliver the Local History Digitisation Strategy	In Progress	Library Services	July-19	June-20		

Government of **Western Australia**
Department of **Communities**



Disability Access and Inclusion Plan (DAIP) Progress Report 2019–2020

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Introduction

Welcome to Disability Access and Inclusion Plan (DAIP) reporting for 2019-2020.

Collecting information about the extent of the effectiveness of DAIPs through a Progress Report is an important requirement of the Disability Services Act 1993. The information is used by the Minister for Disability Services to report to Parliament. Your contribution is greatly appreciated.

The format of the report this year reflects previous report feedback about the confidence, awareness and progress public authorities have made to access and inclusion. As you consider your responses, we are particularly interested in:

- The extent to which access and inclusion is effectively integrated into policies and practices
- The influence of access and inclusion measures on customers, clients, residents or communities.

Once you have approval from your organisation, please send your completed report to access@dsc.wa.gov.au.

Please complete your DAIP progress report by **Friday 31 July 2020.**

Help in completing your Progress Report is available by contacting the Access and Inclusion team:

Email: access@dsc.wa.gov.au

Phone: 08 9222 4580 or 08 6217 6263

Important notes

- Please answer all questions.
- Please include as much detail on key initiatives as possible to share the narrative about the initiative. This may include how the issue arose and the responsiveness required; who was involved or helped inform the activity; what the activity was and whether it was successful or not. You can add extra text boxes if needed.
- Activities reported should also consider those reported by agents and contractors on behalf of your organisation.
- Photographs are most welcome, they may be used in the Minister for Disability Services' yearly report on DAIPs. You can upload a photograph for each outcome area, or if you have a series of photographs for one outcome area, upload a document file with the photographs inside. NOTE that photos of people cannot be featured in the Minister's report without written permission from the person or their guardian. A sample permission form is available.

Your details

Name of public authority: Town of Victoria Park

Name of contact person: Alison Braun – Manager Communities

Phone number: 08 9311 81111

Email: abraun@vicpark.wa.gov.au

Access and inclusion progress

1. General services and events

DAIP Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

Ensuring all people can access your organisations public events and general services is fundamental to good customer service.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? Yes

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

1.1 National Disability Insurance Scheme (NDIS) Accreditation – Autism Swim School: In October 2019 the Town of Victoria Park's Swim School became the first in Western Australia to gain National Disability Insurance Scheme (NDIS) accreditation. The accreditation means the Town is the leading provider of inclusive swim programs that cater for all abilities through specially designed programs to provide swimming lessons on a one-to-one, two-to-one and four-to-one ratio. The Swim School programs provide swimming lessons for participants with a range of developmental, behavioural, physical or learning difficulties. Being NDIS accredited makes the Swim School programs more financially accessible, easing the financial pressures on families attending the programs.

1.2 Socially Inclusive Communities WA – Victoria Park Soccer Club and United Reds Football League: The Town in partnership with Inclusion Solutions provided an opportunity for six local community groups to participate in the Socially Inclusive Communities WA mentoring program. The program provided the Victoria Park Soccer Club the confidence to submit an expression of interest to be part of the United Reds Football League. The League is an opportunity for children with disability to develop fundamental football skills in a fun, inclusive and less competitive team environment.

1.3 Auslan Interpreters Town Civic Events: In 2020 the Town committed to ensuring an

Auslan Interpreter was present at all Town civic events to ensure all members of our community have the ability to participate in these events in meaningful ways.

2. Buildings and facilities

DAIP Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

This outcome area is about how your organisation has ensured and safeguarded accessibility in the planning, design, and improvement of built infrastructure.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? Yes

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

2.1 ACROD Parking Bays: in 2019 the Town installed five ACROD parking bays at the McCartney Crescent Parking station a part of their Zone 7 works. Additionally an ACROD Bay retrofitting into existing standard on-street parking was completed on Mackie Street with the bay being located 100m from the Albany Highway entertainment and restaurant strip.

2.2 Edward Millen Heritage Precinct Redevelopment: In December 2019 the Town sought consultation from the Towns Access and Inclusion Advisory Group on the design and accessibility of the redevelopment of Edward Millen Heritage Precinct. Feedback provided shaped the Edward Millen Park Master Plan project to help define the park's relationship to the adaptive reuse of the Edward Millen House and surrounding buildings. This approach aimed to deliver a holistic vision for the precinct with the Edward Millen House, buildings and the surrounding parkland complementing each other to create an accessible and inclusive community asset. The Master plan, endorsed by Council at the May 2020 Ordinary Council Meeting, will proceed to the detailed design phase with further consultations to be held with community.

3. Information and Communication

DAIP Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Good practice in this area involves considering your target audience: language and terminology; format; location and sensory access for physical signage; technology and customer service delivery.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? Yes

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

3.1 Communication and Engagement Policy and Management Practice review: In October 2019 the Town commenced a review of the Communication and Engagement Policy and Management Practice. The Communication and Engagement Policy and Management Practice incorporates components that include the rights of individuals to have the Town listen and acknowledge concerns and aspirations, and provide feedback on how public input influences Town decisions, work together with the Town to formulate solutions and incorporate advice and recommendations into the decisions to the maximum extent possible. The Policy outlines the provision of quality service to all people, entailing open, timely and transparent communication using plain English, communicating and engaging in a thoroughly planned and tailored manner, letting participants choose how they receive information or participate and providing participants with the information they need to participate in a meaningful way.

4. Quality of service

DAIP Outcome 4: People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

This outcome area involves the safeguards and initiatives which ensure that your services and processes are consistent, inclusive or readily adjust to people's needs.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? No

5. Complaints and safeguarding

DAIP Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority.

Equitable complaints mechanisms can effectively receive and address complaints from all members of the community and play a fundamental role in making sure that services meet the needs of intended consumers.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? No

6. Consultation and engagement

DAIP Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Good consultation and engagement strategies consider the ways in which all people are encouraged and supported to engage or participate with information, strategies or decision-making processes of an organisation. This in turn can provide public authorities with more inclusive outcomes and potentially awareness of different perspectives.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? Yes

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

6.1 Communication and Engagement Policy and Management Practice review: In October 2019 the Town commenced a review of the Communication and Engagement Policy and Management Practice. The Communication and Engagement Policy and Management Practice incorporates components that include the rights of individuals to have the Town listen and acknowledge concerns and aspirations, and provide feedback on how public input influences Town decisions, work together with the Town to formulate solutions and incorporate advice and recommendations into the decisions to the maximum extent possible. The Policy outlines the provision of quality service to all people, entailing open, timely and transparent communication using plain English, communicating and engaging in a thoroughly planned and tailored manner, letting participants choose how they receive information or participate and providing participants with the information they need to participate in a meaningful way

6.2 Engagement strategy and planning guides and templates: In March 2020, the Town reviewed its internal processes to embed best practice methods of engagement following the endorsement of the Communications and Engagement Policy and Management Practice. The Towns guiding templates have now been updated to incorporate ways in which all people are encouraged and supported to be involved in the Towns decision-making processes and people with disability have the same opportunities as other people to participate in a meaningful way. This will be achieved by communicating and engaging in a thoroughly planned and tailored manner, providing alternative ways of receiving information and participation, a flexible engagement approach to adapt to the needs of our community and to ensure all engagement activities and events meet DAIP requirements

7. Employment, people and culture

DAIP Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

This outcome is focused on your organisation’s activity in directly employing people with disability; including considering the environment, culture and processes which support the maintenance of employment.

NOTE: To help reduce reporting obligation on authorities, we are trialling a data sharing arrangement with the Public Sector Commission. If your organisation has or will complete Equal Employment Opportunity Reporting for 2019-2020 to the Public Sector Commission, you may choose **not to complete this question**.

a. Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2019-20? Yes

b. If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

7.1 Revised target of 5%employment of people with disability: In December 2019 at the Ordinary Council Meeting, a motion was carried stating that Council adopts the State Government's revised target of 5% employment of people with a disability by 31December 2025, approves the Towns proposed project strategies and initiatives to meet the 5% Disability Employment Target across the total workforce, requests that the Chief Executive Officer includes a further initiative in the Project Proposal associated with Strategy 29 of the Towns Disability Access and Inclusion Plan to work with Curtin University to develop a student and graduate employment program for people with a disability to work in the Town. The Town currently has a disability employment percentage of 0.9%.The Human Resources and Community Development teams have been working with local providers such as Edge Employment and Mission Australia to explore ways to meet the target.

7.2 Access Ability Day: On the 30th of November the Town participated in Access Ability Day providing an opportunity for Individuals who were service users of Edge Employment a tour of the Town of Victoria Park Administration facilities as well as an opportunity to meet with the Towns Events, Parking and Library teams. This initiative was attended by 12 job seekers and provided an opportunity for people with a disability who are work ready, to explore ordinary workplaces that align with their interests. It additionally provided the Town with an opportunity to assess their current workplaces to gain insight into future works and structures required for employing people with disability.

8. Agents and Contractors

The Disability Services Act 1993 requires authorities to take practicable measures to implement DAIPs through agents and contractors. Engaging key agents and contractors about your DAIP helps to make sure that services delivered to the public on your organisation's behalf share the values and reputation associated with your commitment to access and inclusion.

a. Does your organisation have measures in place to influence your agents and contractors to act in accordance with your access and inclusion values? Yes

b. If Yes, please briefly describe your organisation's approach.

Contractors are introduced to the DAIP upon induction and at touch points of project delivery. Major community events meetings with contractors include discussion about accessible and inclusive event practices. Walk through are conducted by Town officers as an access audit prior to event. Check lists are provided to contractors along with copies of the Town's DAIP.

9. General feedback

If you have anything else you wish to share about your organisation's experiences, or general feedback or advocacy about access and inclusion, please include below.

Nil.

Thank you for completing the 2019-2020 DAIP Progress Report.

Strategic Projects Summary 2019-2020

Service Area	Place Planning								
Code	**Title**	**Stage**	**Status**	**Start Date**	**End Date**	**Performance**	**Actual YTD**	**Committed YTD**	**Annual Budget**
P-10031	Public Open Space Strategy (Room to Grow)	Stage 4: Closing the Project	■■■■■	01-May-2018	2020	Completed	$ 39,561.89	$ 78.95	$ 40,685.00
P-10064	Town of Victoria Park Place Plans	Stage 3: Delivering the Project	■■■■□	16-Jan-2019	2020	On Track	$ 8,374.15		$ 9,830.00
P-10102	Higgins Park Master Plan	Stage 3: Delivering the Project	■■■■□	11-Feb-2019	2020	On Track	$ 45,375.21	$ 14,340.00	$ 76,560.00
Service Area	**Strategic Town Planning**								
Code	**Title**	**Stage**	**Status**	**Start Date**	**End Date**	**Performance**	**Actual YTD**	**Committed YTD**	**Annual Budget**
P-10051	Local Planning Strategy	Stage 3: Delivering the Project	■■■■□	02-Jan-2017	2020	On Track	$ 12,085.00	$ 14,042.00	$ 39,330.00
Service Area	**Project Management**								
Code	**Title**	**Stage**	**Status**	**Start Date**	**End Date**	**Performance**	**Actual YTD**	**Committed YTD**	**Annual Budget**
P-10009	LAOS - Edward Millen - Adaptive Re-Use Redevelopment	Stage 3: Delivering the Project	■■■■□	01-Sep-2017	2020	On Track	$ 20,000.00	$ 25,000.00	$ 350,000.00
P-10186	Macmillan Precinct Masterplan	Stage 3: Delivering the Project	■■■■□	11-Sep-2018	2021	On Track	$ 96,420.68	$ 75,670.38	$ 200,000.00
3116	LPRP Community Activity Zone 2 & 2X	Stage 3: Delivering the Project	■■■■□	01-Jan-2016	2019	On Track	$ 2,309,967.94	$ 246,473.10	$ 2,556,441.04
Service Area	**Business Services**								
Code	**Title**	**Stage**	**Status**	**Start Date**	**End Date**	**Performance**	**Actual YTD**	**Committed YTD**	**Annual Budget**
P-10267	Aqualife / Leisurelife Master Plan	Pre-Project: Proposing the Project	■□□□□	01-06-2019	2020	On Track	$ -	$ -	$ -
Service Area	**Parks**								
Code	**Title**	**Stage**	**Status**	**Start Date**	**End Date**	**Performance**	**Actual YTD**	**Committed YTD**	**Annual Budget**
1582	GO Edwards Redevelopment - Stage 4 & 5	Stage 2: Initiating the Project	■■■□□	01-07-2019	2020	On Track	$ 501,590.32	$ 47,752.30	$ 590,200.00
1721	Higgins Park Tennis Club	Stage 3: Delivering the Project	■■■■□	01-07-2019	2020	On Track	$ 374,201.65	$ 122,893.48	$ 632,850.00
1741	Taylor McCallum River Edge Works - Stage 1	Stage 3: Delivering the Project	■■■■□	01-07-2019	2019	On Track	$ 11,360.25	$ 630.00	$ 11,393.00
Service Area	**Assets**								
Code	**Title**	**Stage**	**Status**	**Start Date**	**End Date**	**Performance**	**Actual YTD**	**Committed YTD**	**Annual Budget**
3082	SUPP6 Carlisle North	Stage 3: Delivering the Project	■■■■□	30-03-2020	2021	On Track	$ 551,983.00	$ -	$ 4,960,000.00
3084	SUPP6 Victoria Park West	Stage 3: Delivering the Project	■■■■□	26-03-2020	2021	On Track	$ 1,336,229.00	$ -	$ -
3083	SUPP6 Victoria Park East	Stage 2: Initiating the Project	■■■□□	22-10-2020	2021	On Track	$ 666,783.00	$ -	$ -

Pre-Project: Proposing the Project	■□□□□
Stage 1: Justifying the Project	■■□□□
Stage 2: Initiating the Project	■■■□□
Stage 3: Delivering the Project	■■■■□
Stage 4: Closing the Project	■■■■■

YEAR	ASSET CLASS	PROGRAM NAME	PROJECT CODE	PROJECT NAME	TOTAL EXPENDITURE	FUNDING
2020/2021	Buildings	Building - Environmental Initiatives	BC000020	Solar PV installation - Administration Building	$ 120,000	
2020/2021	Buildings	Building - Environmental Initiatives	BC000033	Energy Efficiency Initiatives - Lighting replacement - LEDs	$ 50,000	
2020/2021	Buildings	Building - Plant & Equipment	BC000022	Aqualife - BMS Renewal	$ 30,000	
2020/2021	Buildings	Building - Plant & Equipment	BC000023	Aqualife - Roof Renewal	$ 15,000	
2020/2021	Buildings	Building - Plant & Equipment	BC000024	Aqualife - Pool Plant - Renewal	$ 60,000	
2020/2021	Buildings	Building - Reactive/Emergency	BC000032	Unplanned Reactive Works	$ 75,000	
2020/2021	Buildings	Building - Security Upgrades	BC000021	Security/CCTV Upgrades to Town Facilities	$ 70,000	
2020/2021	Buildings	Building Capital	BC000025	Clubrooms - Painting Program (Parnham & Fletcher Park)	$ 60,000	
2020/2021	Buildings	Building Capital	BC000026	Toilet Blocks - Painting Program (Archer St, GO Edwards, Read Park)	$ 60,000	
2020/2021	Buildings	Building Capital	BC000027	Carlisle Clubroom - Changeroom refurbishment	$ 100,000	
2020/2021	Buildings	Building Capital	BC000028	Library - Fitout & Layout changes	$ 150,000	
2020/2021	Buildings	Building Capital	BC000029	Leisurelife - Skylight Replacements	$ 20,000	
2020/2021	Buildings	Building Capital	BC000030	Leisurelife - Hotwater System Replacement	$ 40,000	
2020/2021	Buildings	Building Capital	BC000031	Vic Park Centre for the Arts - External Refurbishment - including decking and external paint	$ 45,000	
2020/2021	Buildings	Building Capital	BC000151	JA Lee Clubrooms - Changeroom Refurbishment	$ 80,000	
2020/2021	Buildings	Building Capital	BC000152	Public Toilets - Installing hand-dryers/soap dispensers	$ 40,000	
2020/2021	Buildings	Building Capital	BC000153	10 Kent Street - Accessibility Improvements - Council request - OCM April	$ 190,000	
2020/2021	Drainage	Drainage - Reactive/Emergency	DC000038	Unplanned Renewal Projects	$ 20,000	
2020/2021	Drainage	Drainage Capital	DC000034	Right of Ways - Various	$ 20,000	
2020/2021	Drainage	Drainage Capital	DC000035	Pit Renewal as per AMP	$ 140,000	
2020/2021	Drainage	Drainage Capital	DC000036	Pipe Renewal as per AMP	$ 140,000	
2020/2021	Drainage	Drainage Capital	DC000037	Sump Renewal as per AMP	$ 120,000	
2020/2021	Information Technology	ICT Capital	ICT000039	Digital Hub - IT Hardware Upgrade	$ 27,000	
2020/2021	Information Technology	ICT Capital	ICT000040	Risk Management Software	$ 18,000	
2020/2021	Information Technology	ICT Capital	ICT000041	Laptop Vending Machine	$ 20,000	
2020/2021	Information Technology	ICT Capital	ICT000042	Minutes Digitisation	$ 20,000	
2020/2021	Information Technology	ICT Capital	ICT000043	ICT Business systems and Infrastructure review	$ 40,000	
2020/2021	Information Technology	ICT Capital	ICT000044	Implement all local laws in AutoIssue	$ 10,000	
2020/2021	Information Technology	ICT Capital	ICT000045	Online images of infringements	$ 15,000	
2020/2021	Information Technology	ICT Capital	ICT000046	Recruitment software	$ 30,000	
2020/2021	Other Infrastructure	Other Infrastructure Capital	OC000048	Pedestrian Infrastructure Improvements	$ 40,000	
2020/2021	Other Infrastructure	Place Activation Projects	PP000049	Place Activation Projects	$ 50,000	
2020/2021	Other Infrastructure	ACROD Bays	OC000050	ACROD - TBA - New Priority List (Other Infrastructure)	$ 15,000	
2020/2021	Other Infrastructure	Bus Shelters/Bus Stop Program	OC000051	Bus Shelters Replacement - Not PTA Funded	$ 40,000	
2020/2021	Other Infrastructure	Carpark Renewals	OC000052	Car Park #15 - Fletcher Park	$ 90,000	
2020/2021	Other Infrastructure	Carpark Renewals	OC000053	Car Park #8 - Kent St Bowling Club	$ 80,000	
2020/2021	Other Infrastructure	Minor Safety Improvements	OC000058	Minor Safety Improvements - Traffic calming Gallipoli St, Cornwall to Streatly	$ 25,000	
2020/2021	Other Infrastructure	Other Infrastructure Capital	OC000055	Community Development Grant - Carlisle Laneways	$ 60,000	$ (60,000)
2020/2021	Other Infrastructure	Other Infrastructure Capital	OC000056	Community Development Grant - Terminus Lane	$ 240,000	$ (240,000)
2020/2021	Other Infrastructure	Street Lighting Capital	OC000054	Street Lighting - Albany Highway and Laneways	$ 64,000	
2020/2021	Other Infrastructure	Street Lighting Capital	OC000059	Bolton Avenue lighting	$ 88,000	
2020/2021	Other Infrastructure	Street Lighting Capital	OC000156	Mirvac - Lighting replacement	$ 150,000	
2020/2021	Other Infrastructure	Streetscape Enhancement	OC000057	Street Furniture - General	$ 20,000	
2020/2021	Parks and Reserves	Parks Capital	PC000063	Read Park Shade Sails	$ 18,000	
2020/2021	Parks and Reserves	Parks Capital	PC000064	The Promenade BBQ Shade Sails	$ 15,000	
2020/2021	Parks and Reserves	Parks Capital	PC000065	Harold Rossiter Park Lighting Renewal	$ 370,000	
2020/2021	Parks and Reserves	Parks Capital	PC000066	JA Lee Reserve Flood Lighting	$ 18,000	
2020/2021	Parks and Reserves	Parks Capital	PC000067	JA Lee Reserve Play Equipment	$ 80,000	
2020/2021	Parks and Reserves	Parks Capital	PC000068	Victoria Heights Park Gazebo Revamp	$ 25,000	
2020/2021	Parks and Reserves	Parks Capital	PC000069	Hawthorne Reserve Shade Sails	$ 17,000	
2020/2021	Parks and Reserves	Parks Capital	PC000070	Harold Rossiter Park Synthetic Practice Wickets and nets	$ 30,000	
2020/2021	Parks and Reserves	Parks Capital	PC000073	Raphael Park Softfall	$ 25,000	
2020/2021	Parks and Reserves	Parks Capital	PC000074	The Promenade Playground renewal	$ 80,000	
2020/2021	Parks and Reserves	Parks Capital	PC000076	Carlisle Reserve Cricket Nets , and pitch	$ 20,000	
2020/2021	Parks and Reserves	Parks Capital	PC000077	Low Value - Parks Recorded in Operating expenditure	$ 49,900	
2020/2021	Parks and Reserves	Parks Capital	PC000078	Low Value - Parks Recorded in Operating expenditure	$ 23,000	
2020/2021	Parks and Reserves	Parks Capital	PC000079	Low Value - Parks Recorded in Operating expenditure	$ 19,500	
2020/2021	Parks and Reserves	Parks Irrigation	PC000062	Fertigation tanks (Various Sites)	$ 25,000	
2020/2021	Parks and Reserves	Parks Irrigation	PC000075	Various sites Bore Water meter	$ 50,000	
2020/2021	Strategic Projects	Strategic Project	SP000060	GO Edwards Master Plan - Stage 5	$ 1,700,000	
2020/2021	Parks and Reserves	Streetscape Enhancement	PC000071	George Street Reserve Revegetation Project	$ 80,000	
2020/2021	Parks and Reserves	Streetscape Enhancement	PC000072	Main Roads/Arterials Landscaping/Planting	$ 40,000	
2020/2021	Pathways	New Paths	FP000080	Rutland Avenue PSP	$ 800,000	$ (800,000)
2020/2021	Pathways	New Paths	FP000154	Upgrade Victoria Park Drive (between Roger Mackay and Marlee Loop	$ 300,000	
2020/2021	Pathways	Path Replacement	FP000081	Rutland Ave - Roberts to Forster Ave (North side)	$ 6,555	
2020/2021	Pathways	Path Replacement	FP000082	Oldfield St - Vantage Way to Bow River (West side)	$ 4,545	
2020/2021	Pathways	Path Replacement	FP000083	Harold Rossiter Park - Kent to Rathay	$ 46,710	
2020/2021	Pathways	Path Replacement	FP000084	Cohn Street - Star to Harris (North side)	$ 12,535	
2020/2021	Pathways	Path Replacement	FP000085	Clydesdale St - Teague to Kitchener (West side)	$ 32,960	
2020/2021	Pathways	Path Replacement	FP000086	Victoria Park Drive - GEH to Dome (West side)	$ 18,310	
2020/2021	Pathways	Path Replacement	FP000087	Clydesdale St - Sunbury to Kitchener (East side)	$ 16,465	
2020/2021	Pathways	Path Replacement	FP000088	Hill View Tce - Burlington to Albany (South side)	$ 17,300	
2020/2021	Pathways	Path Replacement	FP000089	Rushton St - Benporath to Shepperton (West side)	$ 24,090	
2020/2021	Pathways	Path Replacement	FP000090	Harper St - Albany to Shepperton (North side)	$ 11,625	
2020/2021	Pathways	Path Replacement	FP000091	Camberwell St - Archdeacon to Devenish (South side)	$ 20,860	
2020/2021	Pathways	Path Replacement	FP000092	Kitchener Ave - Leigh to Howick (West side)	$ 20,575	
2020/2021	Pathways	Path Replacement	FP000093	Kessack St - McCartney to Howick (both sides)	$ 12,585	
2020/2021	Pathways	Path Replacement	FP000094	Howick St - Getting to Roberts (East side)	$ 6,105	

YEAR	ASSET CLASS	PROGRAM NAME	PROJECT CODE	PROJECT NAME	TOTAL EXPENDITURE	FUNDING
2020/2021	Pathways	Path Replacement	FP000095	Keyes St - Enfield to Custance (West side)	$ 18,700	
2020/2021	Pathways	Path Replacement	FP000096	Kitchener Ave - Harper to Clydesdale (West side)	$ 15,610	
2020/2021	Plant and Machinery	Fleet Replacement	PE000097	Minor Plant Renewal - Parks	$ 20,000	
2020/2021	Plant and Machinery	Fleet Replacement	PE000098	137VPK - Heavy Truck 9T (Plant 38)	$ 200,000	
2020/2021	Plant and Machinery	Fleet Replacement	PE000099	136VPK - Pavement Sweeper (Plant 410)	$ 165,000	
2020/2021	Plant and Machinery	Fleet Replacement	PE000100	146VPK - 1.5T Forklift (Plant 129)	$ 55,000	
2020/2021	Plant and Machinery	Fleet Replacement	PE000101	122VPK - Ranger Animal Control Vehicle (Plant 404)	$ 44,000	
2020/2021	Plant and Machinery	Fleet Replacement	PE000102	127VPK - Ranger Animal Control Vehicle (Plant 405)	$ 44,000	
2020/2021	Plant and Machinery	Fleet Replacement	PE000103	178VPK - Subaru Impreza Hatch (Plant 429)	$ 25,000	
2020/2021	Plant and Machinery	Fleet Replacement	PE000104	181VPK - Toyota Corolla Sedan (Plant 427)	$ 25,000	
2020/2021	Plant and Machinery	Fleet Replacement	PE000105	184VPK - Subaru Impreza Hatch (Plant 428)	$ 25,000	
2020/2021	Plant and Machinery	Fleet Replacement	PE000106	1GET373 - Nissan X-Trail SUV (Plant 432)	$ 45,000	
2020/2021	Plant and Machinery	Fleet Replacement	PE000107	153VPK - Trailer (Plant 174)	$ 3,000	
2020/2021	Plant and Machinery	Fleet Replacement	PE000108	Custom Made Water Tank (Plant 167)	$ 29,000	
2020/2021	Plant and Machinery	Fleet Replacement	PE000109	150VPK - Trailer (Plant 177)	$ 4,600	
2020/2021	Plant and Machinery	Fleet Replacement	PE000110	Fibre Furn Tank (Plant 194)	$ 2,800	
2020/2021	Plant and Machinery	Fleet Replacement	PE000111	174VPK - Mazda CX5 (Plant 398)	$ 35,000	
2020/2021	Roads	Blackspot	BS000113	BLACKSPOT - Archer & Orrong Intersection (2 years)	$ 326,322	$ (130,529)
2020/2021	Roads	Blackspot	BS000114	BLACKSPOT -Star & Briggs (Year 1 of 2)	$ 370,834	$ (148,334)
2020/2021	Roads	Blackspot	BS000115	BLACKSPOT - Hordern & Geddes Intersection (2 years)	$ 161,081	$ (107,387)
2020/2021	Roads	Blackspot	BS000116	BLACKSPOT - Hordern & McMillan Intersection (2 years)	$ 183,882	$ (122,588)
2020/2021	Roads	R2R Funding for Road Renewals	Funding	Roads to Recovery Funding Income (R2R) - LOCATION TBA	$ -	$ (285,000)
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000118	Custance Street - Band to Getting	$ 74,380	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000120	Kent Street - Albany to Gloucester MRRG 20/21	$ 271,900	$ (181,266)
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000121	Oats Street - Swansea to Rutland MRRG 20/21	$ 312,300	$ (208,200)
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000122	Oats Street Bicycle Improvements	$ 60,000	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000123	Norseman Street - Carnarvon to End	$ 74,745	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000124	Howick Street West - Kitchener to Burswood	$ 92,529	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000125	Lake View Street - Carnarvon to End	$ 62,150	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000126	Tuam Street - Washington to Albany	$ 69,650	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000127	Dome Place - VPD to End	$ 21,420	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000128	Anglesea Street - Gerard to Carnarvon	$ 85,131	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000129	Patricia Street - Carson to Albany	$ 91,575	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000130	Leigh Street - Kitchener to Burswood	$ 65,142	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000131	Ashburton Street North - Gloucester to End	$ 181,255	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000132	Custance Street - Goddard to Band	$ 116,885	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000133	Willis Street - Albany to Fraser	$ 181,005	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000134	Baron Hay Court - George to End	$ 165,956	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000135	Read Street - Withnell to Oats	$ 32,076	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000136	Tuckett Street - Briggs to Cohn	$ 49,896	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000137	Sandra Place - Harris to End	$ 65,484	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000138	Watts Place - Turner to End	$ 85,725	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000139	Briggs Street - Star to Orrong	$ 174,645	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000140	Archer Street - Wakerfield to End	$ 205,390	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000141	Savill Place	$ 40,185	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000142	Sussex Street/Moorgate Street - Pavement improvements	$ 15,000	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000143	Blair Athol Street - Carnarvon to Gerard	$ 68,827	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000144	Lion Street - Rutland to Planet	$ 143,905	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000145	Downing Street - Cohn to Briggs	$ 69,984	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000146	Mars Street West - Lion to Mercury	$ 144,666	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000147	Midgley Street - Rutalnd to Gallipoli	$ 201,663	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000148	Maude Street - Anglesea to Blair Athol	$ 61,902	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000149	Temple Street - Washington to Berwick	$ 143,208	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000150	Wyndham Street - Burlington to Albany	$ 93,312	
2020/2021	Roads	Road Resurfacing & Rehabilitation	RR000159	Garland Street Upgrade	$ 700,000	
2020/2021	Roads	ROW Upgrades	RU000061	ROW 59	$ 200,000	
2020/2021	Roads	ROW Upgrades	RU000157	ROW22 Upgrade	$ 150,000	
2020/2021	Roads	ROW Upgrades	RU000158	ROW46 Upgrade	$ 265,000	
2020/2021	Strategic Projects	Strategic Project	SP000112	Etwell Street Local Centre Revitalisation	$ 1,000,000	
2020/2021	Roads	Street Lighting Capital	OC000117	Street Lighting -Safety Improvements at Various Locations	$ 25,000	
2020/2021	Roads	Roads & Cycleways	RC000155	Bike lane Albany Hwy (Mackie to Oswald)	$ 50,000	
2021/2022	Buildings	Building - Environmental Initiatives	TBC	Facility lighting replacement - Energy Efficiency	$ 50,000	
2021/2022	Buildings	Building - Environmental Initiatives	TBC	Energy Efficiency Initiatives - Climate Emergency Plan - Action list	$ 50,000	
2021/2022	Buildings	Building - Reactive/Emergency	TBC	Unplanned Reactive Works	$ 75,000	
2021/2022	Buildings	Building - Security Upgrades	TBC	CCTV upgrades to Facilities	$ 20,000	
2021/2022	Buildings	Building Capital	TBC	Building Painting Renewal Program	$ 100,000	
2021/2022	Buildings	Building Capital	TBC	Leisure Life Roof Replacement Works	$ 200,000	
2021/2022	Buildings	Building Capital	TBC	Facility Refurbishments	$ 250,000	
2021/2022	Buildings	Building Capital	TBC	Facility Fire Service Upgrades	$ 50,000	
2021/2022	Buildings	Building Capital	TBC	Airconditioning Replacement Program	$ 10,000	
2021/2022	Buildings	Building Capital	TBC	Library -Disability Access/Toilet upgrades	$ 70,000	
2021/2022	Strategic Projects	Strategic Project	SP000166	Adaptive re-use of Ed Millen House	$ 5,800,000	$ (4,000,000)
2021/2022	Strategic Projects	Strategic Project	SP000167	Zone 1 - Perth Football Club - Community Facility/Grandstand	$ 4,000,000	$ (2,000,000)
2021/2022	Drainage	Drainage - Reactive/Emergency	TBC	Unplanned Renewal Projects	$ 20,000	
2021/2022	Drainage	Drainage Capital	TBC	Right of Ways - Various	$ 40,000	
2021/2022	Drainage	Drainage Capital	TBC	Pit Renewal as per AMP	$ 42,500	
2021/2022	Drainage	Drainage Capital	TBC	Pipe Renewal as per AMP	$ 42,500	

YEAR	ASSET CLASS	PROGRAM NAME	PROJECT CODE	PROJECT NAME	TOTAL EXPENDITURE	FUNDING
2021/2022	Drainage	Drainage Capital	TBC	Sump Renewal as per AMP	$ 40,000	
2021/2022	Drainage	Drainage Capital	TBC	Burswood Station East Drainage Upgrade	$ 150,000	
2021/2022	Other Infrastructure	ACROD Bays	TBC	ACROD - TBA - New Priority List (Other Infrastructure)	$ 15,000	
2021/2022	Other Infrastructure	Bus Shelters/Bus Stop Program	TBC	Bus Shelters Replacement - Not PTA Funded	$ 30,000	
2021/2022	Other Infrastructure	Carpark Renewals	TBC	Carpark Renewal Program as per AMP	$ 45,000	
2021/2022	Other Infrastructure	Other Infrastructure Capital	OC000169	Burswood Peninsula Wayfinding (including digital innovation and smart technology)	NOT SCOPED	
2021/2022	Other Infrastructure	Street Lighting Capital	TBC	Street Lighting - Albany Highway and Laneways	$ 25,000	
2021/2022	Other Infrastructure	Street Lighting Capital	TBC	Street Lighting -Safety Improvements at Various Locations	$ 25,000	
2021/2022	Other Infrastructure	Streetscape Enhancement	TBC	Street Furniture - General	$ 20,000	
2021/2022	Plant and Machinery	Fleet Replacement	TBC	Plant & Equipment replacements	$ 900,000	
2021/2022	Parks and Reserves	Parks Capital	TBC	Isaia Corner - Uplighting	$ 10,000	
2021/2022	Parks and Reserves	Parks Capital	TBC	Memorial Gardens - Lighting	$ 80,000	
2021/2022	Parks and Reserves	Parks Capital	TBC	Parnham Park - Drinking Fountain	$ 5,000	
2021/2022	Parks and Reserves	Parks Capital	TBC	Carlisle Reserve - Drinking Fountain	$ 6,000	
2021/2022	Parks and Reserves	Parks Capital	TBC	Rotary Reserve - Play Equipment & Shade Sails	$ 80,000	
2021/2022	Parks and Reserves	Parks Capital	TBC	Edward Millen Park -Bins	$ 1,000	
2021/2022	Parks and Reserves	Parks Capital	TBC	Higgins Park - Bins	$ 3,500	
2021/2022	Parks and Reserves	Parks Capital	TBC	Read Park -Shade Sail	$ 20,000	
2021/2022	Parks and Reserves	Parks Capital	TBC	Edward Millen Reserve - Community Art Sculpture	$ 150,000	
2021/2022	Parks and Reserves	Parks Capital	TBC	Raphael Park - 3 Synthetic Wickets	$ 30,000	
2021/2022	Strategic Projects	Strategic Project	SP000165	Implementation of Edward Millen Park Masterplan	$ 6,000,000	
2021/2022	Parks and Reserves	Streetscape Enhancement	TBC	George Street Reserve - Revegetation Project	$ 80,000	
2021/2022	Parks and Reserves	Streetscape Enhancement	TBC	Main Roads/Arterials - Lanscaping/Planting	$ 40,000	
2021/2022	Parks and Reserves	Streetscape Enhancement	PC000162	Upgrade Stiles Griffiths Reserve	$ 700,000	
2021/2022	Parks and Reserves	Parks Capital	PC000172	Kent St Sandpit Concept Plan	NOT SCOPED	
2021/2022	Strategic Projects	Strategic Project	SP000164	McCallum Park Active Area	$ 5,200,000	
2021/2022	Pathways	New Paths	FP000192	Hayman Road Shared Path	NOT SCOPED	$ (145,000)
2021/2022	Pathways	New Paths	TBC	Bentley Tech Park - Remaining Stages	$ 75,000	
2021/2022	Pathways	New Paths	TBC	Curtin - Canning Shared Path	$ 100,000	
2021/2022	Pathways	Path Replacement	TBC	Archer St - Mars St to Apollo (South side)	$ 14,755	
2021/2022	Pathways	Path Replacement	TBC	Griffiths St - GEH to Stiles (North side)	$ 3,720	
2021/2022	Pathways	Path Replacement	TBC	Goodwood Pde - Griffiths to Vivian (East side)	$ 11,420	
2021/2022	Pathways	Path Replacement	TBC	Great Eastern Hwy - VPD to Griffiths (North side)	$ 77,112	
2021/2022	Pathways	Path Replacement	TBC	Sunbury Rd - Clydesdale to Harper (West side)	$ 2,918	
2021/2022	Pathways	Path Replacement	TBC	Craig St - Thorogood to Burswood (East side)	$ 17,557	
2021/2022	Pathways	Path Replacement	TBC	Star St - Archer to Lion (South side)	$ 4,575	
2021/2022	Pathways	Path Replacement	TBC	Harris St - Sandra to Briggs (South side)	$ 15,743	
2021/2022	Pathways	Path Replacement	TBC	Miller St - Albany to Hubert (North side)	$ 8,580	
2021/2022	Pathways	Path Replacement	TBC	Albany Hwy - Alday to Hill View (South side)	$ 33,470	
2021/2022	Pathways	Path Replacement	TBC	Orrong Rd - Archer to Wright (South side)	$ 49,512	
2021/2022	Pathways	Path Replacement	TBC	Orrong Rd - Francisco to Rayment (South side)	$ 73,392	
2021/2022	Pathways	Path Replacement	TBC	Mckay St - Marquis to Curtin Uni (North side)	$ 5,498	
2021/2022	Pathways	Path Replacement	TBC	Westminster St - Albany to Berwick (South side)	$ 16,920	
2021/2022	Pathways	Path Replacement	TBC	Condition 4 Paths - Victoria Park	$ 12,500	
2021/2022	Pathways	Path Replacement	TBC	Condition 4 Paths - East Victoria Park	$ 12,500	
2021/2022	Pathways	Path Replacement	TBC	Condition 4 Paths - Carlisle	$ 12,500	
2021/2022	Pathways	Path Replacement	TBC	Condition 4 Paths - Burswood	$ 12,500	
2021/2022	Pathways	Path Replacement	TBC	Condition 4 Paths - Lathlain	$ 12,500	
2021/2022	Pathways	Path Replacement	TBC	Condition 4 Paths - Other	$ 12,500	
2022/2023	Plant and Machinery	Fleet Replacement	TBC	Plant & Equipment replacements	$ 900,000	
2021/2022	Roads/Other Infrastructure	Roads & Cycleways	RC000171	Kent Street Design (cycling infrastructure and landscaping)	NOT SCOPED	
2021/2022	Roads	Blackspot	BS000114	BLACKSPOT -Star & Briggs (Year 1 of 2)	$ 372,500	$ (248,333)
2021/2022	Roads	Major Road Construction	MR000170	Old Spaces New Place Project No.3 (Leonard/Albany, Harvey/Albany, and/or Rushton/Mackie/Albany)	NOT SCOPED	
2021/2022	Roads	Major Road Construction	TBC	B-List Stage 1 (Jarrah/Boundary Intersections on Hill View)	$ 75,000	
2021/2022	Roads	R2R Funding for Road Renewals	Funding	Roads to Recovery Funding Income (R2R) - TBA	$ -	$ (250,000)
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Mint Street - Beatty to Shepperton MRRG 20/21	$ 65,233	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	MRRG Reseal - TBA in 21/22 Submission	$ 300,000	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Merton Street - Gresham to Miller	$ 98,235	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Marchamley Street - Roberts to Gemini	$ 293,557	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Carnarvon Street - Miller to Dane	$ 284,765	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Lichfield Street - Salford to Miller	$ 132,165	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Beatty Avenue - Dane to Mint	$ 141,192	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Boulder Street - Carnarvon to Shepperton	$ 46,976	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Hubert Street - Miller to Mint	$ 144,855	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Leonard Street - Gloucester to Berwick	$ 79,560	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Colombo Street South - Gloucester to Berwick	$ 72,600	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Cardiff Street - Shepperton to Carnarvon	$ 54,432	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Holden Street - Marchamley to Weston	$ 61,902	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Satellite Place - Roberts to End	$ 146,718	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Galaxy Way - Mercury to Orrong	$ 154,665	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Swansea Street West - Mint to Dane	$ 143,100	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Harris Street - Briggs to Kew	$ 128,525	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Camberwell Street - Archdeacon to Devenish	$ 91,058	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Kitchener Way - Burswood to Kitchener	$ 39,312	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Kitchener Avenue - Harper to Duncan	$ 63,612	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Howick Street East - Rutland to Gallipoli	$ 88,367	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Thorogood Street - Hawthorne to Craig	$ 99,000	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Withnell Street - Swansea to Read	$ 106,596	

YEAR	ASSET CLASS	PROGRAM NAME	PROJECT CODE	PROJECT NAME	TOTAL EXPENDITURE	FUNDING
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Enfield Street - Roberts to Rayment	$ 68,738	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Teague Street - Miller to Duncan	$ 227,448	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Midgley Street - Gallipoli to Goddard	$ 130,356	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Emily St - Berwick to Boundary	$ 72,648	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Teague St - Harvey to Harper	$ 88,930	
2021/2022	Roads	Road Resurfacing & Rehabilitation	TBC	Manchester Street - Glocuester to Albany	$ 199,913	
2021/2022	Roads	Roads & Cycleways	TBC	Bike Plan Initiatives (on road facilities)	$ 75,000	
2021/2022	Roads	ROW Upgrades	TBC	ROW 46 - Washington, Leonard to McMillan	$ 196,838	
2021/2022	Roads	ROW Upgrades	TBC	ROW59 - Burswood Road	$ 317,500	
2021/2022	Strategic Projects	Strategic Project	SP000161	Archer/Mint Street Upgrade - Stage 1	$ 1,080,000	
2021/2022	Strategic Projects	Strategic Project	SP000160	Miller Street and Shepperton Road Intersection	$ 1,600,000	$ (1,066,666)
2021/2022	Strategic Projects	Strategic Project	SP000168	Upgrade Burswood Road and Teddington Roads	NOT SCOPED	
2021/2022	Strategic Projects	Streetscape Enhancement	PC000163	Streetscape Upgrades to a portion of Goodwood Parade, Griffiths Street and Stiles in Burswood Station East	$ 2,080,859	
2022/2023	Buildings	Building - Environmental Initiatives	TBC	Facility lighting replacement - Energy Efficiency	$ 25,000	
2022/2023	Buildings	Building - Reactive/Emergency	TBC	Unplanned Reactive Works	$ 75,000	
2022/2023	Buildings	Building - Security Upgrades	TBC	Facility Security Upgrades	$ 20,000	
2022/2023	Buildings	Building Capital	TBC	Building Capital Renewals and Upgrades to Facilities	$ 1,000,000	
2022/2023	Strategic Projects	Strategic Project	SP000175	Investigate options for use and activation of the former gate house and toilet block at GO Edwards Park.	Unknown	
2022/2023	Strategic Projects	Strategic Project	SP000173	Implementation of MacMillan Precinct Masterplan	$ 250,000	
2022/2023	Strategic Projects	Strategic Project	SP000174	Implemenation of Higgins Park and Playfield Reserve Masterplan	Unknown	
2022/2023	Drainage	Drainage - Reactive/Emergency	TBC	Unplanned Renewal Projects	$ 20,000	
2022/2023	Drainage	Drainage Capital	TBC	Right of Ways - Various	$ 40,000	
2022/2023	Drainage	Drainage Capital	TBC	Pit Renewal as per AMP	$ 50,000	
2022/2023	Drainage	Drainage Capital	TBC	Pipe Renewal as per AMP	$ 45,000	
2022/2023	Drainage	Drainage Capital	TBC	Sump Renewal as per AMP	$ 50,000	
2022/2023	Drainage	Drainage Capital	TBC	Burswood Station East Drainage Upgrade	$ 150,000	
2022/2023	Other Infrastructure	ACROD Bays	TBC	ACROD - TBA - New Priority List (Other Infrastructure)	$ 15,000	
2022/2023	Other Infrastructure	Bus Shelters/Bus Stop Program	TBC	Bus Shelters Replacement - Not PTA Funded	$ 45,000	
2022/2023	Other Infrastructure	Carpark Renewals	TBC	Carpark Renewal Program as per AMP	$ 50,000	
2022/2023	Other Infrastructure	Street Lighting Capital	TBC	Street Lighting - Albany Highway and Laneways	$ 50,000	
2022/2023	Other Infrastructure	Street Lighting Capital	TBC	Street Lighting -Safety Improvements at Various Locations	$ 50,000	
2022/2023	Other Infrastructure	Streetscape Enhancement	TBC	Street Furniture - General	$ 20,000	
2022/2023	Parks and Reserves	Parks Capital	TBC	Park Capital Renewals and Upgrades	$ 580,000	
2022/2023	Parks and Reserves	Parks Capital	PC000182	Investigate and implement POS improvements at 91 Planet Street, 76, Planet Street, 6 Paltridge Avenue and 20 Satellite Place in Carlisle (Drainage Basins)	Unknown	
2022/2023	Strategic Projects	Strategic Project	SP000188	Harold Rossiter Masterplan	Unknown	
2022/2023	Parks and Reserves	Streetscape Enhancement	TBC	George Street Reserve Revegetation Project	$ 40,000	
2022/2023	Parks and Reserves	Streetscape Enhancement	TBC	Main Roads/Arterials Landscaping/Planting	$ 20,000	
2022/2023	Parks and Reserves	Streetscape Enhancement	PC000186	Undertake Greening Improvements to Isaia Corner	$ 30,000	
2022/2023	Parks and Reserves	Parks Capital	PC000189	Technology Park Recreation Space	Unknown	
2022/2023	Pathways	New Paths	FP000191	Enhance Allen Court PAW	Unknown	
2022/2023	Pathways	Path Replacement	TBC	Condition 4 Paths - Victoria Park	$ 100,000	
2022/2023	Pathways	Path Replacement	TBC	Condition 4 Paths - East Victoria Park	$ 100,000	
2022/2023	Pathways	Path Replacement	TBC	Condition 4 Paths - Carlisle	$ 100,000	
2022/2023	Pathways	Path Replacement	TBC	Condition 4 Paths - Burswood	$ 100,000	
2022/2023	Pathways	Path Replacement	TBC	Condition 4 Paths - Lathlain	$ 100,000	
2022/2023	Pathways	Path Replacement	TBC	Condition 4 Paths - Other	$ 100,000	
2022/2023	Roads	Roads & Cycleways	RC000187	Hillview Terrace Cycling Infrastructure Upgrades	Unknown	
2022/2023	Roads	Streetscape Enhancement	PC000190	Hayman Road Streetscape	Unknown	
2022/2023	Roads	Blackspot	TBC	BLACKSPOT - Griffiths & GEH - 2 Year Staged (Project Not Funded)	$ 23,167	
2022/2023	Roads	Blackspot	TBC	BLACKSPOT - General Projects - ToVP 33%	$ 250,000	
2022/2023	Roads	Major Road Construction	RC000177	Upgrade Burswood Road and Teddington Roads - design Year 1 - construct Year2	$ 60,000	
2022/2023	Roads	Major Road Construction	RC000179	Bishopsgate Street Upgrade	$ 50,000	
2022/2023	Roads	Major Road Construction	RC000180	Lathlain Traffic Management Plan and Upgrades	Unknown	
2022/2023	Roads	Major Road Construction	RC000183	Cohn/Planet Intersection - investigate modification (traffic management)	Unknown	
2022/2023	Roads	Major Road Construction	TBC	B-List Stage 1 (Jarrah/Boundary Intersections on Hill View)	$ 70,000	
2022/2023	Roads	R2R Funding for Road Renewals	Funding	Roads to Recovery Funding Income (R2R) - TBA	$ -	$ (250,000)
2022/2023	Roads	Road Resurfacing & Rehabilitation	TBC	MRRG Reseal - TBA in 22/23 Submission	$ 350,000	
2022/2023	Roads	Road Resurfacing & Rehabilitation	TBC	Road Renewals as per AMP	$ 3,432,474	
2022/2023	Roads	Roads & Cycleways	RC000181	Oats Street Bicycle Improvements		
2022/2023	Roads	Roads & Cycleways	TBC	Bike Plan Initiatives (on road facilities)	$ 55,000	
2022/2023	Roads	Safe Active Streets	SS000178	Safe Active Street (part of Gallipoli and Streatley Streets)	$60,000 (for design)	
2022/2023	Strategic Projects	Strategic Project	SP000176	Gallipoli Street Local Centre Revitalisation Plan	$ 50,000	
2022/2023	Roads	Major Road Construction	RC000184	Duncan Street Upgrade	Unknown	
2022/2023	Roads	Safe Active Streets	SS000185	Gloucester Street 'Safe Active Street'	Unknown	
2023/2024	Drainage	Drainage - Reactive/Emergency	TBC	Unplanned Renewal Projects	$ 20,000	
2023/2024	Drainage	Drainage Capital	TBC	140 Hubert Street - Hot Spot 64	$ 98,000	
2023/2024	Drainage	Drainage Capital	TBC	947 Albany Highway - Hot Spot 76	$ 80,275	
2023/2024	Drainage	Drainage Capital	TBC	Right of Ways - Various	$ 40,000	
2023/2024	Drainage	Drainage Capital	TBC	Pit Renewal as per AMP	$ 45,000	
2023/2024	Drainage	Drainage Capital	TBC	Pipe Renewal as per AMP	$ 45,000	
2023/2024	Drainage	Drainage Capital	TBC	Sump Renewal as per AMP	$ 46,725	
2023/2024	Other Infrastructure	ACROD Bays	TBC	ACROD - TBA - New Priority List (Other Infrastructure)	$ 15,000	

YEAR	ASSET CLASS	PROGRAM NAME	PROJECT CODE	PROJECT NAME	TOTAL EXPENDITURE	FUNDING
2023/2024	Other Infrastructure	Bus Shelters/Bus Stop Program	TBC	Bus Shelters Replacement - Not PTA Funded	$ 45,000	
2023/2024	Other Infrastructure	Carpark Renewals	TBC	Carpark Renewal Program as per AMP	$ 30,000	
2023/2024	Other Infrastructure	Streetscape Enhancement	TBC	Street Furniture - General	$ 35,000	
2023/2024	Pathways	Path Replacement	TBC	Condition 4 Paths - Victoria Park	$ 100,000	
2023/2024	Pathways	Path Replacement	TBC	Condition 4 Paths - East Victoria Park	$ 100,000	
2023/2024	Pathways	Path Replacement	TBC	Condition 4 Paths - Carlisle	$ 100,000	
2023/2024	Pathways	Path Replacement	TBC	Condition 4 Paths - Burswood	$ 100,000	
2023/2024	Pathways	Path Replacement	TBC	Condition 4 Paths - Lathlain	$ 100,000	
2023/2024	Pathways	Path Replacement	TBC	Condition 4 Paths - Other	$ 100,000	
2023/2024	Roads	Blackspot	TBC	BLACKSPOT - Griffiths & GEH - 2 Year Staged (Project Not Funded)	$ 153,500	
2023/2024	Roads	Blackspot	TBC	BLACKSPOT - General Projects - ToVP 33%	$ 310,000	
2023/2024	Roads	Major Road Construction	TBC	B-List Stage 1 (Jarrah/Boundary Intersections on Hill View)	$ 50,000	
2023/2024	Roads	R2R Funding for Road Renewals	Funding	Roads to Recovery Funding Income (R2R) - TBA	$ -	$ (250,000)
2023/2024	Roads	Road Resurfacing & Rehabilitation	TBC	MRRG Reseal - TBA in 23/24 Submission	$ 375,000	
2023/2024	Roads	Road Resurfacing & Rehabilitation	TBC	Road Renewals as per AMP	$ 3,490,387	
2023/2024	Roads	Roads & Cycleways	TBC	Bike Plan Initiatives (on road facilities)	$ 50,000	
2023/2024	Roads	ROW Upgrades	TBC	ROW 116 - Basinghall, Moorgate, Esperance,Hedland Sts - Short Section off Moorgate	$ 80,000	
2024/2025	Drainage	Drainage - Reactive/Emergency	TBC	Unplanned Renewal Projects	$ 125,000	
2024/2025	Drainage	Drainage Capital	TBC	Right of Ways - Various	$ 75,000	
2024/2025	Drainage	Drainage Capital	TBC	Pit Renewal as per AMP	$ 75,000	
2024/2025	Drainage	Drainage Capital	TBC	Pipe Renewal as per AMP	$ 75,000	
2024/2025	Drainage	Drainage Capital	TBC	Sump Renewal as per AMP	$ 50,000	
2024/2025	Other Infrastructure	ACROD Bays	TBC	ACROD - TBA - New Priority List (Other Infrastructure)	$ 15,000	
2024/2025	Other Infrastructure	Bus Shelters/Bus Stop Program	TBC	Bus Shelters Replacement - Not PTA Funded	$ 45,000	
2024/2025	Other Infrastructure	Carpark Renewals	TBC	Carpark Renewal Program as per AMP	$ 30,000	
2024/2025	Other Infrastructure	Streetscape Enhancement	TBC	Street Furniture - General	$ 35,000	
2024/2025	Pathways	Path Replacement	TBC	Condition 4 & 5 Paths - As per AMP	$ 720,000	
2024/2025	Roads	Blackspot	TBC	BLACKSPOT - General Projects - ToVP 33%	$ 350,000	
2024/2025	Roads	IMNS Implementation	TBC	IMNS Action Projects - Medium Term	$ 40,000	
2024/2025	Roads	Major Road Construction	TBC	B-List Stage 1 (Jarrah/Boundary Intersections on Hill View)	$ 50,000	
2024/2025	Roads	R2R Funding for Road Renewals	Funding	Roads to Recovery Funding Income (R2R) - TBA	$ -	$ (250,000)
2024/2025	Roads	Road Resurfacing & Rehabilitation	TBC	MRRG Reseal - TBA in 24/25 Submission	$ 375,000	
2024/2025	Roads	Road Resurfacing & Rehabilitation	TBC	Road Renewals as per AMP	$ 3,651,342	
2024/2025	Roads	Roads & Cycleways	TBC	Bike Plan Initiatives (on road facilities)	$ 50,000	
2024/2025	Roads	ROW Upgrades	TBC	ROW 99 - Albany Hwy	$ 125,000	
2024/2025	Roads	IMNS Implementation	TBC	IMNS Action Projects - Long Term	$ 50,000	
Deferred	Buildings	Building Capital	BC000002	Administration - Internal Refurbishment Works/ABW - Stage 1	$ 250,000	
Deferred	Buildings	Building Capital	BC000003	Administration - Basement End of trip facilities refurbishment	$ 40,000	
Deferred	Buildings	Building Capital	BC000004	Administration - Accessibility improvements & carpet replacement	$ 150,000	
Deferred	Buildings	Building Capital	BC000005	Administration - Painting - External	$ 120,000	
Deferred	Drainage	Drainage Capital	DC000006	134C Star Street - Hot Spot 34 (Drainage)	$ 105,000	
Deferred	Other Infrastructure	Carpark Renewals	OC000007	Car Park #11 - Higgins Park	$ 75,000	
Deferred	Parks and Reserves	Parks Capital	PC000008	Higgins Park Goal Posts	$ 20,000	
Deferred	Parks and Reserves	Parks Capital	PC000009	Kate Street Reserve Bollards - Concrete	$ 42,000	
Deferred	Pathways	Path Replacement	FP000010	Stiles Ave - Griffiths to Goodwood (South side)	$ 24,585	
Deferred	Pathways	Path Replacement	FP000011	Claude St - Griffiths to ROW97 (West side)	$ 12,555	
Deferred	Pathways	Path Replacement	RR000019	Archer St - Bishopsgate to Rutland (South side)	$ 35,150	
Deferred	Roads	Road Resurfacing & Rehabilitation	RR000012	Goodwood Parade - Stiles to End	$ 273,519	
Deferred	Roads	Road Resurfacing & Rehabilitation	RR000013	Playfield Street - Creaton to Etwell	$ 94,090	
Deferred	Roads	Road Resurfacing & Rehabilitation	RR000014	Creaton Street - Playfield to Hill View	$ 143,496	
Deferred	Roads	Road Resurfacing & Rehabilitation	RR000015	Pinedale Street - Jarrah to Etwell	$ 100,377	
Deferred	Roads	Road Resurfacing & Rehabilitation	RR000016	Griffiths Street - Goodwood to GEH	$ 121,405	
Deferred	Roads	Road Resurfacing & Rehabilitation	RR000017	Boundary Road	$ 145,836	
Deferred	Roads	Road Resurfacing & Rehabilitation	RR000018	Clinton Way	$ 36,464	

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Asset Class	Expenditure Type	Project Description	Annual Budget	Total including Commitments	Annual Budget Remaining	Progress as shown in Council Report	Project Status	Carry Forward 2020-2021
Roads	Asset Upgrade	Hill View Terrace and Oats Street - Intersection and Pedestrian	**240,000**	177,376	62,624	■■■■□	🟢	
Roads	Asset Upgrade	Roberts Road and Orrong Road - Intersection	**25,000**	0	25,000	■□□□□	🔴	Yes
Roads	Asset Upgrade	Rutland Avenue - Oats Street to Welshpool Road	**250,000**	248,443	1,557	■■■■□	🟢	
Plant & Equipment	Asset Renewal	Minor Plant Renewal - Parks	**23,000**	13,866	9,134	■■■■■	🟢	
Roads	Asset Upgrade	Kent and Haymen - Stage 1 - Pavement Upgrade (Blackspot)	**420,000**	415,368	4,632	■■■■■	🟢	
Roads	Asset Upgrade	Shepperton and Miller - Stage 2 - Pavement Upgrade (Blackspot)	**444,500**	60,892	383,608	■□□□□	🔴	
Roads	Asset Renewal	Oats Street - Mars to Planet - Renew Seal (MRRG)	**5,044**	5,044	0	■■■■■	🟢	
Roads	Asset Renewal	Oats Street - Tuckett to Rutland - Renew Seal (MRRG)	**113,872**	113,872	(0)	■■■■■	🟢	
Roads	Asset Renewal	Harris Street - Oats Street/Mercury Street/Briggs Street	**335,000**	323,298	11,702	■■■■□	🟢	
Roads	Asset Upgrade	Archer and Orrong Intersection (Blackspot)	**401,000**	45,898	355,102	■■□□□	🟡	Yes
Roads	Asset Upgrade	Hordern and Geddes Intersection (Blackspot)	**54,500**	0	54,500	■■□□□	🟡	Yes
Roads	Asset Upgrade	Hordern and McMillan Intersection (Blackspot)	**92,000**	0	92,000	■■□□□	🟡	Yes
Roads	Asset Renewal	Briggs Street (Downing to Raleigh) Reseal	**169,500**	170,846	(1,346)	■■■■□	🟢	
Roads	Asset Renewal	Planet Street (President to Kew) Reseal	**106,685**	185,018	(78,333)	■■■■□	🟢	
Roads	Asset Renewal	Planet Street (Briggs to President) Reseal	**140,000**	243,178	(103,178)	■■■■□	🟢	
Roads	Asset Renewal	Saleham Street (Goddard to Gallipoli)	**74,785**	74,785	(0)	■■■■□	🟢	
Roads	Asset Renewal	Teague Street (Duncan to Harper)	**140,000**	131,064	8,936	■■■■□	🟢	
Roads	Asset Renewal	Tuckett Street (Oats to Mercury)	**64,000**	67,159	(3,159)	■■■■□	🟢	
Roads	Asset Renewal	Beatty Avenue (Somerset to Dane)	**143,000**	140,255	2,745	■■■■□	🟢	
Roads	Asset Renewal	Westmorland Street (Creaton to Etwell)	**67,500**	55,506	11,994	■■■■□	🟢	
Roads	Asset Renewal	Bishopsgate Street (Lion to Archer)	**70,881**	70,881	1	■■■■□	🟢	
Roads	Asset Renewal	Bank Street (Forward to End)	**112,000**	119,113	(7,113)	■■■■□	🟢	
Roads	Asset Renewal	Cohn Street (Harris to Orrong)	**112,500**	272,712	(160,212)	■■■■□	🟢	
Roads	Asset Renewal	Forster Avenue (Bishopsgate to Rutland)	**90,513**	90,513	0	■■■■□	🟢	
Roads	Asset Renewal	Mackie Street (West of Gloucester to Washington)	**93,000**	95,556	(2,556)	■■■■□	🟢	

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Asset Class	Expenditure Type	Project Description	Annual Budget	Total including Commitments	Annual Budget Remaining	Progress as shown in Council Report	Project Status	Carry Forward 2020-2021
Roads	Asset Renewal	Enfield Street (Waller to Rayment)	**107,000**	109,170	(2,170)	■■■■□	🟢	
Roads	Asset Renewal	Howick Street (Gallipoli to Goddard)	**183,600**	192,334	(8,734)	■■■■□	🟢	
Roads	Asset Renewal	Oats Street and Star Street Roundabout	**175,000**	4,080	170,920	■□□□□	🔴	Yes
Paths & Cycleways	Asset New	Rutland Avenue Shared Path (Miller to Oats)	**685,000**	679,970	5,030	■■■□□	🟡	Yes
Parks, Gardens & Reserves	Asset Renewal	George Street Reserve - Revegetation Project (previously W1129)	**60,000**	62,751	(2,751)	■■■■□	🟢	Yes
Paths & Cycleways	Asset Renewal	Lathlain Redevelopment (Zone 7) - Pathways	**650,000**	545,699	104,301	■■■■■	🟢	
Carparks	Asset Renewal	Lathlain Redevelopment (Zone 7) - Carparks	**350,000**	348,460	1,540	■■■■■	🟢	
Parks, Gardens & Reserves	Asset Upgrade	Bolton Avenue Verge - Retaining Wall and Fencing	**165,000**	84,006	80,994	■■■□□	🟡	
Other Infrastructure	Asset Upgrade	Balbuk Way Underground Power	**263,114**	263,214	(100)	■■□□□	🟡	Yes
Plant & Equipment	Asset Renewal	162 VPK - Road Sweeper (Plant 341)	**249,050**	236,574	12,476	■■■■■	🟢	
Plant & Equipment	Asset Renewal	142 VPK - Kubota Tractor (Plant 280)	**95,000**	87,888	7,112	■■■■■	🟢	
Plant & Equipment	Asset Renewal	1EMD 522 - Mazda B250 Tray Back Ute (Plant 346)	**32,557**	32,557	0	■■■■■	🟢	
Plant & Equipment	Asset Renewal	138 VPK - Flocon Truck (Plant 39)	**290,000**	234,605	55,395	■■■□□	🟡	Yes
Plant & Equipment	Asset Renewal	1GTF 071 - Holden Colorado (Plant 438)	**35,000**	27,410	7,590	■■■■■	🟢	
Plant & Equipment	Asset Renewal	167 VPK - Toyota Camry Altise Sedan (Plant 395)	**25,783**	25,783	(0)	■■■■■	🟢	
Plant & Equipment	Asset Renewal	115 VPK- Subaru Impreza Hatch (Plant 393)	**24,967**	24,967	(0)	■■■■■	🟢	
Plant & Equipment	Asset Renewal	182 VPK - Subaru Impreza Hatch (Plant 399)	**25,000**	22,200	2,800	■■■■■	🟢	
Plant & Equipment	Asset Renewal	1EFZ 037 - Hyundai Sedan (Plant 334)	**25,195**	25,488	(293)	■■■■■	🟢	
Plant & Equipment	Asset Renewal	173 VPK - Subaru Impreza (Plant 396)	**23,882**	23,882	0	■■■■■	🟢	
Plant & Equipment	Asset Renewal	1GDF 720 - Holden Colorado (Plant 415)	**35,000**	32,623	2,377	■■■■■	🟢	
Plant & Equipment	Asset Renewal	156 VPK - Plant Trailer (Plant 171)	**25,000**	9,365	15,635	■■■■■	🟢	
Plant & Equipment	Asset Renewal	151 VPK - Speed Trailer (Plant 251)	**50,000**	43,240	6,760	■■■■■	🟢	
Plant & Equipment	Asset Renewal	Jarret Mow Deck (Plant 281)	**30,000**	24,520	5,480	■■■■■	🟢	
Plant & Equipment	Asset Renewal	1TQU 220 - Trailer (Plant 173)	**6,000**	5,409	591	■■■■■	🟢	
Plant & Equipment	Asset Renewal	157 VPK - Trailer (Plant 176)	**5,064**	5,064	0	■■■■■	🟢	
Plant & Equipment	Asset Renewal	174 VPK - Trailer (Plant 178)	**10,000**	0	10,000	■□□□□	🔴	Yes

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Asset Class	Expenditure Type	Project Description	Annual Budget	Total including Commitments	Annual Budget Remaining	Progress as shown in Council Report	Project Status	Carry Forward 2020-2021
Parks, Gardens & Reserves	Asset Renewal	Harold Rossiter - Lighting Renewal	**12,000**	15,370	(3,370)	■■■■■	🟢	
Parks, Gardens & Reserves	Asset Renewal	Carlisle Reserve - Pole Floodlight Renewal	**215,000**	216,577	(1,577)	■■■□□	🟡	Yes
Parks, Gardens & Reserves	Asset Renewal	Charles Patterson Park - Picnic Table and Benches	**11,000**	8,810	2,190	■■■■■	🟢	
Parks, Gardens & Reserves	Asset Renewal	Raphael Park - Drinking Fountain	**15,000**	14,000	1,000	■■■■■	🟢	
Parks, Gardens & Reserves	Asset Renewal	Raphael Park - Reticuation System Renewal	**180,000**	147,607	32,393	■■■■□	🟢	Yes
Parks, Gardens & Reserves	Asset Renewal	Rotary Reserve - Drinking Fountain	**6,000**	3,800	2,200	■■■■□	🟢	
Parks, Gardens & Reserves	Asset Renewal	Playground Renewal - Parnham Park	**135**	135	0	□□□□□	🔴	
Parks, Gardens & Reserves	Asset Renewal	Fraser Park - Synthetic Cricket Wickets	**13,000**	11,073	1,927	■■■■■	🟢	
Other Infrastructure	Asset New	Artworks - Allocation BUDGET ONLY 2019Specific work orders to be	**0**	0	0	■□□□□	🔴	
Parks, Gardens & Reserves	Asset Upgrade	Upgrade - Higgins Park Tennis Club - Court Modifications	**732,850**	591,495	141,355	■■■■□	🟢	Yes
Parks, Gardens & Reserves	Asset Renewal	GO Edwards Park - Redevelopment	**590,200**	549,343	40,857	■■■■□	🟢	Yes
Parks, Gardens & Reserves	Asset Renewal	McCallum Park - River Wall - Foreshore Landscape	**333,470**	333,437	33	■■■■□	🟢	
Paths & Cycleways	Asset New	Brodie Hall Drive - De Laeter to Sarich - Surface	**125,000**	52,401	72,600	■■■■□	🟢	
Paths & Cycleways	Asset New	Victoria Park Drive (Roger Mackay to Marlee Loop)	**150,000**	0	150,000	■□□□□	🔴	Yes
Paths & Cycleways	Asset Renewal	Orrong Road (Alexander to Archer)	**58,000**	120,193	(62,193)	■■■□□	🟡	
Paths & Cycleways	Asset Renewal	Cornwall Street (Castle Way and Gallipoli Street)	**27,000**	24,545	2,455	■■■■□	🟢	
Information Technology	Asset New	Software - Microsoft 365	**90,000**	0	90,000	■■■■■	🟢	
Information Technology	Asset Renewal	Hardware - Council Chambers Live Streaming System	**66,000**	53,582	12,418	■■■■■	🟢	
Information Technology	Asset Upgrade	Software - TRIM CM9 Upgrade	**120,000**	71,471	48,529	■□□□□	🔴	Yes
Information Technology	Asset New	New- Software - Volunteer Database	**7,000**	0	7,000	□□□□□	🔴	Yes
Information Technology	Asset New	New - Software - CAMMS Project PoC	**16,550**	0	16,550	■■■□□	🟡	Yes
Information Technology	Asset New	New - Software - Property Management System	**12,000**	12,240	(240)	■■■□□	🟡	Yes
Information Technology	Asset New	New - Software - Human Resources - Online Leave and Work Pattern	**11,500**	5,927	5,574	■■■■■	🟢	
Information Technology	Asset Upgrade	Upgrade - Software - AP Workflow (Authority)	**54,000**	31,605	22,395	■■■■□	🟢	
Information Technology	Asset Upgrade	Hardware - Leisurelife Centre Technology Upgrade	**135,000**	119,989	15,011	■■■□□	🟡	Yes
Information Technology	Asset New	IT - Relocation Hardware - 6 - 8 Kent Street (Parking and Rangers)	**58,700**	31,998	26,702	■■■■■	🟢	

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Asset Class	Expenditure Type	Project Description	Annual Budget	Total including Commitments	Annual Budget Remaining	Progress as shown in Council Report	Project Status	Carry Forward 2020-2021
Information Technology	Asset Upgrade	System Upgrade - Authority 7.x	**140,000**	0	140,000	□□□□□	🔴	Yes
Information Technology	Asset New	Software - Asset Management System	**203,160**	86,061	117,099	■□□□□	🔴	Yes
Information Technology	Asset New	Library - RFID Self-Service System	**90,000**	2,100	87,900	□□□□□	🔴	Yes
Information Technology	Asset Upgrade	IT - Leisure Facilities Management System (Software)	**12,300**	10,868	1,432	■■■■□	🟢	Yes
Information Technology	Asset Upgrade	IT - Library Management System (Software)	**71,200**	55,510	15,690	■■■■■	🟢	
Drainage	Asset Renewal	Various - Pipe Renewal- Allocation	**20,000**	7,150	12,850	■■□□□	🟡	
Drainage	Asset Renewal	Various - Pit Renewal- Allocation	**20,000**	0	20,000	■■□□□	🟡	
Drainage	Asset Renewal	Various - Sump Renewal- Allocation	**20,000**	4,481	15,519	■■□□□	🟡	
Other Infrastructure	Asset New	Street Lighting - Safety Improvements - Allocation	**15,000**	9,166	5,834	■■■□□	🟡	
Carparks	Asset New	Parking - ACROD Bays - Allocation	**2,350**	2,350	0	■■■■■	🟢	
Drainage	Asset New	Bishopsgate Street - Improvements (LPRP)	**197,700**	143,978	53,722	■■■■□	🟢	
Paths & Cycleways	Asset New	Goodwood Parade - Shared Path - Surface	**250,000**	234,274	15,726	■■■■□	🟢	Yes
Drainage	Asset New	Various - Right of Ways - Allocation	**20,000**	29,348	(9,348)	■■□□□	🟡	
Roads	Asset Renewal	Resurface of rail crossing - Oats and Mint Streets	**150,418**	141,169	9,249	■■■■□	🟢	
Drainage	Asset Renewal	Unplanned Renewal Projects - BUDGET ONLY Individual work orders t	**20,000**	15,347	4,653	■■□□□	🟡	
Drainage	Asset Upgrade	130 Burswood Road (Hot Spot 51)	**50,000**	0	50,000	■□□□□	🔴	
Land	Asset Upgrade	Land - Upgrade: 25 Boundary Road Subdivision	**71,000**	73,981	(2,981)	■■■□□	🟡	
Parks, Gardens & Reserves	Asset New	Lathlain Redevelopment (Zone 2) - Parks (Holding)	**2,734,500**	2,834,466	(99,966)	■■■■□	🟢	
Parks, Gardens & Reserves	Asset New	Lathlain Redevelopment (Zone 2x) - Parks (Holding)	**2,026,004**	1,682,008	343,996	■■■■□	🟢	
Other Infrastructure	Asset New	Lathlain Redevelopment (Zone 2) - Public Art	**33,000**	31,000	2,000	■■□□□	🟡	
Carparks	Asset New	Lathlain Redevelopment (Zone 2) - Carpark	**303,000**	0	303,000	■■■■□	🟢	
Other Infrastructure	Asset New	Lathlain Redevelopment (Zone 2x) - Public Art	**55,000**	55,503	(503)	■■□□□	🟡	
Buildings	Asset New	Lathlain Redevelopment (Zone 2) - New Ablution Block	**342,861**	220,277	122,584	■■■■□	🟢	
Buildings	Asset New	Lathlain Redevelopment (Zone 2x) - New Ablution Block	**221,257**	221,257	0	■■■■□	🟢	
Parks, Gardens & Reserves	Asset New	John Macmillan Park - Redevelopment (BUDGET ONLY) Individual WC	**364,752**	160,690	204,062	■■■■■	🟢	
Paths & Cycleways	Asset Upgrade	ROW52 Laneway Upgrade (IGA Laneway Revitalisation)	**86,300**	71,315	14,985	■■■■■	🟢	

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Asset Class	Expenditure Type	Project Description	Annual Budget	Total including Commitments	Annual Budget Remaining	Progress as shown in Council Report	Project Status	Carry Forward 2020-2021
Information Technology	Asset Renewal	System - Intranet and Councillor Portal	**22,400**	11,500	10,900	■■■■■	🟢	Yes
Buildings	Asset Upgrade	Aqualife Solar Panels (Stage 1)	**170,000**	104,855	65,145	■■■■■	🟢	
Buildings	Asset Renewal	ViC Park Quarter - Community Room Fitout	**30,000**	9,464	20,536	■■■■□	🟢	
Buildings	Asset Renewal	Aqualife - Outdoor Pool Refurbishment	**320,000**	292,641	27,359	■■■□□	🟡	
Buildings	Asset Renewal	Aqualife - Pool Plant - Dosing Controllers	**50,000**	47,800	2,200	■■■■■	🟢	
Buildings	Asset Renewal	Aqualife - Pool Plant Equipment Renewal	**10,000**	9,800	200	■■■■■	🟢	
Buildings	Asset Renewal	Aqualife - Pool Water Treatment & Filtration Unit reaplcement	**48,000**	34,000	14,000	■■■■■	🟢	
Buildings	Asset Renewal	Aqualife - Hydrotherapy Pool Scum Gates	**4,325**	4,325	0	■■■■■	🟢	
Buildings	Asset Renewal	Administration Office - Lift Replacement	**191,682**	194,557	(2,875)	■■■■□	🟢	
Buildings	Asset Renewal	Administration Office - Underground Carpark Security	**15,000**	9,200	5,800	■■■■■	🟢	
Buildings	Asset Renewal	Parnham Reserve Clubrooms- Partition Replacement	**16,243**	16,243	(0)	■■■■■	🟢	
Buildings	Asset Renewal	Higgins Park Clubrooms - Change Room Refurbishment	**75,000**	67,540	7,460	■■■■□	🟢	
Buildings	Asset Renewal	10 Kent Street - Interior Refurbishment (Disability Access)	**20,000**	0	20,000	■□□□□	🔴	
Buildings	Asset Renewal	Aqualife - 50m Pool Starting Blocks and Submersible Wall	**215,000**	187,704	27,296	■■■□□	🟡	
Furniture & Equipment	Asset Renewal	Cardio Equipment Renewal (Aqualife)	**160,000**	150,012	9,988	■■■□□	🟡	
Buildings	Asset Renewal	Fletcher Park - Clubrooms - - Security Screen Replacement	**12,329**	12,329	0	■■■■■	🟢	
Buildings	Asset Renewal	Carlisle Reserve Clubrooms - Security Screen Replacement	**8,066**	8,066	0	■■■■■	🟢	
Buildings	Asset Renewal	Raphael Park Clubroom - Refurbish Change Rooms	**75,000**	46,190	28,810	■■■■■	🟢	
Buildings	Asset Renewal	Parnham Reserve Clubrooms- Security Screen Replacement	**3,861**	3,997	(136)	■■■■■	🟢	
Buildings	Asset Renewal	Higgins Park Clubroom- Security Screen Replacement	**11,262**	11,262	0	■■■■■	🟢	
Buildings	Asset Renewal	Aqualife - Plant Room - Ultraviolet Generators	**111,436**	111,436	(0)	■■■■■	🟢	
Buildings	Asset Renewal	Harold Hawthorne Centre - Air Conditioning	**48,149**	48,149	0	■■■■■	🟢	
Roads	Asset Renewal	Solar Way - Mercury to Mercury - Road Rehab	**335,000**	221,222	113,778	■■■■□	🟢	
Roads	Asset Renewal	Marchamley Place - Mercury Street to Cul-De-Sac - Road Rehab	**155,000**	134,207	20,793	■■■■□	🟢	
Roads	Asset Renewal	Forster Avenue Taffic Calming	**20,000**	0	20,000	■□□□□	🔴	
Roads	Asset Renewal	100 Oats Street - Verge Modifications	**10,000**	5,455	4,545	■■■□□	🟡	

2019-2020 Capital Works Progress Report - (July 2020)

Asset Class	Expenditure Type	Project Description	Annual Budget	Total including Commitments	Annual Budget Remaining	Progress as shown in Council Report	Project Status	Carry Forward 2020-2021
Roads	Asset Renewal	Carnarvon Street (Dane to Somerset) - Reseal	**180,000**	125,622	54,378	■■■■□	🟢	
Roads	Asset Renewal	Planet Street (Mercury to Cohn) - Road Reseal	**160,000**	162,995	(2,995)	■■■■□	🟢	
Roads	Asset Renewal	Streately Road (Gallipoli to Castle)	**190,000**	141,623	48,377	■■■■□	🟢	
Roads	Asset Renewal	Sussex Sreet (Devenish to Berwick)	**200,000**	168,825	31,175	■■■■□	🟢	
Plant & Equipment	Asset Renewal	Washbay Pressure Washer	**14,000**	7,363	6,637	■■■■■	🟢	
Parks, Gardens & Reserves	Asset Renewal	Raphel Park - Synthetic Cricket Wickets	**17,000**	13,608	3,392	■■■□□	🟡	
Parks, Gardens & Reserves	Asset New	George Street Reserve - Interpretive and QR Code Signage	**10,000**	8,478	1,522	■■■□□	🟡	Yes
Paths & Cycleways	Asset New	Footpath - Turner Avenue and Deleater Way	**112,000**	91,282	20,719	■■■■□	🟢	
Information Technology	Asset Upgrade	Hardware - UPS	**9,000**	6,340	2,660	■■□□□	🟡	
Buildings	Asset Renewal	Administration Office - Relocation of Mayoral Office	**30,000**	21,549	8,451	■■■■□	🟢	
Buildings	Asset Renewal	Grandstand Replacement - Victoria Park Bowling Club	**25,000**	24,139	861	■■■■■	🟢	
Buildings	Asset Renewal	Wishing Well Restoration Works	**30,000**	22,070	7,930	■■■■□	🟢	
Buildings	Asset Renewal	Administration Centre - End of Trip Facilities Renewal (Toilet and	**0**	0	0	□□□□□	🔴	
Paths & Cycleways	Asset Renewal	Gallipoli Street - Verge Widening	**8,000**	7,994	6	■■■■□	🟢	
Roads	Asset Renewal	Albany Highway - Kent - Miller Roundabout - Renew Seal (MRRG)	**2,754**	2,754	(0)	■■■■■	🟢	
Roads	Asset Renewal	Albany Highway - Service Lane to Shepperton - Renew Seal (MRRG)	**5,340**	5,340	0	■■■■■	🟢	
Roads	Asset Renewal	Star Street - Mid Block to Archer - Renew Seal (MRRG)	**3,415**	3,415	0	■■■■■	🟢	
Other Infrastructure	Asset New	John Mactivation - Public Art "Portal"	**150,000**	150,000	0	■■■■■	🟢	
Buildings	Asset Renewal	John Mactivation - Public Toilet Renewal	**88,000**	87,390	610	■■■■■	🟢	
Carparks	Asset Renewal	John Mactivation - Carpark Renewal	**42,000**	41,861	139	■■■■■	🟢	
Parks, Gardens & Reserves	Asset Renewal	John Mactivation - Parks Renewal	**67,000**	66,640	360	■■■■■	🟢	
Parks, Gardens & Reserves	Asset Renewal	ROW 52 Laneway - Parks (New)	**80,300**	80,224	76	■■■■■	🟢	
Paths & Cycleways	Asset New	ROW 52 Laneway - Path (New)	**8,700**	8,688	12	■■■■■	🟢	
Paths & Cycleways	Asset Renewal	ROW 52 Laneway - Path (Renewal)	**95,500**	95,283	217	■■■■■	🟢	
Drainage	Asset New	ROW 52 Laneway - Drainage (New)	**12,200**	12,188	12	■■■■■	🟢	
Other Infrastructure	Asset New	ROW 52 Laneway - Street Furniture, Structures, Lighting and Fencing	**272,000**	271,716	284	■■■■■	🟢	

2019-2020 Capital Works Progress Report - (July 2020)

Asset Class	Expenditure Type	Project Description	Annual Budget	Total including Commitments	Annual Budget Remaining	Progress as shown in Council Report	Project Status	Carry Forward 2020-2021
Parks, Gardens & Reserves	Asset Renewal	Lathlain Redevelopment - Renewal - Zone 2 and 2x (Parks)	**218,996**	218,996	(0)	■■■■■	●	
Buildings	Asset Renewal	Lathlain Redevelopment (Zone 2) Renew Ablution Block	**426,882**	426,883	(1)	■■■■■	●	
Drainage	Asset Renewal	Lathlain Zone 2x - Drainage Renewal	**0**	110,090	(110,090)	■■■■■	●	
Roads	Asset Upgrade	Upgrade - McCartney Crescent	**2,400**	900	1,500	■■■■■	●	
			22,571,939	**18,906,005**	**3,665,934**			

Economic Development Strategy

Quarterly Reporting Table

July 2020

25 YEARS OF LOVING VIC PARK

TOWN OF VICTORIA PARK

	Action	Action progress
Pathway 1: Leadership		
1.1	Confirm the role of the Economic Development Committee in guiding and driving the implementation of the Strategy.	Economic Development Committee ceases to exist. A Business Advisory Group is currently being formed and
1.2	Report annually to Council and community on the delivery of actions contained within the Strategy.	Quarterly reporting to take place on the progress of the *Economic Development Strategy: Pathways to Growth 2018-2023* from October 2019 onwards.
1.3	Incorporate the priority actions into relevant plans and projects to ensure a whole-of- Council approach.	Actions from the *Economic Development Strategy: Pathways to Growth 2018-2023* continue to be incorporated into relevant projects and plans, including: • The Town's Place Plans; • The Town's economic development campaigns; • The Town's business events and training, including the Vic Park Business Awards; • The Town's investment presence: Invest Vic Park; • The Town's interactions with external stakeholders, including those on the Burswood Peninsula Alliance and those from the Inner City Councils.
1.4	Develop a Partnering Framework to identify and promote all opportunities for partnering with the Town and the conditions under which the Town would support a partnership.	Partnered with a number of external stakeholders, including: • Ongoing partnership with Morawa to provide assistance to each other on issues of common interest; • Ongoing work with the inner city Councils to achieve greater outcomes across the whole inner Perth region; • Terms of Reference, Charter and Governance structure agreed upon for the Burswood Peninsula Alliance (group of interested stakeholders on the Peninsula); • Partnership with Cities of Canning, Gosnells and Armadale on an advocacy platform for the South East corridor, as well as collaborative economic development projects. Work has progressed on developing a Business Advisory Group within the Town, consisting of local businesses, EMs and Town staff, that can provide key input and advice into already identified projects as they are planned and then delivered.

Pathway 2: Identity		
2.1	Support actions within the Tourism Western Australia, Tourism Action Plan focusing on target audiences that have a high propensity to visit Western Australia and align with the competitive strengths of the Town.	Work continues with the Inner Perth Marketing Collective (the collective of inner city local governments working on wider destination marketing) on the 'Visit Perth' website. City of Perth branding has mostly been removed, and venues, restaurants, street art etc have been uploaded for each of the neighbourhoods. Several campaigns were completed before COVID-19 hit, at which point they were put on hold due to businesses closing and social distancing measures. Work is almost complete on the Town's tourist map, Explore More Vic Park, which will be the first piece of destination marketing collateral that can be used to promote all the key attractions within the Town to local, interstate and intrastate tourists. The Town continues to work with stakeholders across the Peninsula to ensure achieved partnership approach to the delivery of great place outcomes. This includes ongoing discussions around the proposed zipline and other tourism offerings from Matagarup Bridge (supporting Tourism Action Plan action '3c') and the coordination of events across the Peninsula.
2.2	Develop an understanding of the investment attraction process and translate it to the high value precincts and sectors.	The Town's investment prospectus Invest Vic Park was launched in December 2019. This prospectus highlights the strengths and opportunities of each of the Town's places and promotes the Town's high value sectors. Work is almost complete on dedicated website which will provide more information for investors, developers and businesses in the Town. This will be fully launched next financial year with a supporting Invest Vic Park campaign to promote it to our target audience.
Pathway 3: Local to Global Connections		
3.1	Create a regional network and inventory of existing international expertise and relationships to help forge stronger commercial linkages outside the region and leverage new business, trade, clients and public and private investment.	The Town is involved in a number of regional networks, including: • MOU with the inner city Councils to achieve greater outcomes across the whole inner Perth region. This includes dedicated groups that discuss and work collaboratively on topics including planning, transport and economic development; • Inner Perth Marketing Collective and ongoing discussions with Tourism WA and Destination Perth;

		• South East CEO group- partnership with Cities of Canning, Gosnells and Armadale on an advocacy platform for the South East corridor, as well as collaborative economic development projects. Once the second stage of the Town's investment prospectus is launched (the website), progress towards increased international relationships will commence.
3.2	Ensure Western Australian Government Trade Commissioners have access to up-to-date information on the strengths and competitiveness of the Town's business and cultural strengths.	Once the second stage of the Town's investment prospectus is launched (the website), progress towards increased international relationships will commence.
3.3	Strengthen the Town's image as a smart and innovative place through all relevant promotion and destination branding channels including Tourism Western Australia.	Work continues with the Inner Perth Marketing Collective (the collective of inner city local governments working on wider destination marketing) on the 'Visit Perth' website. City of Perth branding has mostly been removed, and venues, restaurants, street art etc have been uploaded for each of the neighbourhoods. Several campaigns were completed before COVID-19 hit, at which point they were put on hold due to businesses closing and social distancing measures. Work is almost complete on the Town's tourist map, Explore More Vic Park, which will be the first piece of destination marketing collateral that can be used to promote all the key attractions within the Town to local, interstate and intrastate tourists.
3.4	Host in conjunction with Austrade and Ausindustry a coordinated schedule of export readiness workshops and seminars to local companies looking to develop their international business awareness and awareness.	Once the second stage of the Town's investment prospectus is launched (the website), progress towards increased international relationships will commence.
3.5	Undertake a preliminary review of the economic, cultural, civic benefits associated with international Sister City or partnering relationship.	Once the second stage of the Town's investment prospectus is launched (the website), progress towards increased international relationships will commence.
Pathway 4: Smart Town - Digital Innovation		
4.1	Develop partnering frameworks that create opportunities for stakeholders to partner effectively and efficiently with the Town across a range of smart and innovative initiatives.	The Town is working effectively in the following partnering frameworks: • Inner City Local Government MoU (destination marketing, statutory planning, transport, strategic planning/economic development/culture, place management)

		• Burswood Peninsula Alliance; • Curtin University; and • Trackless Tram Investigation Consortium Work has progressed on developing a Business Advisory Group within the Town, consisting of local businesses, EMs and Town staff, that can provide key input and advice into already identified projects as they are planned and then delivered. This includes discussions around opportunities for stakeholders to partner with Town more effectively.
4.2	Seed the creation of a digitally connected innovation district in the Burswood Peninsula and Causeway Precinct to attract businesses and industries working in the digital economy and creative industries.	The Town is in the process of developing a wayfinding plan with a consultant for the Burswood Peninsula. The plan will dictate where and what kind of wayfinding is required on the Peninsula, including the opportunity for digital wayfinding. Ongoing discussions are being held with the Burswood Peninsula Alliance around ways to use innovative technologies on the Peninsula.
4.3	Enable strategic interaction with start-ups, entrepreneurs and innovators to leverage and participate in entrepreneurial thinking within Council.	The Town has acquired an online business platform, Localised, which allows local businesses to interact with one another and engage with the Town in a more timely manner. The platform will enable local businesses to share ideas, events and articles and for the Town to engage with the business community when opportunities arise. The platform will launch soon as part of the recovery efforts.
4.4	Invite technology, research partners and start-ups to collaborate on prototypes, pilot and evaluate new technologies and urban infrastructure and services that address local, state and national level urban challenges and priorities.	
4.5	Actively develop the regional innovation ecosystem's capacity to nurture businesses, artists, creatives and innovators and generate economic growth in key industry sectors.	The Town sponsors two delegates within the Town to attend Curtin University's Ignition Program. Curtin Ignition is an intensive training program for aspiring entrepreneurs, academics and corporate innovators to trial and then prepare business ideas for the commercial environment.
4.6	Review and update relevant policy frameworks to support the adoption of innovative proposals and fast-track pilot technology deployments in tender and procurement processes.	

4.7	Prepare a Place Performance Measurement Manual to identify the key data that should be collected (including by new technologies) to improve decision making.	Work is being conducted on a report outlining pedestrian counting technology and a business case as to which technology we should be using. This will feed into the Place Performance Measurement Manual. This project is now on hold due to the current environment, so resources can be committed elsewhere. Economic data is now being collected by the Covid-19 Economic Recovery Taskforce and reported to the Covid-19 Response Working Group.
Pathway 5: Creating an Enabling Business Environment		
5.1	Ensure the Town's regulatory framework remains at the forefront of best practice in relation to other regions of Perth.	Council adopted a Local Planning Policy (at its meeting held 21 April 2020) to make it easier for businesses to adapt during the declared emergency period and beyond. Local Planning Policy No. 41, exempts certain changes of use within existing buildings located within the Town's local centre zones and the Albany Highway precinct from the need to obtain development approval. By exempting a range of compatible land uses, the Town aims to make it easier for businesses to adapt while supporting economic recovery and local employment.
5.2	Adopt a 'Priority Planning' program that facilitates developments which contribute significant value to the Town.	
5.3	Initiate an integrated place-based approach across the organisation to achieve outcomes for the Town's significant precincts.	Work continues on a number of projects across the organisation in a place focused way to deliver high quality outcomes in the Town's neighbourhoods. Projects underway include (but are not limited too): • Etwell Street Revitalisation • Edward Millen House Masterplan and Heritage Re-Adaption • Burswood Station East Scheme Amendment, supporting Local Planning Policy and Public Realm Upgrades • Local Planning Strategy and Place Specific Planning Framework Updates • GO Edwards Park Upgrade • Higgins Park and Playfield Reserve Masterplan • John MacMillan Masterplan • Archer and Mint Street Streetscape Improvement Plan The preparation of Place Plans is an ongoing process and includes a whole of organisation focus on a more collegial approach to the development of the Town's places. The Place Plans were endorsed for public advertising in the June OCM.

5.4	Remove unnecessary regulatory barriers, simplify application processes and actively promote improvements to the local business community.	Work has recommenced with other local government to reduce red tape when it comes to Environmental Health approvals and permits. Council adopted a Local Planning Policy (at its meeting held 21 April 2020) to make it easier for businesses to adapt during the declared emergency period and beyond. Local Planning Policy No. 41, exempts certain changes of use within existing buildings located within the Town's local centre zones and the Albany Highway precinct from the need to obtain development approval. By exempting a range of compatible land uses, the Town aims to make it easier for businesses to adapt while supporting economic recovery and local employment.
5.5	Engage with the Western Australian and federal government agencies to leverage grants and assistance and training programs.	The Small Business Development Corporation and Australian Taxation Office training and workshops are currently being delivered virtually due to the COVID-19 situation. The workshops continue to be promoted on our website. The Town is also cataloguing relevant funding opportunities at a Federal and State level and linking them to major projects to reduce the burden on rate payers and ensure delivery occurs.
5.6	Support and build networks of information and ideas sharing between public sector, research organisations and the private sector. • Convene an annual program of events to connect firms with each other and the broader community. • Work with start-ups to link them with industry and research networks to assist commercialisation and funding. • Link knowledge based firms to innovation, training, master classes and mentoring programs.	The business events and training calendar continues to promote upcoming training and events for local businesses. Where appropriate, the Vic Park Biz News e-newsletter also promotes opportunities available to local businesses.
5.7	Build the reputation of the Town as a great place for investment by identifying and promoting our business success stories.	As part of the COVID-19 response efforts, the Town undertook a #StillOpenForBusiness campaign, which involved both an online business directory, but also the promotion of businesses through social media, including promoting blogs that local businesses had made it into.
5.8	Develop an ongoing business engagement program for broader business consultations throughout the sector.	The Town has acquired an online business platform, Localised, which allows local businesses to interact with one another and engage with the Town in a more timely manner. The platform will enable local businesses to share ideas, events and articles and for the Town to engage with the business community when opportunities arise. The platform will launch soon as part of the recovery efforts.

		Work has progressed on developing a Business Advisory Group within the Town, consisting of local businesses, EMs and Town staff, that can provide key input and advice into already identified projects as they are planned and then delivered.
Pathway 6: High Value Precincts		
Burswood Peninsula		
6.1	Lead the establishment of the Burswood Peninsula Steering Committee that will provide strategic impetus to planning and investment in the precinct areas including areas of mutual interest such as events, marketing, accessibility and the overall user experience.	At the last meeting (February 2020) the Burswood Peninsula Alliance Steering Committee, endorsed the Peninsula vision, and was provided an update on key projects and progress. The next meeting is scheduled for July 2020. Monthly Operations and Infrastructure Project Control Group (PCG) meetings of the stakeholders on the Peninsula continue and are currently operating virtually due to the COVID-19 situation.
6.2	Progress a Terms of Reference for Burswood Peninsula Steering Group Committee.	At the September 2019 meeting of the Burswood Peninsula Alliance Steering Committee, both the Terms of Reference and Charter were agreed upon, and the new governance structure was endorsed to be implemented.
6.3	Prepare a Place Plan that identifies and prioritises the improvements required for the Peninsula to reach its potential. This includes, but is not limited to, short and long term ambitions, improving accessibility, profiling innovative technologies and improving the overall place experience.	The preparation of Place Plans is an ongoing process and includes a whole of organisation focus on a more collegial approach to the development of the Town's places. The Place Plans were endorsed for public advertising in the June OCM.
Curtin/Bentley		
6.4	Establish a leadership based agreement with Curtin University targeting the development of long-term partnership that supports broader growth objectives of the Curtin City Centre and the managed growth of the Town' community, in the context of place making, capacity building and strategic planning.	
Albany Highway Precinct		

6.5	Prepare a Place Plan that identifies and prioritises the improvements required for the Albany Highway Precincts to grow. This includes, but is not limited to, short and long-term ambitions, urban form, historic context, civic life and community, commercial activity, accessibility and movement.	The preparation of Place Plans is an ongoing process and includes a whole of organisation focus on a more collegial approach to the development of the Town's places. The Place Plans were endorsed for public advertising in the June OCM.
Emergent Precincts – Lathlain, Welshpool and Carlisle		
6.6	Prepare Place Plans for Lathlain, Carlisle, Welshpool and the Causeway Precinct that identifies and prioritises the improvements required for each Precinct to grow. This includes, but is not limited to, short and long-term ambitions, urban form, historic context, civic life and community, commercial activity, accessibility and movement.	The preparation of Place Plans is an ongoing process and includes a whole of organisation focus on a more collegial approach to the development of the Town's places. The Place Plans were endorsed for public advertising in the June OCM.
Pathway 7: High Value Sectors		
Tourism, sports, leisure and events		
7.1	Promote and position the Town as Perth's and WA's sports and events capital.	Work continues with the Inner Perth Marketing Collective (the collective of inner city local governments working on wider destination marketing) on the 'Visit Perth' website. City of Perth branding has mostly been removed, and venues, restaurants, street art etc have been uploaded for each of the neighbourhoods. Several campaigns were completed before COVID-19 hit, at which point they were put on hold due to business closing and social distancing measures. Work is almost complete on the Town's tourist map, Explore More Vic Park, which will be the first piece of destination marketing collateral that can be used to promote all the key attractions within the Town to local, interstate and intrastate tourists.
7.2	Investigate an events and tourism governance model with the aim of improving coordination across the stakeholders (particularly Tourism WA) with regards to marketing, visitor servicing and product development.	Work continues with the Inner Perth Marketing Collective (the collective of inner city local governments working on wider destination marketing) on the 'Visit Perth' website. City of Perth branding has mostly been removed, and venues, restaurants, street art etc have been uploaded for each of the neighbourhoods. Several campaigns were completed before COVID-19 hit, at which point they were put on hold due to businesses closing and social distancing measures.

		With the formation of the Burswood Peninsula Alliance, and associated Project Control Groups (PCGs), ongoing discussions are being had around promoting the wider Peninsula collectively and the sharing of resources for promotion purposes. An internal events calendar for all Peninsula stakeholders has been created to ensure cross promotion of events where possible and to continue collaborative operational discussions.
7.3	Prepare a business case framework that guides Council's approach to the selection, management and evaluation of tourism and events through to 2023.	
7.4	Taking into account the Tourism Western Australia, Tourism Action Plan, prepare a targeted destination marketing plan to promote the Town to priority markets, including criteria to guide the assessment of priority or premium events.	Ongoing internal discussions are being held around the future directions of tourism within the Town to ensure we have a consolidated destination marketing presence and are promoting the Town to key markets and capitalising on key events. Work is almost complete on the Town's tourist map, Explore More Vic Park, which will be the first piece of destination marketing collateral that can be used to promote all the key attractions within the Town to local, interstate and intrastate tourists.
7.5	Profile a major events calendar as a key economic and visitation stimulator highlighting the broad events program to a state and national level. Including: • Focus on the Towns major visitation event attraction on participatory sports such as AFL games, national and state championships and mass participation that extend over multiple days. • A targeted events program to maximise the use of 'riverside precincts' including exhibitions, music shows, lifestyle and arts events. • Continue to support community and civic events and celebrations as part of the overall events program via grant programs, sponsorship, and Town-run events. These include: Australia Day, Carols by Candlelight, outdoor movie festivals, Anzac Day.	Given the COVID-19 situation, majority of external events are still been cancelled or are just in the process of being rescheduled. Town grants and sponsorships are still running as per normal. Town run events have been cancelled or postponed. There have been a number of community events that have been previously recorded by the Town and streamed on social media during the last few months, in lieu of having in person events.
Knowledge Industries and Biopharmaceuticals		

7.6	Develop a place-based investment facilitation strategy for each of the high value sectors giving attention to the role of local government in providing a competitive environment, partnerships and measurable returns to the community.	The Town's investment prospectus Invest Vic Park was launched in December 2019. This prospectus highlights the strengths and opportunities of each of the Town's places and promotes the Town's high value sectors. Work is almost complete on dedicated website which will provide more information for investors, developers and businesses in the Town. This will be fully launched next financial year with a supporting Invest Vic Park campaign to promote it to our target audience.
7.7	Plan for the location of knowledge-based industries including appropriate land use, and identifying a city competitive advantages and incentives framework, and a coordinated business attraction strategy.	
7.8	Coordinate a strategic approach to the development of knowledge and innovation industries in the town. • Support greater access to affordable and new forms of meeting and working spaces, labs, shop fronts and open spaces, including Council-owned and private sector spaces. • Support the location of business incubators and shared space facilities that encourage entrepreneurship and employment opportunities. • Work with the State Government and developers around affordable spaces for start-ups.	As part of the DA for the new Vic Quarter development along Albany Hwy, the Town has been provided a space for community use. Once launched, this space will provide both non-profits, community and businesses access to a free co-working space and meeting room.
7.9	Make it easier for the Town to appropriately engage knowledge based firms as suppliers via procurement innovation to cut down on red tape, and advocate for other organisations to do the same.	
Retail and Hospitality		
7.10	Work with Optus Stadium and Crown Perth to facilitate opportunities to leverage event patronage spend in the areas of activity throughout the Town.	With the formation of the Burswood Peninsula Alliance, and associated Project Control Groups (PCGs), ongoing discussions are being had around promoting the wider Peninsula collectively and the sharing of resources for promotion purposes. An internal events calendar for all Peninsula stakeholders has been created to ensure cross promotion of events where possible and to continue collaborative operational discussions.

7.11	Explore and promote programs, including workshops and webinars, to help businesses integrate technology into the retail and hospitality offering.	The business events and training calendar continues to promoting upcoming training and events for local businesses, including through the Small Business Development Corporation's Business Local program, and the ASBAS digital training program. Where appropriate, the Vic Park Biz News e-newsletter also promotes opportunities available to local businesses. As part of the business support response to the COVID-19 situation, an online business register has been created showcasing ways businesses are adapting to the crisis, including shifting to online and digital modes of sales. There is also information on how to consider shifting to digital platforms. The Town has engaged Business Foundations to provide a one on one business advisory service (over the phone or video call) during this time to assist businesses in continuity planning, but also how to shift to digital modes of sales and advertising.
7.12	Collaborate with businesses to introduce Wi-Fi hotspots and identify opportunities to promote specific offers through digital avenues.	The Town has acquired an online business platform, Localised, which allows local businesses to interact with one another and engage with the Town in a more timely manner. The platform will enable local businesses to share ideas, events and articles and for the Town to engage with the business community when opportunities arise. The platform will launch soon as part of the recovery efforts.
7.13	Promote business development programs (Ausindustry) and engagement with the Small Business Mentoring Service through the Small Business Development Corporation.	The business events and training calendar continues to promoting upcoming training and events for local businesses, including through the Small Business Development Corporation's Business Local program, and the ASBAS digital training program. Where appropriate, the Vic Park Biz News e-newsletter also promotes opportunities available to local businesses.
7.14	Support Town marketing campaigns and business initiatives to incorporate and promote the retail and hospitality offer across all precincts.	The 'Visit Perth' website provides the platform to promote retail and hospitality offerings. Individual businesses are listed on this website, as well as a number of blog posts (such as the Mother's Day blog), which promotes businesses within the Town. As part of the COVID-19 response efforts, the Town undertook a #StillOpenForBusiness campaign, which involved both an online business directory, but also the promotion of businesses through social media, including promoting blogs that local businesses had made it into.
7.15	Through Tourism Western Australia, promote the Town in key interstate and international markets as a place with a diverse range of	Work continues with the Inner Perth Marketing Collective (the collective of inner city local governments working on wider destination marketing) on the 'Visit Perth' website. City of Perth branding has mostly been removed, and venues, restaurants,

	authentic experiences including premium retail and hospitality offerings.	street art etc have been uploaded for each of the neighbourhoods. Several campaigns were completed before COVID-19 hit, at which point they were put on hold due to businesses closing and social distancing measures. Work is almost complete on the Town's tourist map, Explore More Vic Park, which will be the first piece of destination marketing collateral that can be used to promote all the key attractions within the Town to local, interstate and intrastate tourists.
7.16	Explore new and further seasonal trading opportunities for start-up businesses, pop-ups and short-term operators, enabling the testing of business models and locations and assisting the sector to constantly evolve and provide unique experiences.	
7.17	Identify opportunities to activate vacant spaces within precincts, and engage with leasing agents, property owners and innovative retail and hospitality start-up businesses to promote and activate these spaces.	
7.18	Implement a Shopfront Improvement Grant Scheme.	

Urban Forest Strategy
Quarterly Reporting Table

July 2020

25 YEARS OF LOVING VIC PARK

TOWN OF VICTORIA PARK

Urban Forest Strategy – Quarterly Reporting Table – July 2020			
	Action	**Timeframe**	**Action Progress**
STRATEGIC OUTCOME 1: Plant and protect sufficient trees by 2020 to achieve the 20% tree canopy target as supported by Council.			
1A	*The Town, together with the community, develop, resource, and implement a mass tree planting plan [program] to achieve 20% tree canopy cover.*	Year 2, Ongoing	The project proposal and IWG review process has been effective in identifying a multitude of projects that align with UFS objectives. These small projects have been grouped under a number of larger programmes. **Vic Park Leafy Streets** Various street tree planting projects proposed by the community or staff have been combined into the Vic Park Leafy Streets program. In addition redeployed leisure center staff have been assessing street tree planting opportunities while facilities have been closed due to COVID19 restrictions. Approximately 400 new street trees have been proposed in key focus areas around train stations and Albany Hwy.
1B	*Plan and implement greening initiatives on Albany Highway.*	Year 1, Year 2	The detailed design of the UFS Albany Highway Greening Project 1 has been completed. This project involves new trees planted within the highly exposed footpath area in front of the Park Centre on Albany Hwy. These trees will provide much needed shade to this very hot but highly visited pedestrian area. The detailed design includes the Town's first use of permeable paving which will take surface run off water down into the root zone of the trees. This is a significant Water Sensitive Urban Design first for the Town. The detailed design will now go to tender for construction companies to tender on and is aiming for implementation in the second half of 2020.
1C	*Establish a policy to protect existing trees on public land and help new trees to reach maturity.* *Explore mechanisms including:* *a. Effective street tree bonds,* *b. Tree Impact Assessments, and* *c. Appropriate penalties for tree removal or vandalism.*	Year 1	Operational Policy **PKS2 Street Trees** requires review and update to align with the direction and achieve the requirements of the UFS. This review and rewrite process is now complete and ready for presentation at the Policy Review Comittee meeting on the 29th of June prior to proposed presentation at the July OCM.

Urban Forest Strategy – Quarterly Reporting Table – July 2020			
	Action	**Timeframe**	**Action Progress**
1D	*Incorporate tree protection and maximise planting in all projects on public land, especially Town-owned parks, verges and open spaces. At the onset of any proposal for significant public works, conduct and publish a benchmarked Tree Impact Assessment of proposed design, engineering plans or changes.*	Ongoing	Significant tree planting opportunities have been identified in a number of strategic projects for 2020/21 including: • Etwell Street Revitalisation • Archer / Mint street upgrade • Edward Millen Park Upgrade • Taylor McCallum Park Active Zone • Macmillian precinct Master Plan • Higgins Park Master Plan • 25 Boundary Road As the design of these strategic projects progress the Place Leader Urban Forest will remain involved to ensure greening opportunities are maximised.
1E	*Where possible, include trees in the delivery of road infrastructure, including median strips and traffic calming devices.*	Ongoing	Greening initiatives have been included in the planning of the following transport infrastructure projects: • Verge widening and bus Stop upgrades at 79, 81 Galipoli Street (including tree planting at 78 Galipoli Street) – Trees: 7 • Rutland Avenue Verge following completion of the PSP • Brodie Hall Drive footpath project – Trees: 33 • Victoria Park Drive footpath upgrade – Trees: 34 Road infrastructure projects planned for the 20/21 financial year will be reviewed for potential greening opportunities.

Urban Forest Strategy – Quarterly Reporting Table – July 2020			
	Action	**Timeframe**	**Action Progress**
1F	*Develop and implement a sumps vegetation program including sedges, and collaborate with local community groups, State Government agencies, SERCUL, and other stakeholders.*	Ongoing	In the April 2020 OCM council issued a directive to investigate the options and considerations for the conversion of 4 drainage sumps to micro POS. This led to the decision to focus on these sumps for initial site preparation, planting and exploration of POS potential. The four focus sumps are: - 91 Planet Street - 76 Planet Street - 30 Satellite Terrace - 6 Paltridge Street In addition the sump at 25 Boundary Road will become a planting project following the completion of the civil works and creation of front residential lot. Other sumps throughout the town have been suggested as potential UFS projects prior to and since the April OCM however exploration of these sumps will temporarily be on hold while the 4 Carlisle sumps are prioritised.
1G	*Promote relevant changes to local and state planning rules to require open space, setbacks, deep soil zones and canopy trees on private property, particularly for 'battle-axed' blocks and new residential and multi-use development sites.*	Ongoing	The Draft Tree Planting and Retention Policy was adopted by council in February. This policy will be applied from June 2020. The DPLH Design WA – medium density design code is currently in development and a draft is due for release this year. The policy will have significant impact on the retention of existing, and planting of new trees in residential developments.
1H	*Encourage voluntary compliance with a benchmarked Tree Impact Assessment scheme for new developments, and reward good practice.*	Year 4 Year 5	Not commenced. This action will be progressed in year 4 and 5.

Urban Forest Strategy – Quarterly Reporting Table – July 2020			
	Action	**Timeframe**	**Action Progress**
1I	*Engage an arborist to provide recommendations to update and expand nominations to the Town's Significant Tree Register. In conjunction to this, strengthen the status of the Town's Significant Tree Register to have statutory weight under the Town's Local Planning Scheme, and investigate and establish effective penalties to deter the illegal removal of registered significant trees.*	Year 3 Year 4	Not commenced. This action will be progressed in year 3 and 4.
1J	*Investigate and trial an incentives program to retain trees on private land.* *Explore mechanisms including:* *a. differential Council rates based on tree canopy, green infrastructure and land use, and* *b. funding to assist landowners to maintain registered significant trees*	Year 4 Year 5	Not commenced. This action will be progressed in year 4 and 5.
1K	*Strengthen and enforce the Town's local planning policy to require best practice tree planting and landscaping in non-residential car parks.*	Year 1	Not commenced. This action will be progressed in the next financial year (October – December 2020).

Urban Forest Strategy – Quarterly Reporting Table – July 2020			
	Action	**Timeframe**	**Action Progress**
1L	*Foster community-based solutions, such as tree giveaways, the Adopt-A-Verge program, community planting days and community gardens.*	Ongoing	A number of community planting events were canceled due to COVID19 restrictions. On the 2nd of August is national tree day and a community planting event is planned at Charles Patterson Reserve. With the cancellation of planting events a new way of involving the community was developed that could be delivered despite COVID19 restrictions. The **Urban Forest at Home** program was launched to drive action "at home" rather then large events on public land. This involved a plant give away program of local shrubs and trees that could be ordered and then collected by the community for the purpose of planting at home on private property. The program was extremely popular and the shrubs sold out within 48hrs of opening. It looks like there will still be some trees remaining by the closing date. Almost 350 households signed up for the program. Plant collection day is planned for the 4th of July and aims to be an enjoyable community experience.
1M	*Maintain a Town register of net gains and losses (through LiDAR data capture, analysis and report), to be published in conjunction with bi-annual mapping data.*	Year 1	The new online canopy dashboard from the CSIRO and DPLH Urban Monitor Program is still to be released. This action is on hold until the new system can be fully explored. Following this a decision can be made on whether additional measurement by the town is required or if the new system meets our needs.

Urban Forest Strategy – Quarterly Reporting Table – July 2020			
	Action	**Timeframe**	**Action Progress**
1N	*Investigate a new policy to assign a minimum tree canopy loading per dwelling for all new developments in the Town, whether large or small, on public or private land. A benchmark of 49m2 of tree canopy per dwelling is recommended as the minimum standard. Investigate ways to provide tree canopy including:* *a. supplied on the development itself,* *b. through retention of mature trees or new plantings onsite or* *c. in other locations within the Town.*	Year 3 Year 4	Similar to action 1G. New planning policy developed with a focus on tree number rather than a canopy target. This can be reviewed in year 3 and 4 for potential update to canopy target.
1O	*Establish and promote a Memorial Tree Planting Program*	Year 1 Year 2	Memorial Tree Planting has been included within the draft amendments to Policy 111 Commemorative Recognition. This amended policy was adopted at the April 2020 OCM. A procedure is now in place for applications for commemorative recognition via tree planting.
STRATEGIC OUTCOME 2: Maximise community involvement and collaboration in its implementation.			
2A	*Map out community groups and other parties interested in being involved in urban forest initiatives.*	Year 1	An online UFS related community hub has been developed on the Your Thoughts platform. This platform has been successful in allowing direct, 2 way communication between community members and the Town's UFS team. A number of queries from the community have been answered and ideas or suggestions received. The Your Thoughts page has allowed direct stories and messaging to community members that are interested in updates on the urban forest implementation.

Urban Forest Strategy – Quarterly Reporting Table – July 2020			
	Action	**Timeframe**	**Action Progress**
2B	*Consult and collaborate with community groups, private landowners, businesses and other stakeholders (local, national and global) to deliver innovative urban forest solutions.*	Ongoing	Potential partnerships have been identified with: • Water Corporation associated with Jarrah Road planting over recent Water Corp Works • Canning College for Hayman Road verge projects • Ursula Frayne college for growing on of plants • The Victoria Park Scouts for planting assistance and involvement • Kent Street High School • Connect Vic Park • Harold Hawthorn Community Centre • Millennium Kids Conversations are ongoing with the organisations listed above. The increased awareness of the UFS along with its aims and implementation tools, and have led to successful grant applications from Millennium Kids, Connect Vic Park and the Kent Street High School P&C.
2C	*Create community capacity (training and funding) by partnering with key community stakeholders to plan, plant, maintain and record the implementation of the Urban Forest Strategy.* *This can be largely achieved through the Town of Victoria Park promoting community education, and planting and maintaining tree programs.*	Ongoing	The Implementation Working Group (IWG) has, at its own request, met fortnightly rather then monthly to work through a significant amount of projects and process planning in preparation for planting season 2020. The IWG has provided invaluable community direction and input into the project and process planning of the UFS implementation. Cohesion amongst the group is remarkably strong given the diverse backgrounds of the members and meetings have been highly productive and functional.
2D	*Work with Whadjuk Noongar traditional owners and Aboriginal people to develop community programs that increase knowledge about the cultural significance of landscapes, flora and fauna in the Town.*	Ongoing	This action has been directed towards the creation of "Boorn Stories". Boorn means tree in Whadjuk Nyungar language and this project would comprise a number of short videos with a representative of the Aboriginal community telling a personal or cultural story about a local tree species. Roni and Simon Forest from the Town's Aboriginal Engagement Advisory Group have expressed interest in representing the Aboriginal community and appearing in these videos. Discussions and planning of this project is ongoing. This video will also be utilised by the Town during its NAIDOC week celebrations currently scheduled for November 2020.

Urban Forest Strategy – Quarterly Reporting Table – July 2020			
	Action	**Timeframe**	**Action Progress**
2E	*Conduct a strong public information campaign to promote the Urban Forest Strategy and encourage community participation.*	Ongoing	External consultant engaged and strong communications planning is completed. Some other initiatives include, brand development and marketing approach, website restructure, Your Thoughts online community page development, grant campaign facilitation and key messaging development.
2F	*Join with other local governments and government agencies to deliver programs and strategies that support the Urban Forest Strategy.*	Ongoing	The Town has collaborated with the City of South Perth to understand their long term learnings in developing tree planting specifications. A new tree planting specification has been developed in collaboration with the City of South Perth, the Town's Parks Team and the current tree planting contractor. This specification has been adopted during the 2020 planting season and the trees planted with this specification will have improved survival and health. In addition trees planted with the new specification will receive half the amount of watering to establishment which is the single largest expense involved in establishing a mature tree.
2G	*Through the Western Australian Local Government Association (WALGA) lobby the Department of Planning, Lands and Heritage (DPLH) to fully fund the ongoing (annual) capture and processing of canopy mapping.*	Ongoing	This program has received a commitment to run the capture in 2020 and again in 2022. The extent to which the data is utilised by local governments and other entities will determine the extension of this program. The imminent release of the new online dashboard will influence the use of this data by the Town and feedback will be required to WALGA for advocacy purposes.
2H	*Investigate establishing an Environmental Resource Centre within the Jirdarup Bushland Precinct as a public information and action hub for urban ecology.*	Year 3	This will be examined through a scoping report to rehabilitate and re-vegetate the Kent Street Sand Pit. The scoping report is nearing completion and will provide scope to a master plan process to be initiated during the 20/21 financial year.

Urban Forest Strategy – Quarterly Reporting Table – July 2020			
	Action	**Timeframe**	**Action Progress**
2l	*Implement an annual Urban Forest grant funding program to assist local community groups in delivering initiatives which contribute to enhancing the Town of Victoria Park's urban forest.*	Ongoing	The first Urban Forest Grant Program has been conducted this quarter. The following grants were awarded: a. Connect Vic Park – planting project centred around designing and creating a native garden space to occupy the ~150m² available at 35 Mackie Street and extend this to incorporate the verges. b. Millenium Kids – Patrick's Postcards project aims to reach all residents within the Town with information postcards that will assist with informing them about the importance of planting trees for birds. c. Kent St Senior High School Citizens and Parents Association – improving the grounds of the Kent St Senior High School by providing more shaded areas for the students as well as beautifying some dead areas of the school grounds. The Urban Forest grant program will run again in October 2020 to provide a longer timeframes for applications and planning of community led projects prior to the 2021 planting season.
STRATEGIC OUTCOME 3: Increase tree diversity, whilst favoring local endemic and West Australian species that also support wildlife.			

Urban Forest Strategy – Quarterly Reporting Table – July 2020			
	Action	**Timeframe**	**Action Progress**
3A	*Secure a reliable supply of high quality local endemic and West Australian plant stock.*	Ongoing	Our tube stock order for the 2020 planting season from the City of South Perth Nursery is ready to begin collection for planting. 4000 plants will be utilised for the Urban Forest at Home project propagated from Kensington bushland seed along with some additional stock from other specialist native plant nurseries. The remaining stock will be utilised for the community planting event on the 2nd of August. Due to the compressed planting season the Leafy Streets Project could not source appropriate stock for planting all locations during the 2020 planting season. This shortfall is approximately 200 street trees. Rather then accept sub standard stock or less ideal species selections it was decided to hold off on these locations until planting season 2021. Due to the long lead time in tree supply, it was decided to begin Leafy Streets 2021 location identification during the 2020 planting season. This will allow stock to be contract grown specifically for our purposes resulting in improved long term tree health and faster growth.
3B	*Revise the 'Town's Verge and Tree Planting Guidelines' to enhance diversity*	Year 3	Not commenced. This action will be progressed in the Year 3.
3C	*Establish an eco-zoning planting program in public parks and other planted areas to encourage healthy ecosystems.* *This can be largely achieved through the Town of Victoria Park promoting community education, and planting and maintaining tree programs.*	Ongoing	A number of projects and community planting events focused on eco-zoning in parks have been identify for the 2020 planting season. These include: • Charles Patterson Reserve – Planned for 2020 community planting event • Alday Reserve – Design and planning in progress • Tech. Park Kent Street verge – site preparation in progress • Houghton Reserve – ON HOLD as future community planting event site. • G.O. Edwards Eco Island project – Planting in progress • Sunbury Reserve Eco-zoning and tree planting – planting in progress
STRATEGIC OUTCOME 4: Maintain high standard of vegetation health			
4A	*Select good stock and species that are resilient to the effects of climate change.*	Ongoing	Initial planting order is mainly derived from Seed Stock of local remnant vegetation. This stock has an increased hardiness due to evolving to suit local conditions and is more resilient than hybrid or cloned (cutting / tissue culture derived) stock.

Urban Forest Strategy – Quarterly Reporting Table – July 2020			
	Action	**Timeframe**	**Action Progress**
4B	*Continue with dieback treatment trials.*	Ongoing	Hillview Terrace dieback assessment report has been completed. This report found the bushland to be 83% uninfested and the remaining portion to contain an unidentified pathogen. The recommendations of the report including treating the site with phosphite will be implemented in the next financial year.
4C	*Provide advice and support to private land owners and caretakers regarding vegetation health.*	Year 5	The Urban Forest at Home planting giveaway will include information on local species suitable for home gardens. This information will include basic details of how to garden with local native species. It is hoped this program will encourage residents to consider the land they own as important in the urban ecological outcomes.
4D	*Conduct targeted arborist checks annually in problem areas on public land (as identified by GIS mapping) and Town-wide checks for trees on public land every three years.*	Year 1 Year 3 Year 5	The new Tree audit contract has been awarded and the contract will exceed this action for the next 3 years with all street trees audited annually and all park trees audited biannually.
4E	*Establish a citizen science program to assist the Town with on-ground data collection and provide training in detecting common pathogens (such as the Asian woolly hackberry aphid and white cedar moth) and prevent their spread.*	Ongoing	Not commenced. This action will be progressed in the June – August 2020 quarter.
STRATEGIC OUTCOME 5: Improve soil and water quality			
5A	*Review storm water infrastructure capability to benchmark and maintain or improve soil and water quality.*	Ongoing	The Albany Hwy path tree planting projects include the Town's first use of permeable paving. This is a significant benchmark in the improvement of water and soil quality and management in the Town. The detailed design of this project is now complete and implementation will commence in the second half of 2020.

Urban Forest Strategy – Quarterly Reporting Table – July 2020			
	Action	**Timeframe**	**Action Progress**
5B	*Install alternative or temporary watering systems (for example, portable water tanks) in suitable locations.*	Ongoing	Water tanks have been installed near last season's revegetation sites in Kensington Bushland. These tanks are being regularly filled by the Town with volunteers from the Friends of Kensington Bushland watering the sites by hand. A project has been identified and supported by the UFS IWG to install an ICB watering tank at the 91 Planet Street sump community planting site. Expansion of this to other sites delivered in 2020 will be reviewed as a possible frequently utilised technique.
5C	*Minimise spread of dieback through the soil, in line with the Town's Dieback Management Procedures and Protocols.*	Year 5	Not commenced. This action will be progressed in the Year 5.
STRATEGIC OUTCOME 6: Improve urban ecosystems.			
6A	*Update the Town's Remnant Vegetation Management Plan.*	Year 1	Not commenced. This action will be progressed in the June – August 2020 quarter.
6B	*Develop a rehabilitation and revegetation plan for all areas to be planted.*	Ongoing	Individual revegetation plans are being created for each revegetation project. The creation of a scoping report was approved to explore revegetation focused opportunities for the Kent Street Sand Pit. This scoping report will be finalised in the next month and a master plan project will commence in the 20/21 financial year.
6C	*Expand bird nesting box trial and set up new habitat support trials for micro-bat boxes and insect hotels.*	Year 2	Not commenced. This action will be progressed in the Year 2.
6D	*In collaboration with relevant research agencies and local stakeholders, review the Town's Environment Plan to incorporate utilising the ecosystem services of trees to address environmental problems such as urban heat island effect. Urban Ecology and Biodiversity outcomes will be considered in conjunction with addressing environmental problems.*	Year 1 Year 2	A review of the Environment Plan has commenced with an aim for an updated version to be finalised in 2020.

Urban Forest Strategy – Quarterly Reporting Table – July 2020			
	Action	**Timeframe**	**Action Progress**
6E	*Investigate a biophilic design trial, to inform and promote best practice developments in the Town.* *Explore trialling:* *a. Roof top gardens* *b. Green walls* *c. Planter boxes* *d. Parklets*	Year 3 Year 4 Year 5	Not commenced. This action will be progressed in the Year 3, 4 and 5.

Town of Victoria Park



TPS 1 AMENDMENT 86

Scheme Amendment No. 86 - Report

WE'RE OPEN
VIC PARK

PLANNING AND DEVELOPMENT ACT 2005
TOWN OF VICTORIA PARK TOWN PLANNING SCHEME NO. 1
AMENDMENT NO. 86

SCHEME REPORT

LOCAL AUTHORITY	Town of Victoria Park
LOCAL PLANNING SCHEME	Town Planning Scheme No. 1
TYPE OF SCHEME	Local Planning Scheme
SERIAL NUMBER OF AMENDMENT	Amendment No. 86
PROPOSAL	To amend the Scheme to rezone Lots 5 & 6 Temple Street from 'Public Purpose – Civic Use' reserve to 'Residential R60' zone under the Town Planning Scheme No. 1.

PLANNING AND DEVELOPMENT ACT 2005
RESOLUTION TO AMEND A LOCAL PLANNING SCHEME
TOWN OF VICTORIA PARK TOWN PLANNING SCHEME NO. 1
AMENDMENT NO. 86

RESOLVED that the Council, in pursuance of Section 75 of the *Planning and Development Act 2005* (as amended) amend the above Local Planning Scheme by:

1. *Rezone Lots 5 and 6 Temple Street from 'Public Purposes – Civic Use' reserve to Residential R60 zone.*

2. *Amend the Scheme Maps accordingly.*

The Amendment is standard under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reason(s):

- *The amendment relates to a zone that is consistent with the objectives identified in the scheme for that zone;*
- *The amendment has minimal impact on land in the scheme area that is not the subject of the amendment; and*
- *The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.*

Dated this ..... day of 2020

.....
CHIEF EXECUTIVE OFFICER

TOWN OF VICTORIA PARK

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1 INTRODUCTION

1.1 PURPOSE OF SCHEME AMENDMENT

This report has been prepared on behalf of the Town of Victoria Park to facilitate the rezoning of Lots 5 and 6 Temple Street, Victoria Park ('the subject site'), from 'Public Purposes – Civic Use' to 'Residential R60' zone. This submission seeks to initiate a Scheme Amendment to rezone the subject site under the Town of Victoria Park Town Planning Scheme No. 1 (TPS 1).

The subject site is owned entirely by the Town of Victoria Park, and currently accommodates an Infant Child Health Care Centre and a Dental Clinic. The Town of Victoria Park have entered discussions with the operators of the existing facilities in relation to opportunities for relocation within the municipality. Given the strategic location of this site in the context of an urban renewed corridor, it is clear that its existing use is no longer optimal.

This report provides details of the subject site and the proposal, an assessment of the various town planning and servicing considerations applicable to the site as well as the rationale supporting the Scheme Amendment, to gain the support of the Town of Victoria Park, the Western Australian Planning Commission (WAPC) and the Hon. Minister of Transport; Planning.

2 SITE CONTEXT

2.1 SITE LOCATION

The subject land comprises Lots 5 (No. 4) and Lot 6 (No. 6) Temple Street, Victoria Park. Lot 5 has an area of 1,098m^2 and Lot 6 has an area of 931m^2. The north-eastern boundary of the site abuts a right-of-way which provides rear access to lots fronting Albany Highway. The Albany Highway café strip extends both north and south of the subject site.

A Location Plan is included at **Figure 1**, which identifies the location of the subject land in the context of the Victoria Park locality.



FIGURE 1 – LOCATION PLAN

2.2 EXISTING LAND USE

The subject site is owned by the Town of Victoria Park. Details of the land are included at **Table 1**.

LOT NO.	ADDRESS	LANDOWNER	DIAGRAM/ PLAN	VOL.	FOLIO
5	No. 4 Temple Street, Victoria Park	Town of Victoria Park	D007868	1089	604
6	No. 6 Temple Street, Victoria Park	Town of Victoria Park	D007868	1089	604

TABLE 1 – SUMMARY OF LAND

The subject land currently accommodates two existing buildings and with a rear car parking area accessed by the adjacent right of way. These buildings accommodate an Infant Health Clinic and Dentistry Clinic; the Infant Health Clinic building traverses both Lots 5 and 6. A crossover to Temple Street is located on the western portion of Lot 6 Temple Street, providing access to additional car parking spaces to service the facility.

The site accommodates existing mature vegetation, generally concentrated to the front of the clinic on Lot 5, and sporadically on the site boundaries. The Temple Street reserve includes verge plantings with street trees and additional street parking. An Aerial Photograph of the existing improvements to the subject site is included at **Figure 2** *(overleaf)*.

2.2 EXISTING CHARACTER

The subject site forms a part of the transitional zone, being located in between the Albany Highway café strip (commercial) and existing residential area. The existing character of this portion of Albany Highway is largely dominated by established car sales yards and associated commercial activities. Other commercial tenancies are sporadically located throughout the strip, generally with rear loaded car parking and shop fronts addressing Albany Highway.

Temple Street is largely characterised by residential land uses, predominantly grouped dwelling developments, much of which is located to the rear of retained character homes. The Temple Street amenity therefore comprises a well-kept suburban street, lined with mature street trees and offering a high level of passive surveillance.



FIGURE 2 – AERIAL PHOTOGRAPH

3 PLANNING FRAMEWORK CONTEXT

3.1 METROPOLITAN REGION SCHEME

The subject site, as with the broader surrounding area, is zoned 'Urban' under the Metropolitan Region Scheme (MRS). Shepperton Road, reserved as a Primary Regional Road under the MRS, is located approximately 285m north-east of the site; and Roberts Road, reserved as an Other Regional Road under the MRS, is located approximately 500m south-east of the site. The Armadale Rail Line (Railways Reserve) is located approximately 650m east of the site. An extract of the MRS is included at **Figure 3** (*below*).

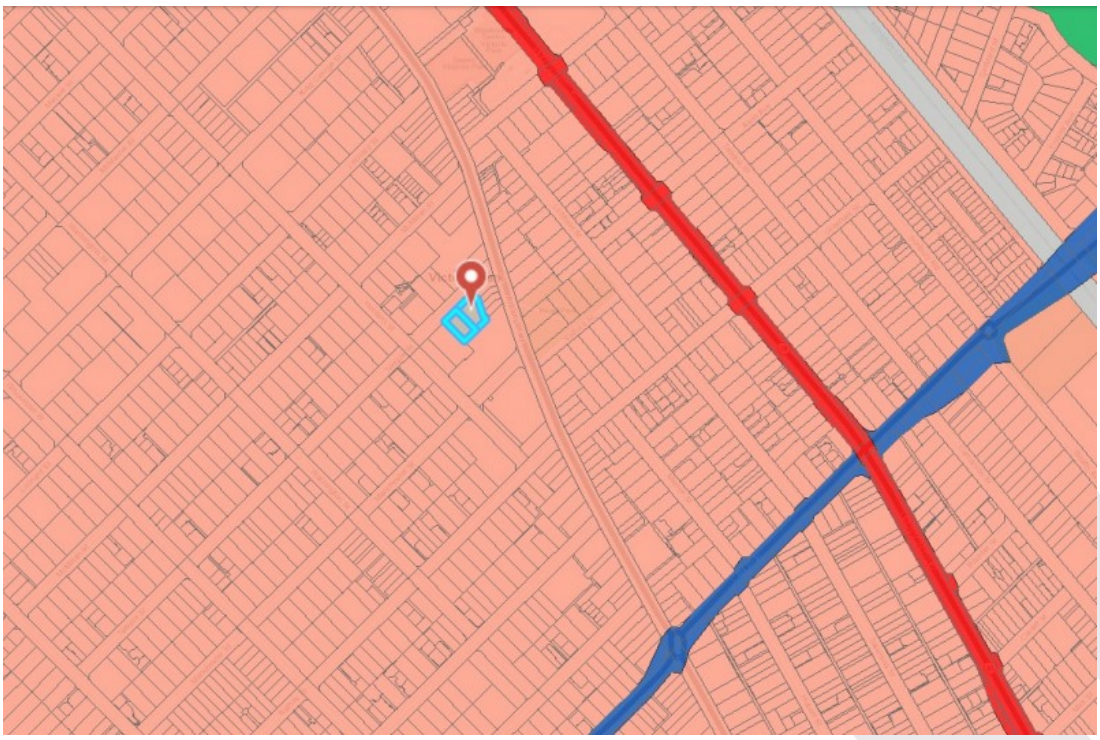


FIGURE 3 – METROPOLITAN REGION SCHEME

3.2 REGIONAL AND SUBREGIONAL STRATEGIES AND STRUCTURE PLANS

3.2.1 PERTH AND PEEL @ 3.5 MILLION

The *Perth and Peel@3.5 Million* suite of documents released by the WAPC in March 2018, to provide a planning framework for the Perth and Peel Regions as they grow to a population of 3.5 million people by 2050. The strategy broadly seeks to provide guidance to creating liveable communities that are part of a consolidated, well connected and vibrant city. The strategy is supported by Sub-Regional Planning Frameworks, and the subject site is located the Central Sub-Regional Planning Framework, as being within an Urban Corridor.

Based on demographic forecasting, the Perth and Peel @ 3.5 Million sets out a forecast of the total infill developments likely required by each of the subregions by 2050, with 213,130 new dwellings required within the Central sub-region by 2050. The document further sets out infill targets for each of the local government areas, with the Town of Victoria Park requiring 19,320 new dwellings by 2050.

The document also sets out a hierarchy for consolidated residential development. Urban Corridors, being second most preferred location after Activity Centres, is described as follows:

> *"Urban corridors provide connections between activity centres and maximise the use of high-frequency and priority public transport. Urban corridors shown in the framework represent significant opportunities to accommodate increased medium-rise higher density residential development by good quality, high frequency public transport."*

3.2.2 CENTRAL SUB-REGIONAL PLANNING FRAMEWORK

The Sub-Regional Planning Frameworks were released by the Department of Planning, Lands and Heritage as part of the Perth and Peel @ 3.5 Million suite of documents in March 2018. These frameworks provide the strategic guidance for the urban form and infrastructure for the Perth and Peel region over the next 30 years. The Sub-Regional Planning Frameworks are considered a Sub-Regional Strategy under the planning framework.

Broadly, the Frameworks seek to provide for a more consolidated urban form to accommodate the long-term housing requirements of the metropolitan area. In providing for the needs of a consolidated urban form, the Framework also focuses on transport links, employment centres, regional infrastructure and public open space. Each of these aspects of a functional, consolidated urban form are reflected in the varying maps throughout each of the frameworks.

The subject land is located within the Central Sub-Regional Planning Framework. Plan 1 of the Planning Framework illustrates the key land use proposals for the subregion, and which identifies the site as being located within the Albany Highway Corridor as part of the Activity Centre. An extract of Plan 1 has been included at **Figure 4**.



FIGURE 4 – EXTRACT OF PLAN 1 – CENTRAL METROPOLITAN PLANNING FRAMEWORK

The Framework builds on Perth and Peel @ 3.5 Million to set out the key roles for each of the land use proposals within the investigation area. The role of Activity Centres is to consolidate appropriately, providing opportunities for increased residential density to reduce distances travelled by providing local employment. The Sub-Regional Framework further investigates the existing and required infrastructure links to connect these activity centres appropriately. The framework encourages the retention of existing character while pursuing quality development to accommodate increased densities.

A range of Urban Corridors have also been identified as part of the Sub-Regional Framework, which aim to provide for an integrated land use and transport outcome. The identified corridors (Albany Highway) provide connections between rail station precincts, other activity centres and industrial centres. The key objective of the Urban Corridor is in creating a sense of place, rather than simply a mode of transport. The Framework provides that Urban Corridors, particularly those with existing high-frequency transit routes, are most suited to high-density development. It also provides suggested Urban Corridor cross sections, which includes the recommended streetscapes and density decreases providing for a residential transition from the corridor as the distance increases.

In particular to the subject land, the Framework has provided an analysis of the Albany Highway/Kent Street and Albany Highway streetscapes, and its intended revitalisation. This is included at **Figure 5** (overleaf).



FIGURE 7: Albany Highway/Kent Street, Victoria Park – existing



FIGURE 8: Albany Highway/Kent Street, Victoria Park – visualisation



FIGURE 9: Albany Highway, Victoria Park – existing



FIGURE 10: Albany Highway, Victoria Park – visualisation

FIGURE 5 – VISUALISATION OF URBAN CORRIDOR RENEWAL OF ALBANY HIGHWAY

3.3 STATE PLANNING POLICIES, DEVELOPMENT CONTROL POLICIES AND OPERATIONAL POLICIES

3.3.1 STATE PLANNING POLICY 3: URBAN GROWTH AND SETTLEMENT

State Planning Policy 3: Urban Growth and Settlement (SPP 3) was prepared by the WAPC to provide guidance on the orderly and proper planning of urban settlements in the State. The objectives of SPP 3 are defined in the policy as follows:

- *To promote a sustainable and well planned pattern of settlement across the State, with sufficient and suitable land to provide for a wide variety of housing, employment, recreation facilities and open space.*
- *To build on existing communities with established local and regional economies, concentrate investment in the improvement of services and infrastructure and enhance the quality of life in those communities.*

- *To manage the growth and development of urban areas in response to the social and economic needs of the community and in recognition of relevant climatic, environmental, heritage and community values and constraints.*
- *To promote the development of a sustainable and liveable neighbourhood form which reduces energy, water and travel demand whilst ensuring safe and convenient access to employment and services by all modes, provides choice and affordability of housing and creates an identifiable sense of place for each community.*
- *To coordinate new development with the efficient, economic and timely provision of infrastructure and services.*

This proposal includes the rezoning of two Council owned lots from 'Public Purpose' to 'Residential R60' under the TPS 1. The redevelopment of the site could include higher density residential development, or associated uses capable of approval under the Zoning Table of TPS 1. It is considered that proposed amendment in this location is consistent with orderly and proper planning principles; given its immediate proximity to a high-amenity activity corridor and activity centre, and the existing adjacent residential zoning. Further to this, the Town of Victoria Park has commenced discussions with the current facility operators as to their future relocation; and as such, the community will not be disadvantaged by the demise of these services. It is therefore considered consistent with the State Planning Policy 3.

3.3.2 STATE PLANNING POLICY 4.2: ACTIVITY CENTRES

State Planning Policy 4.2 – Activity Centres for Perth and Peel (SPP 4.2) was prepared by the Western Australian Planning Commission to specify the broad planning requirements for the planning and development of new activity centres, and the redevelopment and renewal of existing centres in Perth and Peel. It is mainly concerned with the distribution, function, broad land use and urban design criteria of activity centres, and with coordinating their land use and infrastructure planning. Further, it aims to prioritise the integration of activity centres with public transport, reducing private vehicle use and promoting a diversity of land uses where appropriate.

East Victoria Park is defined as a 'District Centre' by the SPP 4.2 Activity Centre Hierarchy. The main function of a District Centre is defined by the Policy as:

> *"District centres have a greater focus on servicing the daily and weekly needs of residents. Their relatively smaller scale catchment enables them to have a greater local community focus and provide services, facilities and job opportunities that reflect the particular needs of their catchments."*

With respect to Residential development, Clause 5.2.2 of SPP 4.2 sets out the following policy parameters:

- *Commercial and residential growth should be optimised through appropriately-scaled buildings and higher-density development in walkable catchments of centres.*
- *Higher-density housing should be incorporated within and immediately adjacent to activity centres to establish a sense of community and increase activity outside normal business hours. Performance targets for residential density are in Table 3.*
- *Housing supply in specialised centres (apart from Perth and Jandakot airports) should be assessed on a case-by-case basis.*

Given the site is directly adjacent 'Commercial' zoned land which forms part of the East Victoria Park District Centre, it is considered that the proposal to rezone the subject land to R60 is an appropriate density, and consistent with the provisions of SPP 4.2.

3.3.3 STATE PLANNING POLICY 7.3: RESIDENTIAL DESIGN CODES

State Planning Policy 7.3 – Residential Design Codes Volume 2 (SPP 7.3) was introduced by the WAPC in May 2019 as part of the Design WA suite of documents, which intended to begin the planning and design reform within the state. SPP 7.3 applies to the development of multiple dwellings (or apartments) in areas with residential coding of R40 or greater, mixed use areas and activity centres. It aims to introduce a performance-based approach to policy in the context of ten design principles. SPP 7.3 provides for the preferred process for the review and approval of apartment developments; comprising of concept design and early liaison with local government; detailed design and pre-lodgement design review by a panel of built-environment professionals; and then submission of the Development Application to the local government.

Part 2 of SPP 7.3 sets out the default acceptable outcomes for the primary controls for developments, which provides for the minimum development requirements of developments. The relevant criteria for R60 coded development is summarised in **Table 2** (*overleaf*). This proposal includes the rezoning of land to Residential R60 coded land; which is consistent with the surrounding residential zoned land. Any future Applicant will be required to prepare development plans in accordance with the Primary Controls set out in **Table 2**.

Aside from the built form elements above, there are generally no specific prescriptions set out within SPP 7.3. The policy sets the intent, objectives, acceptable outcomes and design guidance for each of the remaining built form elements, allowing the local government to assess applications in terms of their own locality objectives, site responsiveness and innovation included within the design.

R60 development represents medium-rise streetscape character which, as stated in Appendix 2 of SPP 7.3, is most appropriately located adjacent to areas with good walkability to public transport, local services and open space, and which may be located to higher density land uses or an urban corridor. Further, the policy sets out a preference for a highly landscaped character, which would be considered a requirement in achieving a consistency with the existing amenity.

Primary Controls for R60 Coded Areas	
Streetscape Contexts & Character	Medium-Rise
Site R-Coding	R60
Building Height (Storeys)	3
Boundary Wall Height (Storeys)	1 *(boundary wall only permitted on one boundary, and shall not exceed 2/3 length)*
Minimum Primary & Secondary Street Setbacks	2m
Minimum Side Setbacks	3m
Minimum Rear Setback	3m
Average Side Setback Where Building Length Exceeds 16m	3.5m
Plot Ratio	0.8

TABLE 2: EXCERPT FROM TABLE 2.1 OF SPP 7.3

3.4 LOCAL PLANNING FRAMEWORK

3.4.1 TOWN OF VICTORIA PARK TOWN PLANNING SCHEME NO. 1

The Town of Victoria Park Town Planning Scheme No. 1 (TPS 1) represents the statutory planning framework for the Town of Victoria Park, and includes a range of zonings and reservations relating to land within the Scheme area. These zones and reservations provide for different land use opportunities and constraints and form the basis for land use planning decisions in relation to subdivision, rezoning and development, both at local and state levels. The subject land is currently reserved for "Public Purposes – Civic Uses" under TPS 1. An excerpt of the TPS 1 map has been included overleaf, at **Figure 6**.

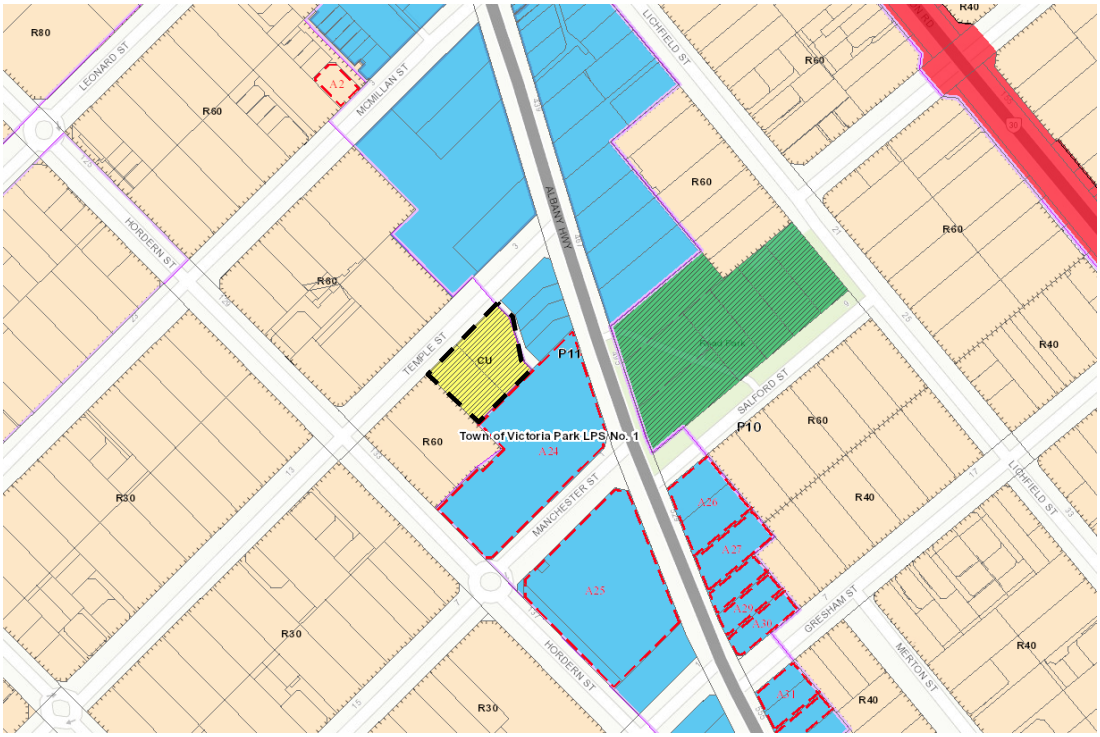


FIGURE 6 – EXISTING ZONING

TPS 1 also divides the Scheme Area into a range of planning precincts, as set out in the Scheme. Accordingly, the subject site is located within "Precinct 12 – East Victoria Park". The statement of intent for this precinct is as follows:

> *"The East Victoria Park Precinct will be enhanced and consolidated as a residential neighbourhood in which a range of housing types of low scale is predominant.*
>
> *A large part of precinct is to remain low to medium density, with some higher density permitted close to Albany Highway to take advantage of the array of amenities offered there. Specialised forms of accommodation and a limited number of non-residential uses, to serve the needs of the local population, may be permitted in these areas.*
>
> ..."

Figure 7 (*overleaf*) provides an extract of the Precinct Plan 12.

The Residential zone, in the East Victoria Park Precinct, seeks to provide for single housing with some infill development, by including small areas of grouped and multiple dwellings located to the rear of existing single dwellings to encourage the retention of suburban street blocks and streetscapes. It sets out that redeveloped areas shall be consistent with the existing character of dwellings within that precinct. The East Victoria Park Precinct Plan sets out that R60 residential development "shall not exceed 8.6m in height" which would be applicable to any development on this site.

A limited number of non-residential land uses are discretionary land uses in the residential zone subject to amenity impacts, as set out by Zoning Table of TPS 1.

An amendment to the Scheme will facilitate the redevelopment of the site for residential purposes, at a residential density of R60, which is consistent with residential zoned land adjoining the Albany Highway 'commercial' zoned land (Precinct 11). Further details relating to the particular nature of amendments to TPS 1 proposed by Scheme Amendment No. 86 are detailed at Section 4 of this Report.

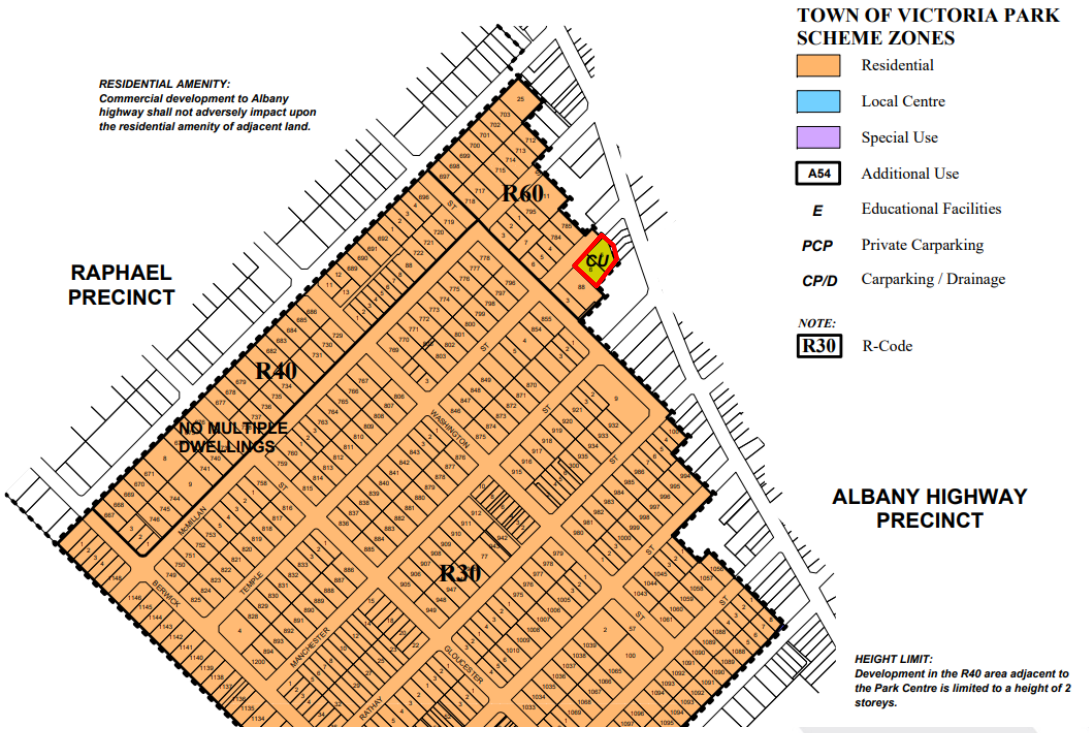


FIGURE 7 – EXTRACT OF EAST VICTORIA PARK PRECINCT PLAN

4 DESCRIPTION OF SCHEME AMENDMENT

The proposed amendments are detailed in **Table 2** below, and illustrated in **Figures 8 and 9** (overleaf). The current Precinct Plan P12 Sheet A is also provided in **Attachment 1** for reference.

SCHEME REFERENCE	DESCRIPTION OF AMENDMENT	PURPOSE OF AMENDMENT
Scheme Text	Inclusion of the details of Amendment No. 86 to TPS 1 within the Text Amendments Table.	As required by the *Planning and Development (Local Planning Scheme) Regulations 2009*.
Scheme Map	Amend Scheme Maps 02 – Burswood Locality and 04 – Victoria Park Locality to rezone Lots 5 & 6 Temple Street, Victoria Park from "Public Purpose – Community Use" to "Residential" zone, with the associated density coding of R60.	To facilitate residential development on the subject site.
Precinct Plan P12: Statement of Intent	No amendment proposed.	No amendment required.
Precinct Plan P12: Residential Zone	Amend Precinct Plan P12 Sheet A to rezone Lots 5 & 6 Temple Street from "Public Purposes – Civic Use" reserve (yellow) to "Residential" R60 zone (orange).	For consistency with the Town Planning Scheme No. 1 zoning.
Precinct Plan P2 Sheet A: Use of Land	No amendment proposed.	No amendment required.

TABLE 3 – DESCRIPTION OF PROPOSED SCHEME AMENDMENT NO. 86

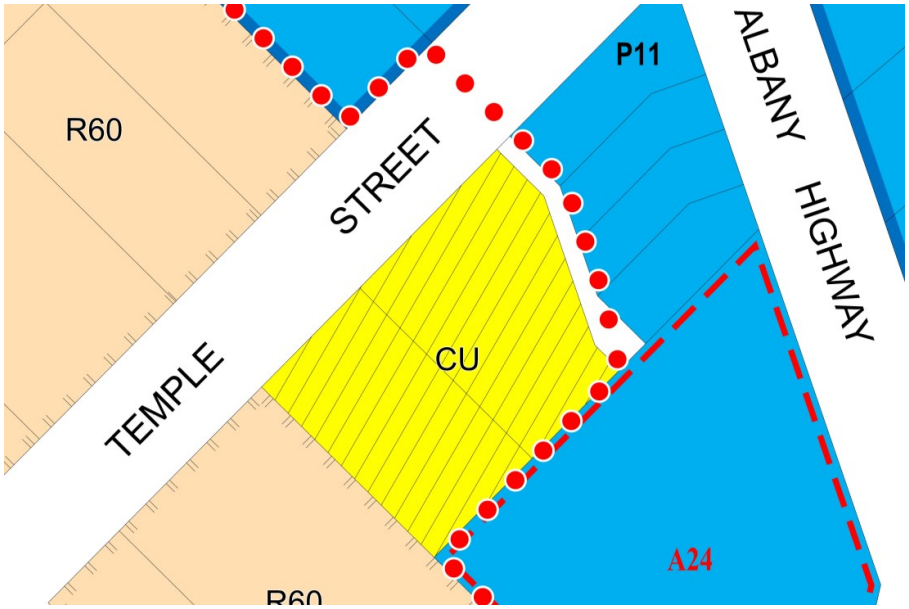


FIGURE 8 – CURRENT TPS 1 MAP



FIGURE 9 – PROPOSED AMENDMENT TO TPS 1 MAP

5 RATIONALE FOR PROPOSED SCHEME AMENDMENT

5.1 GENERAL CONSISTENCY WITH STRATEGIC PLANNING VISION

It is considered that the rezoning of Lots 5 & 6 Temple Street, Victoria Park from "Public Purpose – Civic Use" reserve to "Residential R60" zone under the Town of Victoria Park Town Planning Scheme No. 1 is capable of approval and is an appropriate planning outcome, as outlined below:

- The proposed development will facilitate the redevelopment of the subject site for higher density residential purposes, providing opportunities for increased density and dwelling choice in a high amenity location that affords a high level of services including commercial, high frequency public transport, employment and public open space.
- By developing this site for residential purposes, it contributes to providing for increased infill development, relatively free from design constraints. The development of this site will contribute to the infill targets for the Town of Victoria Park, set out in Perth and Peel @ 3.5 Million.
- This particular location, being directly adjacent the Albany Highway Urban Corridor, has been identified within the Central Sub-Regional Planning Framework as appropriately located for mid-rise residential redevelopment as an area of existing high amenity, with visualised revitalisation. The redevelopment of this site will contribute to the revitalisation of the corridor by increasing the activity and residential capacity on the subject site.
- The proposed density (R60) is appropriate for the subject site and will provide for development of the land that is consistent with the type of residential development in this location, envisaged by State Planning Policy 4.2, Perth and Peel @ 3.5 Million and the Central Sub-Regional Planning Framework.
- While the Precinct Plan for Victoria Park does prefer lower density residential development to the rear of retained character dwellings, it does also identify areas of R60 development on the land adjacent to the Albany Highway Precinct Plan. The proposed density coding for the site is therefore consistent with the Precinct Plan, and any future development of the site would require the design to be consistent with the provisions of this precinct plan.

5.2 STAKEHOLDER ENGAGEMENT

The Town of Victoria Park have begun discussions with the operators of the existing Infant Child Care Centre and Dental Clinic, currently located on the subject land. These ongoing discussions with the operators will provide the context of the operational details and clinical needs, to provide informed advice to the Town as to their eventual relocation to another facility in a more appropriate location. The Town of Victoria Park will also formally advertise this Scheme Amendment proposal in accordance with the Deemed Provisions, and via the Town's Community Consultation online platform.

6 CONCLUSION

This Scheme Amendment report has been prepared with respect to Scheme Amendment No. 86 for the purpose of facilitating the rezoning of Lots 5 & 6 Temple Street, Victoria Park from "Public Purposes – Civic Use" to "Residential R60" under the Town of Victoria Park Town Planning Scheme No. 1.

The preceding assessment of the proposal has demonstrated that it is consistent with the applicable requirements of the Town of Victoria Park and State planning and decision making framework, as well as the surrounding land and in response to the context of the site. Accordingly, it is logical and timely to progress Scheme Amendment No. 86 under the Town of Victoria Park TPS 1.

ATTACHMENT 1

EAST VICTORIA PARK PRECINCT PLAN (P12 SHEET A)

SCHEDULE OF SUBMISSIONS

Scheme Amendment No. 86

Submitter's Comments	Position	Officer's Response
Would like to see more detail on the plans to relocate the essential community facilities	Support	The Town would like to and aims to continue working with these services to retain the uses within the Town of Victoria Park. 'Community Purpose' is however a discretionary land use within the 'Residential' zone in which case the existing uses could continue to operate even if the land is rezoned to Residential. In the event that the land was rezoned and the services on site did relocate, under the current Town Planning Scheme, there are a number of land zones where a 'Community Purpose' use is a permitted or discretionary use and therefore does not rely on land which is reserved for under the Scheme for Public Purposes.
A Child Health Nurse centre is an important local facility. It is unfortunate that by changing the zoning to residential, that there will be a possibility of another ugly apartment building. If there was a plan to make that particular area more child-friendly that included a child health nurse centre, similar to the redevelopment in Lathlain. It could make the transition from EVP into VP a little nicer and also in-campus the town's planning of keeping greenery!	Support	Refer comments above. Following any rezoning, a business case will be prepared and presented to Council providing various options for the future of the land. The proposed scheme amendment does not propose any development of the site which would be subject to future applications.
No submitter's comments	Support	Refer comments above.

Since 1958, the Liddell General Dental Clinic (GDC) located on 6 Temple Street and operated by Dental Health Services has provided State funded public general and emergency dental care to patients who possess a current Health Care Card or Pension Concession Card. *As of 31 December 2019, there were approximately 20,000 residents in the postcodes (6100, 6101, 6102 6107, 6161) contained within the Town of Victoria Park who are eligible for public dental care at the Liddell GDC. There are also approximately 13,000 residents in surrounding postcodes who are also eligible for public dental care at the Liddell GDC.* *In 2018/2019 the Liddell GDC provided general and emergency dental care to 7,292 patients through 9,666 patient visits.* *Dental Health Services are concerned that closure of the Liddell GDC may have a negative impact on the dental health of the large number of eligible residents within the Town of Victoria Park.*	I do not wish to state a position, however I have some comments or concerns I wish to raise.	The Town's property development manager has commenced discussions with the Dental Clinic who have agreed to a relocation to their service. The rezoning of the land would serve to progress this process and the Dental Clinic could then seek funding to facilitate a relocation. However, the aims to continue working with these services to retain the uses within the Town of Victoria Park. 'Community Purpose' is however a discretionary land use within the 'Residential' zone in which case the existing uses could continue to operate even if the land is rezoned to Residential until a suitable arrangement is made.
It is noted that the amendment report identifies the land as sub-optimal in terms of use, and that it is positioned within a largely Residential R60 zoned area. However, I raise the following points: • *The subject land accommodates community facilities that provide an important sub-regional use, particularly the dental clinic.* • *These community services are best located within the Town of Victoria Park in an area that is easily accessible to public transport – important given the demographic that these*	Oppose	Refer comments above regarding the child health clinic and dental clinic.

community facilities serve. The current location offers those benefits, being very close to Albany Highway and its networked bus stops. The site is also within a 10 to 15 minute walk of the Victoria Park train station. • *Rezoning the land to a purely Residential use would limit the potential for a mixed use outcome on the site, particularly given its location adjacent to the Albany Highway activity corridor.* • *A better outcome would be to:* ○ *Provide a pathway for retention of the on-site community facilities in concert with the re-zoning* ○ *Provide certainty to the local community that an alternative site in an appropriate location has been secured prior to decommissioning (and ideally completion of the rezoning process)* ○ *Enable mixed use outcomes on the site by extending the adjacent Commercial Zoning* ○ *Provide development control certainty to adjacent residential land owners and residents by applying a Local Development Plan that establishes the appropriate interface controls*		The rezoning of the land would facilitate redevelopment of the site for residential purposes at a density of R60 as well as being able to accommodate a number of other land uses which are either 'P' permitted or 'AA' discretionary within the Residential Zone. The Town would like to and aims to continue working with these services to retain the uses within the Town of Victoria Park however, the age of the buildings are close to the end of their economic life and will become a further asset liability. 'Community Purpose' is however a discretionary land use within the 'Residential' zone in which case the existing uses could continue to operate even if the land is rezoned to Residential. There is no immediate requirement to relocate these service, so they will not be moving until an alternative has been found. There is no decommissioning planned. The provisions of TPS1 Precinct Plan P11 – 'East Victoria Park and State Planning Policy 7.3 Residential Design Codes have been deemed adequate with regards to development control. There are no site specific circumstances that would result in the need for a Local Development Plan to be required.

Applying a more sophisticated town planning approach, such as the above, would be a far more appropriate and locally relevant outcome supporting the district role that Victoria Park plays within the metropolitan context. A blanket residential zone would be a significant lost opportunity.		The subject land sits within the Albany Highway Secondary Centre, which the Town's draft Local Planning Strategy (draft LPS) identifies as a strategic investigation area recommended to be the subject of comprehensive Activity Centre and/or Precinct Planning as per State Planning Policy 4.2 Activity Centres (SPP 4.2) and Draft State Planning Policy 7.2 - Precinct Design (Draft SPP 7.2). If further strategic investigations and planning identifies the subject site as capable of accommodating a different type or scale of development then what is currently proposed a further scheme amendment could be progressed at this time if necessary.
We are the direct neighbour of 4-6 Temple street and the proposed rezone to residential R60. We are open to the rezoning to residential however, some of our concerns are:	Did not state a position	Following any rezoning, a business case will be prepared and presented to Council providing various options for the future of the land. The proposed scheme amendment does not propose

- R60 is 3 stories and we feel that is too high as we would lose privacy and feel very encroached on. - Our garden is along the side of our house that neighbours 6 Temple, and we would be concerned that windows would overlook our garden. Would we get a say in what was proposed/designed to minimise this - Parking so close to the Albany Highway is already getting difficult, could we ensure sufficient parking is provided to the residents should the rezoning go ahead? - Finally, would there be the possibility to purchase a little of the land if it is rezoned so that we can widen our garden?		any development of the site which would be subject to future applications. Any development application would be subject to assessment and would consider how any proposal interfaces with existing and surrounding development.
I live within 50 metres of the site and am a lifelong Victoria Park resident. I support the re invigoration of this site as does not appear to be well kept and I assume will soon need significant maintenance if it is to continue to operate as a child health and dentistry centre. I do however have some major concerns with the Towns proposed approach to rezoning this site. My concerns are as follows: • The proposal is for a rezoning that will allow three storeys in height whilst the majority of the street is one to two storeys. I understand that development will need to transition from the Albany Highway frontage to the residential area, however i have concerns that should any variations to height		Following any rezoning, a business case will be prepared and presented to Council providing various options for the future of the land. The proposed scheme amendment does not propose any development of the site which would be subject to future applications. Any development application would be subject to assessment and would consider how any proposal interfaces with existing and surrounding development.

be permitted or poor design be proposed that three or more storeys would not fit the rhythm of the street and would impose on the character dwellings. • I do not agree with spot re-zonings. Planning for the future of the area should be holistically considered and take into account the overall intentions of a place. A spot rezoning such as this only looks at that parcel of land in isolation and is pre-emptive given the Towns current planning framework. Should the Council allow itself to undertake spot rezonings, it will be setting precedent for developers who could expect to be able to do the same. This approach to planning undermines documents such as Town Planning Schemes and Local Planning Strategies. • The uses on site provide important community infrastructure. Although the Town has not put forward the actual proposal for the site, it could be assumed that there was a development outcome in mind. The child health centre and dentist clinic provide important community infrastructure and are well placed in close proximity to public transport. The Town must consider the importance of these services to		The subject land sits within the Albany Highway Secondary Centre, which the Town's draft Local Planning Strategy (draft LPS) identifies as a strategic investigation area recommended to be the subject of comprehensive Activity Centre and/or Precinct Planning as per State Planning Policy 4.2 Activity Centres (SPP 4.2) and Draft State Planning Policy 7.2 - Precinct Design (Draft SPP 7.2). The proposed rezoning of the land will not compromise these processes being undertaken. If further strategic investigations and planning identifies the subject site as capable of accommodating a different type or scale of development then what is currently proposed a further scheme amendment could be progressed at this time if necessary. The Town would like to and aims to continue working with these services to retain the uses within the Town of Victoria Park. 'Community Purpose' is however a discretionary land use within the 'Residential' zone in which case the existing uses could continue to operate even if the land is rezoned to Residential. In the event that the land was rezoned and the services on site did relocate, under the current Town Planning Scheme, there are a number of land

its local community and the manner in which it can be provided if it is relocated. A document such as a Social Infrastructure Plan would help the Town make this decision and it would be pre-emptive to do so without one in place.		zones where a 'Community Purpose' use is a permitted or discretionary use and therefore does not rely on land which is reserved for under the Scheme for Public Purposes.

12.2 Residential Character Study Area Review

Location	Town-wide
Reporting officer	Michael Hancock
Responsible officer	Robert Cruickshank
Voting requirement	Simple majority
Attachments	1. Attachment 1 Recommendations Report [**12.2.1** - 94 pages] 2. Attachment 2 Draft Character Retention Guidelines [**12.2.2** - 18 pages] 3. Attachment 3 2017 OCM Report [**12.2.3** - 36 pages] 4. A 73 Minister's letter [**12.2.4** - 1 page]

Recommendation

That Council:

Acknowledges and receives the Review of Residential Character Study Area and Local Planning Policy 25 'Streetscape' Stage 4: Final Conclusions and Recommendations Report.

Requests the Chief Executive Officer for future reports to be presented to Council for further consideration as follows :
A Town Planning Scheme Amendment to identify the Residential Character Area as a Special Control Area – by no later than the July 2020 Ordinary Council Meeting.
A new Local Planning Policy 'Character Retention Guidelines' to apply to the Residential Character Study Area – by no later than the August 2020 Ordinary Council Meeting.
A process for community nomination of Heritage Areas – by no later than the December 2020 Ordinary Council Meeting.
Investigating incentives to encourage the retention of original dwellings – by no later than the December 2020 Ordinary Council Meeting.

Purpose

For Council to receive the report 'Review of Residential Character Study Area and Local Planning Policy 25 'Streetscape' – Stage 4 Final Conclusions and Recommendations Report' (Recommendations Report) (Attachment 1), and to endorse recommendations for further progression.

In brief

- In June 2016, Council initiated Amendment 73 to Town Planning Scheme No. 1 (TPS 1) to designate the Residential Character Study Area as a Special Control Area, with provisions requiring development approval to be obtained for demolition and/or development within the area. The intent was to reintroduce controls to provide a greater level of protection for the original dwellings in the area and ensure that new development was compatible with the existing character of the area.

- At its meeting in September 2017, Council considered the public submissions received on Amendment 73 and resolved to modify Amendment 73 (see Attachment 3). The Minister subsequently refused the Scheme Amendment in 2019.
- At the September 2017 Ordinary Council Meeting, Council also resolved to seek expressions of interest for an independent consultant(s) to undertake a community engagement project, review of Local Planning Policy 25 – Streetscape, and evaluate and recommend potential mechanisms for the retention of original dwellings and the protection of character streetscapes within the Residential Character Study Area.
- Council subsequently appointed Element to undertake the project. The work undertaken by Element included consultation with the community on their views and aspirations for the Residential Character Study Area. The overwhelming response was a supportive position of measures to protect and retain the character prevalent in the Residential Character Study Area.
- Based on the community sentiment, Element have prepared a recommendations report and draft Local Planning Policy – Character Retention Guidelines, which is presented to Council for receipt and endorsement of recommendations.
- Following the endorsement of recommendations by Council, staff will then undertake further work for future consideration by Council.

Background

1. The Town first implemented the Residential Character Study Area (RCSA) in 2003 following a study being undertaken. The study recommended that the Town *"give priority to, and actively encourage, the retention and conservation of residential character for the longer-term benefit of the community and the owners of properties"*.
2. The RCSA identified that the 'original dwellings' within the area (dwellings generally constructed before 1945) form a unique and identifiable character worthy of protection.
3. Prior to 2015, all development relating to a single house or grouped dwelling, including demolition of an 'original dwelling', required development approval from the Town.
4. In 2015, the State Government introduced the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) which removed the need to obtain development approval to demolish single houses (including 'original dwellings') and for new works where compliant with the requirements of the Residential Design Codes.
5. As a result of the regulations, the level of protection for 'original dwellings' and maintenance of residential character was eroded.
6. Prior to the adoption of the regulations, the Town would often refuse applications that sought to demolish an identified 'original dwelling'.
7. The Town drafted Scheme Amendment 73 to TPS1, which sought to reinstate much of the provisions removed by the adoption of the Regulations through the designation of the RCSA as a Special Control Area (SCA).
8. Consultation on Scheme Amendment 73 resulted in a total of 69 submissions during the consultation period. Further details of the public submissions received are contained at Attachment 3.
9. Council resolved to modify Amendment 73 by removing the proposed planning controls.
10. Ultimately, Scheme Amendment 73 was refused by the Minister for Planning for the following reasons:
    (a) The amendment does not include any planning controls to implement the objectives proposed to be inserted.

(b) Local planning policies are considered the appropriate planning mechanism to control streetscape design to protect local character.
(c) The regulations provide appropriate heritage controls.

11. At the September 2017 Ordinary Council Meeting, the Council also resolved to seek expressions of interest for an independent consultant(s) to undertake a community engagement project, review of Local Planning Policy 25 – Streetscape, and evaluate and recommend potential mechanisms for the retention of original dwellings and the protection of character streetscapes within the Residential Character Study Area.
12. The Town engaged Element to undertake an independent review of the RCSA in September 2018.

Relevant planning framework

Legislation	3. Planning and Development Act 2005 4. Planning and Development (Local Planning Schemes) Regulations 2015 5. Town Planning Scheme No.1 (TPS1)
State Government policies, bulletins or guidelines	• State Planning Policy 7.3 – Residential Design Codes Volume 1 • State Planning Policy 7.3 – Residential Design Codes Volume 2 • State Planning Policy 3.5 – Historic Heritage Conservation
Local planning policies	• Local Planning Policy 25 – Streetscape (LPP 25 – Streetscape)
Other	Nil.

General matters to be considered

TPS precinct plan statements	The following statements of intent contained within the precinct plans are relevant to consideration of the application. Precinct Plan P5 – Raphael Precinct *11. The Raphael Precinct shall remain as a residential precinct containing many fine examples of houses from past eras.* *12. Infill development and redevelopment of corner lots may be appropriate, although not to the detriment of the existing character of the area and of the existing quality housing stock.* *13. The precinct should remain a visually attractive area and have a pleasant atmosphere characterized by low to medium scale architecture, buildings facing the street in the traditional manner and set in landscaped surrounds. The retention of structurally sound original houses and healthy mature trees will be a priority in order to maintain the existing residential character and streetscape.* Precinct Plan P6 – Victoria Park Precinct *14. The Victoria Park Precinct will remain as attractive and essentially low to medium scale residential area set on some of the highest land within the locality.* *15. The retention and rejuvenation of existing housing, particularly dwellings indicative of the era in which the locality was developed, and selective*

	sensitivity designed 'infill' housing is the most favoured form of development and will be encouraged. 16. *The precinct should remain a visually attractive area and the preservation of trees and the generous landscape planning of properties upon redevelopment will be required.* Precinct Plan 10 – Shepperton Precinct 17. *The Shepperton Precinct should remain a pleasant, low scale, medium density housing area.* 18. *The retention of structurally sound houses and healthy, mature trees is an important aim for the precinct. Selective infill and the development of grouped dwellings is also encouraged. New development is to enhance the existing character of the area and have regard for remaining quality housing stock.* Precinct Plan 12 – East Victoria Park 19. *The retention of existing structurally sound housing which generally contributes to the character of the area, and the selective redevelopment of other sites will be encouraged. The character of the precinct between Canterbury Terrace and Balmoral Streets, which consists of small cottages on small lots, should be preserved. Any redevelopment in this locaility should adhere to strict design constraints governed by the existing scale and character of housing.*

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL2 - A community that is authentically engaged and informed in a timely manner.	The Town and Element undertook significant community consultation as part of the project. The community was engaged with a view to understand the built form priorities of the community and its attitude toward heritage and built form preservation. Further consultation was undertaken to ascertain if the community's aspirations had been adequately captured in draft recommendations prepared by Element.
CL3 - Well thought out and managed projects that are delivered successfully.	The level of engagement will assist in delivering a well-considered project that reflects the aspirations of the community. The purpose of this report is not to deliver the final project, but instead to seek Council endorsement on further work that will need to be progressed.

Social	
Strategic outcome	Intended public value outcome or impact
S4 - A place where all people have an awareness and appreciation of arts, culture, education and heritage.	The preservation and retention of the Town's built environment is highly valued by the community, as the results of consultation delivered. The proposed policy and Scheme Amendment will seek to further recognise the culture and heritage of the district.

Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	Community consultation undertaken through this project has demonstrated a desire to retain and improve the built form of the Residential Character Study Area. The proposed recommendations will enhance the Town's distinct character.

Engagement

Internal engagement	
Stakeholder	Comments
Urban Planning	Element undertook an engagement process with Town officers to ascertain a day-to-day understanding of issues faced with residential character both generally and in relation to the existing LPP 25. The results of the consultation can be summarised as including: • Project and policy objectives. • Managing character through retention and desired future character. • Community and stakeholder communication and consultation. • Officer negotiation with applicants and associated outcomes using the prescriptive nature of LPP 25. • What's working well and not as well.

External engagement	
Stakeholders	Town of Victoria Park residents
Period of engagement	First period of consultation conducted between 22 October 2018 and 19 November 2018. A total of 5,524 letters were sent inviting people to participate in a survey. Second period of consultation conducted between 28 August 2019 and 25 September 2019. On this occasion, consultation was undertaken with those persons who responded during the first consultation phase.
Level of engagement	Consult; Involve
Methods of engagement	• The Town's 'Your Thoughts' online engagement hub • Survey • Correspondence
Advertising	• The Town's 'Your Thoughts' online engagement hub • Southern Gazette Newspaper notice • Direct correspondence to all Amendment 73 submitters • Town's 'Life in the Park' eNewsletter • Social media posts.

Submission summary	A total of 357 responses were received in first period of consultation. A total of 12 submissions were received in the second period of consultation.
Key findings	The feedback is summarised as outlined below.

Community consultation was undertaken in a two-part process. Element, sought to engage with the community at the commencement of the project to gain the community's view on residential character and the importance of it to them. Element conducted a survey of owners and occupiers within the RCSA receiving over 350 public submissions. The recommendations report (Attachment 1) produced by Element includes the stage one community consultation outcomes, with the below summary capturing the general sentiment of the consultation.

7. *Streetscape character is seen to play an important role in telling the story of the Victoria Park area.*
8. *While there are pockets of 'intact' streetscapes, the overwhelming description respondents used for the character of the area they live in is 'mixed'.*
9. *The majority of respondents recognised that the character of the area deserves protection.*
10. *There is a clear desire from respondents to retain original dwellings.*
11. *There is no clear perception of either positive or negative change in character over time.*
12. *A flexible approach to policy administration is desired to encourage the retention of original dwellings as well as new development within character, rather than enforcing it.*
13. *There is seen to be a need for an equal effort in protecting and enhancing the natural beauty of the area.*

Following their consideration of the initial public comments, Element prepared a series of draft recommendations which were the subject of further consultation. A second round of consultation was undertaken to determine if the community's comments were accurately captured. A total of 12 submissions were received, with eight generally supportive and four providing comment or concern.

Other engagement	
Elected members	On 10 December 2019 at a Concept Forum, representatives of Element provided elected members with a presentation on the recommendations report and background on the draft Local Planning Policy – Character Retention Guidelines.

Risk management considerations

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Reputational Negative public perception towards the Town if the strong positive sentiment expressed by the community does not result in changes to the planning framework.	Moderate	Likely	High	Adoption of the recommendations prepared by Element. Further community consultation.
Reputational If Council does not progress with the establishment of a SCA the possible further erosion of the Town's heritage will continue. This may lead to loss of character and identify that was outlined in community consultation.	Moderate	Likely	High	Recommendation for Council to request future reports including the initiation of a Scheme Amendment and the adoption of Local Planning Policy – Character Retention Guidelines.

Financial implications

Current budget impact	Nil. The work undertaken by Element has been funded through the 2019/20 budget.
Future budget impact	The recommendations put forward by Element (if endorsed by Council) will require further work to be undertaken by Town officers. One of the recommendations, being to consider the offering of incentives for landowners if endorsed by Council, may have future budget implications. This will be the subject of further consideration and a report to Council.

Analysis

13. The recommendations report identifies the requirement of local governments to maintain a Local Heritage Survey, previously known as a Municipal Heritage Inventory (MHI), containing buildings of cultural heritage significance.

14. Structures included in a Local Heritage Survey are afforded no statutory protection.

15. Statutory protection for structures of heritage significance can be afforded when included as part of a Heritage List, which is a planning instrument adopted under the Town Planning Scheme.

16. Work has recently commenced on the preparation of a new Local Heritage Survey which will then inform the preparation of a Heritage List.

17. The recommendations report describes the difference between 'historic heritage significance' and 'urban character' as follows:

    (a) Areas of historic heritage significance are described as "select areas with special qualities embodied in the built form, will generally be quite rare within a locality and will have some form of underlying aesthetic, social, scientific or historic cultural heritage value."

    (b) Areas of urban character are described as "the built form and age of an area and its relationship with the surrounding streetscape, open space, land use and activity. Different combinations of these factors help create local distinctiveness and character."

18. The recommendations report indicates areas of historic heritage significance can be protected under the statutory framework, whereas character is best protected through a local planning policy on a more area specific basis.

19. Community feedback received during the community consultation period indicated broad recognition of the RCSA being an area of unique and identifiable character within the Town. The recommendations report indicates incentives may assist owners to retain and conserve original dwellings.

20. The recommendations report highlights the changing nature of character within the Character Study Area over time. Although change has occurred through demolition and additions, the breadth of change has occurred evenly throughout the study area.

21. The recommendations report outlines negative impacts which have occurred within the Character Study Area over time until the current and previous planning framework (both prior to and after the adoption of the State Planning regulations in 2015), these include:

    (a) Demolition of original dwellings.
    (b) Incompatible front fencing.
    (c) Garage and carports within the front setback area.
    (d) Second storey additions to original dwellings built forward of the ridgeline.
    (e) New development that does not relate to the traditional streetscape
    (f) New development that mimics historic styles of architecture.

22. The recommendations report, at page 21, (see Attachment 1) outlines the following final conclusions and recommendations:

    (a) Introduce a Special Control Area Character Retention Area over the RCSA requiring development approval for demolition of original dwellings and development visible from the street (recommend review by a planning lawyer to ensure no unintended consequences).

    (b) Revoke existing LPP 25 'Streetscape' and adopt new draft Character Retention Guidelines applicable to development within the SCA; a condensed version of LPP 25 focusing only on key design elements that affect streetscape character and encouraging sustainable and innovative design outcomes with an element of character education.

    (c) Further investigate and facilitate a discussion regarding community-nominated Heritage Areas.

    (d) Consider implementing incentives to encourage the retention of original dwellings.

(e) Invest in public domain improvements to enhance the natural beauty and character of the area.

23. Each recommendation is discussed below.

Recommendation 1 – Scheme Amendment – Character Retention Area Special Control Area

24. Previous Scheme Amendment 73 proposed to introduce a Special Control Area (SCA). While this was refused by the Minister, Element are of the view that the Minister's previous refusal was not based upon an opposition to the creation of a SCA over the area, but rather based upon the removal of associated development controls (as per Council's resolution of September 2017) and other factors.
25. The recommendations report reaffirms that a SCA is the most appropriate mechanism to retain and conserve the character of the area.
26. The recommendations report stipulates the SCA be introduced in accordance with Appendix 5 of the recommendations report (Attachment 1). The recommendations report also recommends a planning lawyer review the draft final amendment.
27. Town staff agree that establishment of a SCA over the Character Study Area is the most appropriate and efficient way of maintaining the historic heritage significance and urban character of the study area.
28. The SCA would apply to all development within the nominated area, as defined in appendix 5, resulting in the need for development approval for works impacting upon the streetscape character.
29. A SCA, as outlined in the recommendations report, will provide control over the demolition of original dwellings and out of character new dwellings and additions. Further, the SCA will allow landowners increased freedom and certainty with respect to development which is not visible from the street.
30. The recommendations report outlines the potential for an increased workload for Town officers due to the added complexity and removal of existing exemptions.
31. Town staff recognise the significant community support demonstrated in the consultation periods, particularly the feedback relating to the desire to protect the character of the area, but also increasing the opportunity for contemporary structures to be built in appropriate locations.

Recommendation 2 – Local Planning Policy – 'Character Retention Guidelines'

32. The recommendations report recognises the Minister's comments at the time of refusing Scheme Amendment 73, that a Local Planning Policy is an appropriate planning instrument to control streetscape design.
33. The recommendations report suggests that the Town's existing LPP 25 'Streetscape' is inflexible and difficult to navigate.
34. The report notes a general shift in the WA planning system to performance-based assessments and away from a deemed-to-comply based approach. The existing LPP 25 – Streetscape is largely a deemed-to-comply based policy.
35. The draft Local Planning Policy – Character Retention Guidelines (draft Policy) (see Attachment 2), proposes a substantial shift toward current planning practices and focuses on a performance-based outcome.
36. In their report, Element describe the *"guidelines as a condensed version of LPP 25 which provides for ease of implementation both in assessment by Town officers and understanding by the community. The provisions have been tailored from community feedback and aim to provide a clear set of development controls which protect streetscapes within character areas of the Town of Victoria Park while having imbedded flexibility through a guided design principle approach."*

37. Town staff were consulted in regard to their experience and professional views on the current LPP25 and it was agreed that a performance-based policy with a clearer focus would be appropriate.

38. The draft policy (see Attachment 2) has been extensively reviewed and critiqued by the Urban Planning team and is supported, albeit potentially requiring some further modifications before the commencement of the formal process of adopting the new policy. This will be addressed in a future report to Council.

39. The recommendations report outlines the implementation process for the draft policy. It is important to note, should Council proceed with the draft policy as part of a future report to Council, the revocation of the existing LPP 25 – Streetscape would be necessary.

40. Noting that LPP25 'Streetscape' currently applies to residential development in all areas of the Town, the revocation of LPP25 would result in their being no streetscape controls for those areas of the Town outside the Character Study Area. Any development within these areas will just revert to the development controls contained in the Residential Design Codes, which largely do not have controls relating to aesthetics and streetscape character. A decision will need to be made as to whether there still needs to be a Local Planning Policy containing some level of streetscape controls for the other areas of the Town. This will be considered as part of a future report to Council.

41. While there may be an increase in application workload due to the SCA and draft policy, the draft policy is expected to result in superior development, character and streetscape outcomes, and provide scope for more innovative and contemporary designs (in appropriate situations).

Recommendation 3 - Community Nomination of 'Heritage Area(s)'

42. The recommendations report has identified the option of community nominated character streets or areas as part of a wider heritage area.

43. Element specifically mention the City of Vincent as an example of community-led character protection areas as an example for the Town.

44. The ability for the Town or the community to identify areas as heritage areas already exists, although based upon the recommendations from Element, this matter will be explored further particularly in terms of the best way to promote the community to nominate areas for inclusion.

Recommendation 4 - Incentives to Encourage the Retention of Original Dwellings

45. The recommendations report introduces the prospect of various incentives to encourage the retention of original dwellings, such as:
    a. *Waiver/refund of development application fees – either or both planning and building fees where the streetscape contribution Original dwellings is retained and appropriately managed through development.*
    b. *Maintenance grants - local government financial assistance for maintenance of original dwellings (e.g. dollar for dollar up to an agreed cap) (typically used for places on a Heritage List).*
    c. *Rates concessions – owners of properties containing original dwellings could apply for a conditional rates concession to assist with the maintenance of their property (typically used for places on a Heritage List).*
    d. *Sustainability retrofit package – a number of environmentally sustainable products offered at discounted value (e.g. solar panels, rain water tanks, high performance glazing) where an application retains an original dwelling and demonstrates it achieves exceptional character contribution in line with policy objectives (potential inequality).*

e. *Relaxation provision – the express ability for the local government to relax any standard within the policy where an original dwelling is retained (similar to existing heritage provision within the regulations).*
f. *Transferrable development rights – bonuses in density or similar to other property within the Town for proposals that retain original dwellings.*
g. *Technical advice – the provision of subsidised pre-lodgement professional advice for properties containing Original dwellings to assist with the design solutions.*
h. *Smaller infill development – similar to City of Fremantle's recent Amendment 63 where smaller site areas are permitted for certain lots, in return for retaining an original dwelling (can be further investigated following community consultation).*

46. Element outline the desire of some landowners to demolish a dwelling rather than renovate an original dwelling to a contemporary standard. The implementation and options for incentives (as listed above) are discussed in the recommendations report located in Attachment 1.
47. The Town has previously not offered incentives to landowners for the retention and improvement of dwellings, instead opting for retention through regulation.
48. Town staff intend to further investigate the recommended implementation of incentives for original dwellings, which amongst other things may have financial implications for the Town. It is recommended that Council requests a future report further assessing the opportunity for incentives to be introduced.

Recommendation 5 - Public Domain Improvements

49. The recommendations report highlights the importance of public domain improvements, such as street tree planting, themed furniture and public art installations.
50. The Town has existing mechanisms to address public domain improvements.
51. The Urban Forest Strategy is a key strategy to increase the tree canopy coverage within the district. Significant amounts of planting within the public realm will help achieve public domain improvements as outlined in the recommendations report.
52. An existing Local Planning Policy relating to public art operates within the Town, with the option to include cash-in-lieu contributions to public art which the Town can use to install in areas nearby the development the payment originated from.
53. Recently, the Town adopted Local Planning Policy 39 – Tree Planting and Retention (LPP 39), which will take effect on 1 July. The newly adopted LPP 39 seeks to retain existing tree canopy coverage and further increase tree planting for each new dwelling.
54. Element's recommendation regarding the undertaking of public domain improvements by the Town is noted, and other relevant services areas such as Place Planning, Street Improvement and Parks will be advised of this recommendation for their future consideration.

Summary of Final Recommendations and Next Steps

55. The below table quantifies the above section and the final recommendations contained in Element's recommendations report, and summarises the Town's position on each recommendation.

Element's recommendation	Town's comment
Introduce a Special Control Area Character Retention Area over the RCSA requiring development approval for demolition of original dwellings and development visible from the street (recommend review by a planning lawyer to ensure no unintended consequences)	Agreed. Recommended that Council endorse this recommendation with a future report to be presented to Council to initiate a Scheme Amendment to establish a Special Control Area over the Residential Character Study Area.
Revoke existing LPP 25 'Streetscape' and adopt new draft Character Retention Guidelines applicable to development within the SCA; a condensed version of LPP 25 focusing only on key design elements that affect streetscape character and encouraging sustainable and innovative design outcomes with an element of character education.	Agreed. Recommended that Council endorse this recommendation with a future report to be presented to Council Recommendation to commence the process to adopt the Draft Local Planning Policy – Character Retention Guidelines.
Further investigate and facilitate a discussion regarding community-nominated Heritage Areas.	Agreed. Further investigation to occur.
Consider implementing incentives to encourage the retention of original dwellings.	Agreed. Recommended that Council endorse this recommendation with a future report to be presented to Council to consider the merits of incentives.
Invest in public domain improvements to enhance the natural beauty and character of the area.	Noted, with other relevant service areas to be informed of this recommendation.

Relevant documents

Local Planning Policy 25 – Streetscape
Town of Victoria Park Town Planning Scheme No.1
State Planning Policy 7.3 – Residential Design Codes Volume 1
State Planning Policy 7.3 – Residential Design Codes Volume 2

Further consideration

As a result of items raised at the Agenda Briefing Forum (ABF) on 5 May 2020, the following information is provided:

56. Some Elected Members had concern that the use of the word "endorse" in part 2 of the recommendation contained in the report to the ABF, may be considered an endorsement of the actions identified in 2(a)

to 2(d) of the recommendation ie. an endorsement to initiate a Scheme Amendment etc. While this was not the intention, to address any concerns the wording of recommendation 2 has now been amended.to clarify that Council is only being requested at this stage to agree to the preparation of further reports for future consideration.

57. The preparation of further reports for Council consideration will require additional work to be undertaken by staff. If Elected Members are of the view that the consultants' recommendations should only be noted and should not be progressed any further, then it is recommended that Elected Members provide direction on this now, rather than require staff to undertake additional work.

58. In relation to part 2(d) of the recommendation requiring further work to be undertaken on incentives for the retention of original dwellings, this is proposed to occur by December 2020. It is considered that this timeframe is appropriate acknowledging:
    (a) There are a number of matters requiring further consideration and the preparation of reports by Council Officers.
    (b) Commencing the necessary statutory processes detailed in items 2(a) and 2(b) are the higher priority.
    (c) Investigating incentives can occur after the priority work as per items 2(a) and 2(b) so as to spread the workload.
    (d) The need for liaison to occur with other Service Areas, in particular the Finance area noting potential financial implications of providing incentives.

59. There are some isolated examples of commercial properties located within the Residential Character Study Area, typically being old corner stores. A number of commercial properties of heritage significance are listed on the Town's Municipal Heritage Inventory, which is non-statutory. The Municipal Heritage Inventory (now called a Local Heritage Survey) is currently being reviewed, and is about to be the subject of community consultation. It is anticipated that a new Local Heritage Survey will be adopted next financial year, and this will be used to inform the preparation of a formal Heritage List protecting those buildings in the Town of the greatest heritage significance.

60. A copy of the Minister's letter rejecting Amendment 73 is now provided as an attachment.

61. There are a number of privately owned properties currently listed on the Town's Municipal Heritage Inventory (now called a Local Heritage Survey), which is under review with community consultation about to start. There is scope for the community to nominate new properties for consideration as part of this project, which is separate to this report relating to the Residential Character Study Area.

62. The anticipated cost for having a lawyer review the draft Scheme Amendment is around $2000-$3000.

63. While Officers encourage photographic records of original dwellings to be taken where they are to be demolished, as development approval is not required for the demolition of single dwellings, there is no basis for the Town to require landowners to do so.

64. In response to questions as to what would be the impact if Council were to only note the consultant's report and recommendations (as per part 1 of the recommendation) but not progress any further with them (ie. not adopt part 2 of the recommendation) the following comments are made :
    (a) The status quo would remain, that being that demolition of single dwellings in the area could occur without development approval, and some forms of development would not require development approval.
    (b) The impact of this being an incremental erosion in the quality of the streetscapes in the area through both the demolition of 'original dwellings' and potential new development not being in keeping with the character of the area.
    (c) As outlined above, there may be a reputational risk of community dissatisfaction, noting the community engagement undertaken (with 357 submissions received as part of the stage 1 consultation) and the following comments summarising the general community sentiment:

a. The majority of respondents recognised that the character of the area deserves protection.
b. There is a clear desire from respondents to retain original dwellings.

65. A statement from a member of the public criticised the Urban Planning Service Area for revisiting the issue of residential character following consideration of Amendment 73 by the Council and the Minister for Planning, and suggested that the Town's Officers had influenced the current review process. In this respect:
    (a) The Council's resolution of September 2017, when resolving to modify Amendment 73, included a resolution to seek expressions of interest for an independent consultant(s) to undertake a community engagement project, review of Local Planning Policy 25 – Streetscape, and evaluate and recommend potential mechanisms for the retention of original dwellings and the protection of character streetscapes within the Residential Character Study Area. This was on the basis that the Council was unclear whether the 69 submissions (with 51 objecting) received on Amendment 73 out of around 5000 letters sent, was truly representative of community opinion. Therefore the further engagement with the community on the issue of residential character and the preparation of recommendations by the consultant, was in accordance with a Council resolution.
    (b) The process undertaken by the consultant in reviewing community feedback and developing recommendations was undertaken independently by the consultant without influence from Town Officers.

66. In relation to potentially heritage listing properties within the area, the appropriate instrument for identifying individual properties that have heritage significance is through the Local Heritage Survey, which has commenced community consultation. Many of the properties within the RCSA do not in their own right have heritage significance, but rather the existence of a high proportion of 'original dwellings' results in an area that has a distinct and identifiable character. The mechanism proposed by the consultant for addressing the matter of character rather than heritage is a Special Control Area. The majority of the dwellings in their RCSA are not considered to have heritage significance in their own right, and the exercise of assessing each property for heritage significance would incur significant expense for the Town.

Cr Luana Lisandro and Cr Vicki Potter left the meeting at 7.23pm.

COUNCIL RESOLUTION (395/2020):

Moved: Cr Bronwyn Ife **Seconded:** Cr Wilfred Hendriks

That Council:

1. Acknowledges and receives the Review of Residential Character Study Area and Local Planning Policy 25 'Streetscape' Stage 4: Final Conclusions and Recommendations Report.
2. Requests the Chief Executive Officer for future reports to be presented to Council for further consideration as follows :
    (a) A Town Planning Scheme Amendment to identify the Residential Character Area as a Special Control Area – by no later than the July 2020 Ordinary Council Meeting.
    (b) A new Local Planning Policy 'Character Retention Guidelines' to apply to the Residential Character Study Area – by no later than the August 2020 Ordinary Council Meeting.
    (c) A process for community nomination of Heritage Areas – by no later than the December 2020 Ordinary Council Meeting.
    (d) Investigating incentives to encourage the retention of original dwellings – by no later than the December 2020 Ordinary Council Meeting.

CARRIED (7 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Ronhhda Potter, Cr Brian Oliver, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi
Against: nil

Cr Luana Lisandro and Cr Vicki Potter returned to the meeting at 7.33pm.

11.2 Amendment to Town Planning Scheme No. 1 – Designation of Residential Character Study Area as a Special Control Area

File Reference:	PLA/7/73
Appendices:	No
MRS Zoning: **TPS Zoning:** **TPS Precincts:**	Urban Residential P5 – Raphael Precinct P6 – Victoria Park Precinct P10 – Shepperton Precinct P12 – East Victoria Park Precinct

Date:	26 May 2016
Reporting Officer:	T. Taylor
Responsible Officer:	R. Cruickshank
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – Council initiate an Amendment to Town Planning Scheme No. 1 to designate the Residential Character Study Area as a Special Control Area

- The introduction of the Planning and Development (Local Planning Schemes) Regulations 2015 ('the Regulations') has now exempted development approval for demolition and building works where compliant with the Residential Design Codes ('the R-Codes');
- This has implications for retention of the 'original dwellings' in the Town's Residential Character Study Area, and potentially the ability for new development to not have to comply with the provisions of the Town's Local Planning Policy 'Streetscape';
- The matter has been discussed at two Elected Members Workshops with general support being expressed for actions to be taken to preserve the character of the Residential Character Study Area;
- After investigation by Council Officers it has been identified that the preferred approach is a Town Planning Scheme Amendment be undertaken to classify the Residential Character Study Area as a Special Control Area under the Scheme and to specify criteria for development within the Special Control Area; and
- It is recommended that Council initiate Scheme Amendment No. 73 to designate the Residential Character Study Area as a Special Control Area.

TABLED ITEMS:

- Figure 8 of the Local Planning Policy – Streetscape, 'Residential Character Study Area and Original Dwellings';
- Proposed Town Planning Scheme No. 1 clauses; and
- Minutes of the Future Planning Committee meetings dated 20 April 2016 and 18 May 2016.

BACKGROUND:

The Town's Residential Character Study Area was initially introduced in 2003 in response to concerns that the traditional residential character of the area was being eroded through increased development pressures. As residential character is broader than just built form,

it was not considered suitable to use the Town's Municipal Heritage Inventory as a way of protecting the character of the Town, and so a study was undertaken to *"identify residential areas within the Town that have character of such significance as to warrant some level of protection and to recommend the forms of protection that may be appropriate for various areas*." Ultimately the study found that there was sufficient original fabric for traditional character to be sustained through the majority of the study area and that in the identified areas the Town should give priority to, and actively encourage, the retention and conservation of elements contributing to traditional residential character.

In 2005 Council adopted the Local Planning Policy – Streetscape in order to address historic problems of interpretations and uncertainty given that the provisions were contained previously within 12 individual Council documents. The Local Planning Policy – Streetscape was adopted under the Residential Design Codes 2002 and it varied certain elements of the Residential Design Codes as well as introduced building design requirements to ensure that development within the identified areas in the Residential Character Study Area sufficiently responded to, and enhanced the existing character of the streetscapes. The Local Planning Policy – Streetscape has continued to be used by the Urban Planning Business Unit and Council when determining applications throughout the Town, including developments located within the Residential Character Study Area.

The release of the strategic directions documents 'Directions 2031 and Beyond', 'Central Metropolitan Perth Sub-Regional Strategy' and 'Perth and Peel @ 3.5 Million' identified the Town of Victoria Park as having to accommodate an additional 19,400 dwellings by 2031 in order to accommodate the anticipated population of 3.5 million people. Even in 2010, Council were aware of the development pressures that this would bring and undertook a review of the Residential Character Study Area due to conflicts between residential densities and the intention to retain 'original dwellings'. The strategic position at the time of this review was:

- *Additional dwellings and high density development should be concentrated within areas where existing residential areas are unaffected or less affected. This would include the Burswood Peninsula, Causeway Precinct, Curtin / Bentley Technology Precinct, and along Albany Highway.*
- *Existing residential areas should be retained as predominantly low to medium density residential areas.*
- *Areas within the Town that have an identifiable and desirable character should be retained and strengthened where possible.*
-

Through this review it was identified that major growth areas that can accommodate a large number of new dwellings are located away from established residential areas. The below table demonstrates where the projected dwelling numbers will be accommodated within the Town.

Location	Housing Target (ultimate)
Burswood Peninsula Activity Centre	7,770
Bentley Curtin Activity Centre	6,290
Albany Highway Activity Centre	2,109
Causeway Precinct	851
Carlisle	1,443
Residential Character Study Area	1,325
	19,788

In relation to the target for the Residential Character Study Area, the additional dwelling numbers are achievable through infill development where 'original dwellings' can be retained with new dwellings to the rear. It is not necessary for the loss of 'original dwellings' to accommodate additional density in the existing residential character areas.

The Local Planning Policy – Streetscape contains provisions which outline a general presumption against the demolition of 'original dwellings' in the Residential Character Study Area, and contains prescriptive design requirements to ensure that new development is compatible with the existing streetscape. There have been a number of instances where Council has refused an application for demolition, or an application for a new dwelling or building works, owing to the property being within the Residential Character Study Area and the proposed development negatively impacting upon the character of the area.

The effectiveness of the Local Planning Policy – Streetscape in ensuring compatible building design and a maintenance of character largely depends on the need for all developments within the Town to obtain development approval (as required by Town Planning Scheme No. 1). On 19 October 2015 the Planning and Development (Local Planning Schemes) Regulations 2015 were introduced, which include a range of 'deemed provisions' which immediately applied to all Town Planning Schemes in Western Australia. The 'deemed provisions' in the Regulations now exempt the following from needing development approval:

- Demolition of a single dwelling; and
- A new single dwelling or additions to a single dwelling where compliant with the R-Codes or those aspects of the R-Codes varied by a Local Planning Policy.

Legal advice has been received which outlines that the changes to the Regulations have in some circumstances removed the ability for Council Officers to assess the proposed built form character of new developments within the Residential Character Study Area, or to prevent the demolition of 'original dwellings'. In response Council Officers have investigated the options available in relation to designating the Residential Character

Study Area as a 'heritage area' under Deemed Provision 9 of the Regulations, or alternatively undertaking a Town Planning Scheme Amendment to designate the Residential Character Study Area as a Special Control Area under Clause 29 of the Scheme.

The matter has been discussed at both the April and May meetings of the Future Planning Committee, the minutes of which are included as tabled items for information.

At the Future Planning Committee meeting on the 18 May 2016 it was resolved as follows:

1. *That Council Officers prepare the necessary documentation and reports to be presented to the June 2016 Ordinary Council Meeting to initiate a Scheme Amendment to designate the Residential Character Study Area as a Special Control Area under Schedule 7 of the Scheme.*
2. *The Future Planning Committee is supportive of this direction and recommends Council proceed on this basis with provisions in accordance with the relevant provisions of the Local Planning Policy Streetscape and specifically requiring an application for approval for demolition of original dwellings.*

DETAILS:
The introduction of the deemed provisions in the Local Planning Schemes Regulations has implications for the Town in respect to the retention of dwellings and the quality of new developments in some instances. This is particularly concerning within the Town's Residential Character Study Area, for the 'original dwellings' that make a significant contribution to the traditional character of the area, and where new development may not need to comply with the design requirements of the Local Planning Policy – Streetscape.

One option that has been considered to resolve this issue has been to designate the Residential Character Study Area as a 'heritage area' in accordance with Deemed Clause 9 of the Regulations, noting that the exemptions from development approval for demolition and for new development do not apply in a heritage area.

Another option that has been identified is to amend the Scheme to identify the Residential Character Area as a Special Control Area, named the Residential Character Special Control Area, and to specify requirements that apply to development within the area. It is noted that the Special Control Area approach is one that has been taken by the City of Stirling to deal with their residential character areas such as Mount Lawley and Inglewood. This will require a Scheme Amendment to be initiated and for a formal Scheme Amendment process to be followed including:

- Council resolving to initiate an Amendment;
- Advertising the proposal for 42 days;
- Considering public submissions; and
- WAPC consideration and Ministerial determination.

While the Special Control Area path will be a longer process, Council Officers favour this approach as it will give the Residential Character Study Area greater standing, and eliminates any misunderstanding that the area or its individual properties are heritage

listed. Initial discussions have been held with Officers of the Department of Planning who have indicated that a Special Control Area can be supported in this instance.

The intent of the Amendment is not to impose additional requirements upon the development of land or buildings. Instead the purpose is to ensure that those provisions that applied throughout the area prior to the introduction of the Regulations, namely the need for development approval for demolition, new dwellings and additions to dwellings, and the need to comply with the Local Planning Policy – Streetscape, continue to apply. The only new element to the proposed Scheme Amendment is the ability for Conservation Notices to be served to owners of 'original dwellings' who do not maintain their properties. This element of the Scheme Amendment will be discussed in further detail in the Comments section below.

Legal Compliance:
In accordance with the provisions of the *Planning and Development Act 2005*, an Amendment to Council's Town Planning Scheme No. 1 is required to designate the Residential Character Study Area as a Special Control Area. Should Council resolve to initiate an Amendment, the statutory processes for a Standard Scheme Amendment would need to be followed including advertising of the proposal for public comments for a period of 42 days. The Hon. Minister for Planning will ultimately be responsible for determining the Scheme Amendment.

Sustainability Assessment:
External Economic Implications:
Nil

Social Issues:
Nil

Cultural Issues:
The protection of the established residential character in the Town needs to be a high priority of the Council and should be a key consideration in all future development of the Town.

Environmental Issues:
Nil

COMMENT:
Given the need to maintain and protect the character of the Town's Residential Character Study Area, it is intended to initiate a Scheme Amendment to designate the Residential Character Study Area as a Special Control Area. This will allow Council to ensure that any development within the area is of an acceptable standard and ensure that 'original dwellings' are retained and maintained.

The proposed new Scheme clauses in conjunction with Deemed Provision 61(3) will result in all developments located within the Special Control Area (with the exception of those minor developments identified as not requiring development approval) including demolition, new dwellings and additions to existing dwellings requiring development approval. This in turn also allows for the building design requirements currently contained within the Local Planning Policy - Streetscape to be applied to ensure that all development respects and enhances the existing residential character of the area.

Whilst the result of designating the Residential Character Study Area as a Special Control Area will largely be the same as it was prior to the introduction of the Regulations, it is also proposed to include clauses which will allow the Council to issue notices to owners of 'original dwellings' to order repairs to prevent further damage and deterioration should the need arise. This power was expressly granted to all local governments through the introduction of the Regulations for dwellings listed as 'Heritage Places', on the Municipal Heritage Inventory, or located within a 'Heritage Area'. There have been a number of instances where landowners appear to have deliberately neglected to maintain a dwelling as a means to justifying demolition of the dwelling. The introduction of powers to issue notices would allow Council to prevent this occurring.

The designation of the Special Control Area will require Council to adopt a Local Planning Policy that relates to the Residential Character Study Area. This policy will include a plan showing the location of 'original dwellings' as well as the requirements for development in the Residential Character Special Control Area. It is intended that a review of the 'original dwelling' stock will be undertaken as a part of this process to ensure that the Town has an up to date record of the 'original dwelling' stock.

CONCLUSION:
Since its adoption in 2003, the Town's Residential Character Study Area has played a key role in shaping new development within the Town, and protecting the traditional streetscape character. The introduction of the Local Planning Scheme Regulations has implications for the retention of dwellings in the area and the general maintenance of the character of the area and its streetscapes.

The proposed Scheme Amendment recognises the importance of the Residential Character Area, by continuing to apply previous provisions requiring approval for development in the area and requirements to ensure that the quality of development is in keeping with the character of the area. This is to be supplemented by a new provision to protect 'original dwellings' from demolition by neglect.

It is recommended that Council resolve to initiate Scheme Amendment No. 73 to designate the Residential Character Study Area as a Special Control Area under Town Planning Scheme No. 1. The process will include a 42 day consultation period which will include letters being sent to all landowners with properties located in the proposed Residential Character Special Control Area, newspaper advertisements and a notice on the Town's website.

RESOLVED:

Moved: Cr Maxwell **Seconded: Cr Potter**

1. Council resolve pursuant to Section 75 of the *Planning and Development Act 2005* to initiate an Amendment (Amendment No. 73) to the Town of Victoria Park Town Planning Scheme No. 1 by amending the Town Planning Scheme Text as follows:

1.1. Amend Clause 29A (1) of the Scheme Text by including the following additional type of Special Control Area:

(c) Residential Character Areas shown on the Precinct Plans as RC with a number and included in Schedule 7.

1.2. Insert in to 'Division 3 – Special Control Areas' of the Scheme Text the following Clause:

29AC. RESIDENTIAL CHARACTER AREAS
Schedule 7 describes the Residential Character Areas in more detail and sets out the purpose and particular requirements that may apply to the Residential Character Areas.

1.3. Amend "SCHEDULE 7: SPECIAL CONTROL AREA" contained in the Scheme Text to include a new Special Control Area – RC 1 and to incorporate the following text:

Area No	Land Description	Purpose and Particular Requirements
RC 1	The whole of the area of land designated as RC1 on the Precinct Plans (known as the Residential Character Special Control Area).	(1) Definitions In this section – • 'Conservation notice' means a notice given under Clause 5, subclause (a); • 'Original dwelling' means a dwelling that has been identified as an original dwelling within a local planning policy adopted for the Residential Character Special Control Area; • 'Properly maintained', in relation to an 'original dwelling', means maintained in a way that ensures that there is no actual or imminent loss or deterioration of – (i) The structural integrity of the original dwelling; or

		(ii) An element of the 'original dwelling' that is integral to the character of the area in which it is located, as set out in a statement in a local planning policy adopted for the Residential Character Special Control Area. **(2) Objectives** **The objectives for development and planning decision making within RC 1 are:** **(a) To ensure the conservation and retention of 'original dwellings' within the Residential Character Special Control Area where they are considered to contribute to the character of the area.** **(b) To ensure that new development, inclusive of alterations, additions to existing buildings, carports, garages, patios and front fences are in keeping with the character of the area, respect the scale and proportions of surrounding buildings, and are designed to fit into the existing streetscape.** **(3) Development approval** **Development approval is required for:** **(a) Demolition of 'original dwellings'.** **(b) All forms of development involving works except those listed as being exempt under an approved local planning policy.** **(4) Development requirements** **All development shall conform with the following:** **(a) The objectives of the Residential Character Special Control Area.**

		(b) All relevant provisions of the Local Planning Policy adopted for the Residential Character Special Control Area. **(c) Demolition of 'original dwellings' will not be permitted except where:** **(i) The dwelling is determined by Council to be structurally unsound; or** **(ii) The dwelling is wholly clad in fibro or asbestos wall cladding; or** **(iii) Council considers that the dwelling does not make a positive contribution to the character of the area as a result of it having had significant external alterations.** **(5) Conservation notice** **(a) If the Town forms the view that an 'original dwelling' is not being properly maintained the Town may give to a person who is the owner or occupier of the 'original dwelling' a written notice requiring the person to carry out specified repairs to the 'original dwelling' by a specified time, being a time that is not less than 60 days after the day on which the notice is given.** **(b) If a person fails to comply with a conservation notice, the Town may enter the 'original dwelling' and carry out the repairs specified in the notice.** **(c) The expenses incurred by the Town in carrying out repairs under subclause (b) may be recovered as a debt due from the person to whom the notice was given in a court of competent jurisdiction.**

		(d) The Town may – **(i) Vary a conservation notice to extend the time for carrying out the specified repairs; or** **(ii) Revoke a conservation notice.** **(e) A person who is given a conservation notice may apply to the State Administrative Tribunal for a review, in accordance with Part 14 of the Act, of a decision –** **(i) To give the notice; or** **(ii) To require repairs specified in the notice to be carried out; or** **(iii) To require repairs specified in the notice to be carried out by the time specified in the notice.**

1.4 Amend Precinct Plans P5, P6, P10 – Sheet A and P12 – Sheets A & B by including in the legend a heading "Land Use and Development Controls" and then underneath a black border and number RC 1 within the boundaries of the border described as Residential Character Area subject to Division 3 and Schedule 7 of the Town Planning Scheme Text.

1.5 Amend Precinct Plans P5, P6, P10 – Sheet A and P12 – Sheets A & B by delineating the Residential Character Special Control Area using a black border and the number RC1 within the boundaries of the border.

2. The Chief Executive Officer and Mayor be authorised to execute the Town Planning Scheme No. 1 Amendment No. 73 documents.

3. Amendment No. 73 be referred to the Department of Environment and Conservation prior to the commencement of advertising of the Amendment.

4. On receipt of advice from the Environmental Protection Authority under Section 48A of the Environmental Protection Act indicating that the Amendment need not be subject to an environmental assessment, the Amendment be advertised in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 for 42 days.

The Motion was Put and CARRIED (8-0)

In favour of the Motion: Deputy Mayor, Cr Oliver; Cr Ammons Noble; Cr Anderson; Cr Hayes; Cr Jacobs; Cr Maxwell; Cr Potter and Cr Windram

Crs Ammons Noble, Anderson and Hayes returned to the chamber to participate in voting at 7.22pm.

Deputy Mayor Oliver advised that Council voted unanimously to invite them back into the Chamber to participate in the item.

11 FUTURE LIFE AND BUILT LIFE PROGRAM REPORTS

11.1 Amendment No. 73 to Town Planning Scheme No. 1 – Designation of Residential Character Study Area as a Special Control Area

File Reference:	PLA/7/73
Appendices:	No
Attachments:	Yes
Date:	30 August 2017
Reporting Officer:	L. Parker
Responsible Officer:	R. Cruickshank
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – Council support proposed Amendment No. 73 to Town Planning Scheme No. 1 subject to Modifications and recommend that the Council authorise the administration to advertise a Request for Quotation for an independent consultant(s) to undertake a community engagement project, review of Local Planning Policy 25 – Streetscape, and evaluate and recommend potential mechanisms for the retention of original dwellings and the protection of character streetscapes within the Residential Character Study Area.

- Consultation on proposed Amendment 73 to Town Planning Scheme No. 1 for designation of the Residential Character Study Area as a Special Control Area has concluded.
- A proportionately small number of submissions (69) were received in response to the advertising of proposed Amendment 73 (almost 5000 letters), with the majority objecting to the proposal, in particular the proposed ability to issue Conservation Notices, reinstating the requirement for development approval to demolish a Single House, and many calling for the review of the Local Planning Policy – Streetscape.
- Due to the relatively small number of submissions received, it is unclear to what extent the community continues to value the retention of original dwellings within the Residential Character Study Area; or what measures are most appropriate to achieve dwelling retention and the protection of established character streetscapes.
- Recommended that proposed Amendment 73 proceed in a modified form, and that an independent comprehensive community engagement project be undertaken to evaluate the community's views on the retention of original dwellings, and if necessary, the most appropriate methods to facilitate the retention of original dwellings within the Residential Character Study Area.
- Recommended that the community engagement project include the review of the Local Planning Policy- Streetscape in regard to dwelling retention and the design of new residential development within the Residential Character Study Area and the Town more generally.

- Recommended that Amendment 73 be Supported subject to Modifications, reducing the Amendment to the reinstatement of the requirement for development approval for demolition of a Single House identified as an 'original dwelling', for a two year interim period, until such time as longer term development controls and revised policy measures can be implemented for the Residential Character Study Area.

TABLED ITEMS:
- Minutes of the Ordinary Council Meeting held on 14 June 2016;
- Amendment No. 73 Scheme Amendment Report;
- Community consultation letter & map of consultation area;
- Schedule of Submissions from community members;
- Schedule of Submissions from government agencies and service providers; and
- Proposed modified wording of Amendment 73 illustrating changes from advertised version.

BACKGROUND:
Planning and Development (Local Planning Schemes) Regulations 2015
The introduction of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) by the State Government in October 2015 has had an impact on the previously existing protections and dwelling retention measures under Council's Town Planning Scheme No. 1, by removing the need to obtain development approval for demolition of a Single House (unless protected by a formal heritage listing or located in a Special Control Area where the exemptions from development approval do not apply).

This legislation also affected the ability of the Town to apply the design requirements of Local Planning Policy 25 'Streetscape' to the construction of new Single Houses or alterations to existing Single Houses, where they comply with the requirements of the Residential Design Codes. As a consequence there is a risk that the traditional character of the Town's streetscapes within the Residential Character Study Area may be eroded over time, through the uncontrolled demolition of original dwellings where they exist as a Single House (i.e. a single dwelling on a single lot), and through the construction of potentially unsympathetic additions or new Single Houses that do not respect the character of the area.

Proposed Amendment 73 to TPS1
In view of the above, and following a number of Councillor Workshops which considered these issues, as well as other issues relating to the retention of original dwellings within the Residential Character Study Area, the Town's administration drafted proposed Amendment 73 to Town Planning Scheme No. 1 to reinstate the protections that previously existed for the Residential Character Study Area. The Amendment was also drafted to address a number of instances where unauthorised modification of original dwellings had occurred destroying their architectural integrity and other instances of very poor maintenance and neglect, in order for the original dwelling to fall into disrepair to a point that it is structurally unsound so as to permit demolition (i.e. "demolition through neglect").

The intent of Amendment 73 is to re-instate the requirement for development approval that existed prior to October 2015, through the designation of the Residential Character Study Area as a Special Control Area. As a Special Control Area, the exemptions under the Regulations for demolition, and additions to or construction of a Single House (where compliant with the R-Codes) would no longer apply, and would therefore be subject to the dwelling retention and design requirements of Council's Local Planning Policy 25 'Streetscape', as continues to be the case for Grouped Dwellings and Multiple Dwellings within the Town's residential areas.
The Council at its Ordinary Meeting held on 14 June 2016 resolved to initiate Amendment No. 73 to Town Planning Scheme No. 1, as follows:

"1. Council resolve pursuant to Section 75 of the Planning and Development Act 2005 to initiate an Amendment (Amendment No. 73) to the Town of Victoria Park Town Planning Scheme No. 1 by amending the Town Planning Scheme Text as follows:

1.1. Amend Clause 29A (1) of the Scheme Text by including the following additional type of Special Control Area:

(c) Residential Character Areas shown on the Precinct Plans as RC with a number and included in Schedule 7.

1.2. Insert in to 'Division 3 – Special Control Areas' of the Scheme Text the following Clause:

29AC. RESIDENTIAL CHARACTER AREAS
Schedule 7 describes the Residential Character Areas in more detail and sets out the purpose and particular requirements that may apply to the Residential Character Areas.

1.3. Amend "SCHEDULE 7: SPECIAL CONTROL AREA" contained in the Scheme Text to include a new Special Control Area – RC 1 and to incorporate the following text:

Area No	**Land Description**	**Purpose and Particular Requirements**
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		original dwelling; or (ii) An element of the 'original dwelling' that is integral to the character of the area in which it is located, as set out in a statement in a local planning policy adopted for the Residential Character Special Control Area. (2) Objectives The objectives for development and planning decision making within RC 1 are: (a) To ensure the conservation and retention of 'original dwellings' within the Residential Character Special Control Area where they are considered to contribute to the character of the area. (b) To ensure that new development, inclusive of alterations, additions to existing buildings, carports, garages, patios and front fences are in keeping with the character of the area, respect the scale and proportions of surrounding buildings, and are designed to fit into the existing streetscape. (3) Development approval Development approval is required for: (a) Demolition of 'original dwellings'. (b) All forms of development involving works except those listed as being exempt under an approved local planning policy. (4) Development requirements All development shall conform with the following: (a) The objectives of the Residential Character Special Control Area. (b) All relevant provisions of the Local Planning Policy adopted for the Residential Character Special Control Area. (c) Demolition of 'original dwellings' will not be permitted except where: (i) The dwelling is determined by Council to be structurally unsound; or (ii) The dwelling is wholly clad in

		fibro or asbestos wall cladding; or (iii) Council considers that the dwelling does not make a positive contribution to the character of the area as a result of it having had significant external alterations. (5) Conservation notice (a) If the Town forms the view that an 'original dwelling' is not being properly maintained the Town may give to a person who is the owner or occupier of the 'original dwelling' a written notice requiring the person to carry out specified repairs to the 'original dwelling' by a specified time, being a time that is not less than 60 days after the day on which the notice is given. (b) If a person fails to comply with a conservation notice, the Town may enter the 'original dwelling' and carry out the repairs specified in the notice. (c) The expenses incurred by the Town in carrying out repairs under subclause (b) may be recovered as a debt due from the person to whom the notice was given in a court of competent jurisdiction. (d) The Town may – (i) Vary a conservation notice to extend the time for carrying out the specified repairs; or (ii) Revoke a conservation notice. (e) A person who is given a conservation notice may apply to the State Administrative Tribunal for a review, in accordance with Part 14 of the Act, of a decision – (i) To give the notice; or (ii) To require repairs specified in the notice to be carried out; or (iii) To require repairs specified in the notice to be carried out by the time specified in the notice.

1.4 Amend Precinct Plans P5, P6, P10 – Sheet A and P12 – Sheets A & B by including in the legend a heading "Land Use and Development Controls" and

then underneath a black border and number RC 1 within the boundaries of the border described as Residential Character Area subject to Division 3 and Schedule 7 of the Town Planning Scheme Text.

1.5 Amend Precinct Plans P5, P6, P10 – Sheet A and P12 – Sheets A & B by delineating the Residential Character Special Control Area using a black border and the number RC1 within the boundaries of the border.

2. The Chief Executive Officer and Mayor be authorised to execute the Town Planning Scheme No. 1 Amendment No. 73 documents.

3. Amendment No. 73 be referred to the Department of Environment and Conservation prior to the commencement of advertising of the Amendment.

4. On receipt of advice from the Environmental Protection Authority under Section 48A of the Environmental Protection Act indicating that the Amendment need not be subject to an environmental assessment, the Amendment be advertised in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 for 42 days."

Analysis of Recent Demolition Activity

The *Residential Character Study Review 2010* identified that there are approximately 1,912 original dwellings still remaining within the Residential Character Study Area, representing 64% of all dwellings at the front of a lot facing the primary street, and 34% of all dwellings
in total (there being approximately 5570 dwellings located within the Residential Character Study Area at this time). The number of original dwellings quoted in the 2010 review were a revised figure based on a street by street visual survey carried out in October and November 2008.

An analysis of available demolition permit data from April 2013 to May 2017 (i.e. the last 50 months), has been carried out, and a summary of monthly activity is graphed below.

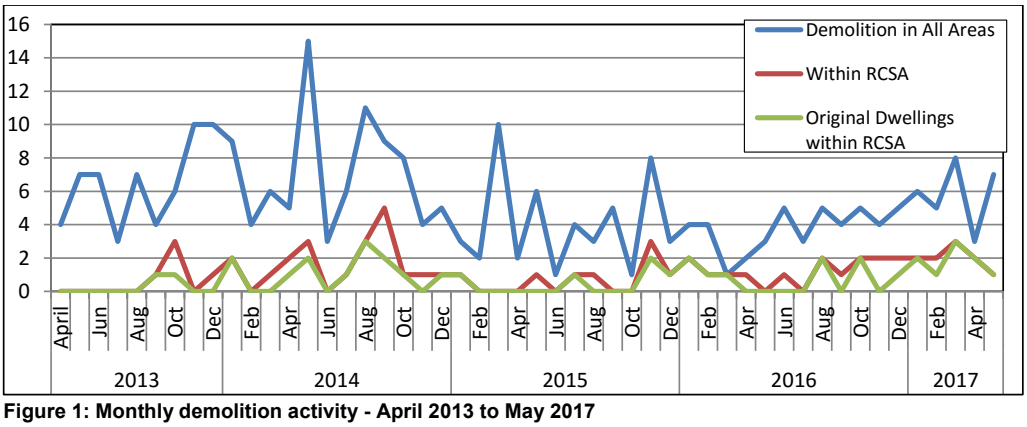


Figure 1: Monthly demolition activity - April 2013 to May 2017

Calculation of monthly average demolition rates has revealed that permits are granted for 5.3 dwellings to be demolished within the Town each month. Of these, 1.16 dwellings are

located within the Residential Character Study Area, and 0.78 of these are original dwellings. It should be noted that these figures include demolition of original dwellings that were structurally unsound or constructed of fibro/asbestos sheeting, which are permitted to be demolished as of right.

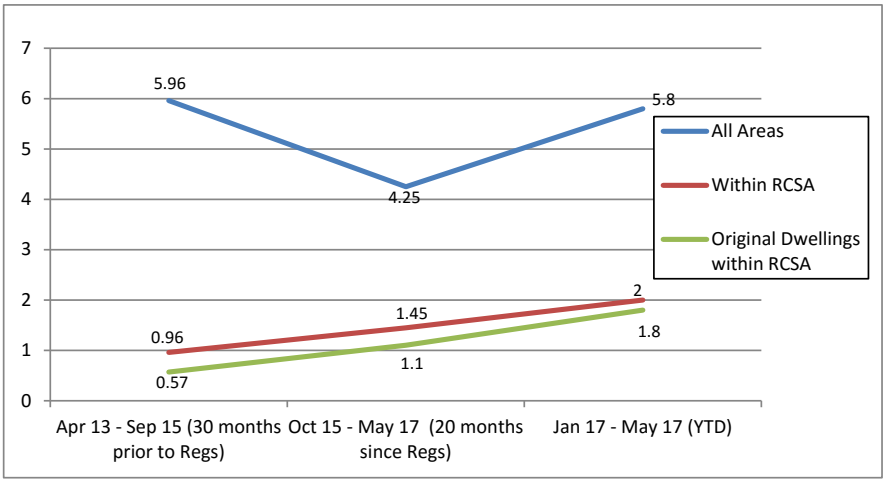


Figure 2: Average number of dwellings demolished per month

The average rate of demolitions in all areas since the introduction of the Regulations in October 2015 (i.e. the last 20 months) has decreased from an average of 5.96 demolitions per month in the 30 months preceding the introduction of the Regulations, to 4.25 demolitions per month over the last 20 months since their introduction. This reduced activity may be related to the recent downturn in the construction industry, and the WA economy generally.

Despite this overall decrease in demolition activity across the Town, the average rate of demolition of dwellings within the Residential Character Study Area has increased significantly in terms of percentage change, however it is noted that the actual number of demolitions occurring is still relatively low.

	Apr 13 to Sep 15	Oct 15 to May 17	% Change from Pre-Regs	Current YTD (Jan 17 to May 17)	% Change from Pre-Regs
All Areas	5.96	4.25	-40.2%	5.8	-2.7%
Within RCSA	0.96	1.45	+51%	2	+99.5%
Original Dwellings in RCSA	0.57	1.1	+93%	1.8	+215.7%

Table 1: % change in demolition activity following introduction of the Regulations (average no. of dwellings demolished per month)

When considering the average rate of demolition for the current year a more significant shift to an average of 1.8 original dwellings demolished per month can be seen. This may represent greater awareness of the Regulations since their introduction and the greater publicity they have received since the public advertising of proposed Amendment 73 has occurred. An increased rate of demolition could also be associated with concerned

property owners deciding to demolish their properties whilst the opportunity exists to do so without the need to obtain Council development approval, given the intent of proposed Amendment 73 to reinstate the requirement for development approval. It is also worth noting that 9 of the 10 dwellings demolished within the Residential Character Study Area from January to May 2017 were original dwellings.
If extrapolating based on these averages, and applying the pre-Regulations demolition rate of 0.57 original dwellings per month to those months since the visual survey of October 2008 being undertaken up until March 2013 (=53 months x 0.57 = 30 original dwellings demolished), and adding the available data of 38 original dwellings demolished since April 2013 to the present, an estimated total of 68 original dwellings have been demolished since the October 2008 visual survey was carried out, leaving approximately 1,844 original dwellings remaining within the Residential Character Study Area.

Applying the pre- and post-Regulations averages to the available data reveal the following yearly trend for demolition activity, noting that the below full year numbers for 2013 and 2017 are estimated values only based on monthly averages of known demolition data for these years. Based on the current monthly average for 2017 of 1.8 original dwellings demolished per month, a further 12 to 13 original dwellings will be demolished in the remainder of 2017 (from June to December).

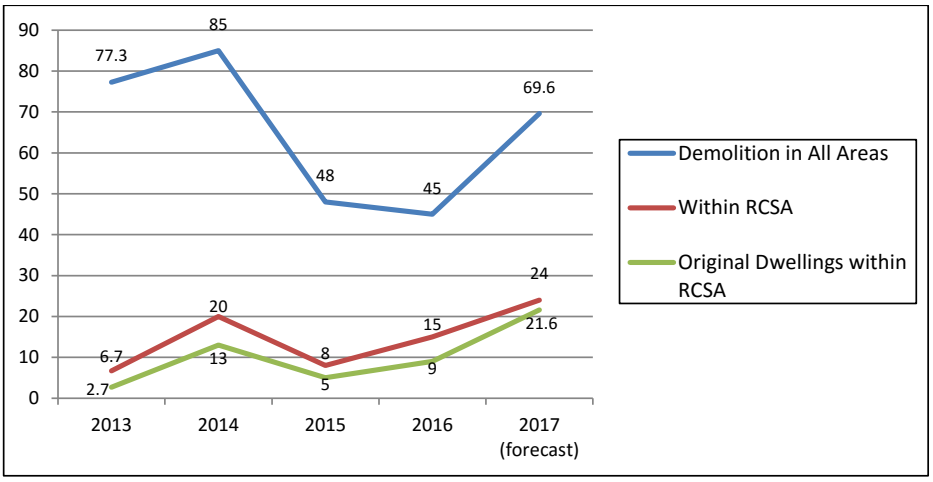


Figure 3: Annual demolition activity

Whilst the overall number of demolitions may be considered low, the incremental loss of original dwellings has potential to significantly impact the quality and character of the Town's established residential streetscapes. This is particularly the case for larger landholders who may own a number of original dwellings in the same street with the hope or intention to redevelop or expand their current facilitilies now or in the future. One example is where a landowner has recently demolished 3 original dwellings on properties they own in Teague Street, between Harper and Duncan Streets, interrupting what was a previously intact, continuous row of 11 original dwellings.

A significant increase in demolition activity within the Residential Character Study Area (as compared to pre-Regulations demolition activity) has been witnessed since the introduction of the Regulations in October 2015. The increased community awareness and publicity that Amendment 73 has generated may also be influencing this increase, given the Amendment would reinstate the need for development approval for demolition of Single Houses.

Council's decision on whether or not to recommend approval of the Amendment has potential to further increase or decrease pressure on demolition of original dwellings in the short-term, although it is considered that the longer-term objectives for the Residential Character Study Area should be the primary factor influencing how Council should decide to proceed with Amendment 73.

DETAILS:
Community consultation and public advertising of proposed Amendment No. 73 to the Town of Victoria Park Town Planning Scheme No. 1 has been completed in accordance with Local Planning Policy 37 'Community Consultation on Planning Proposals' and Part 5, Division 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This commenced on Monday 6 February 2017 and closed on Tuesday 21 March 2017, and consisted of the following:

- Almost 5,000 letters sent directly to all property owners within the locality who may be affected by the proposed Amendment, specifically those properties located within the proposed Residential Character Special Control Area (equivalent to the area covered by the existing Residential Character Study Area);
- Letters to relevant public authorities and utility service providers;
- Three newspaper notices in the Southern Gazette local newspaper at the beginning of each fortnight of the consultation period;
- Notices on the Town's website, including online access to the Amendment documents; and
- Two Community Information Sessions run by Council Officers during the consultation period.

The relatively long period between initiation of the Scheme Amendment process in June 2016 and public advertising of Amendment 73 was due to a number of factors, including the need to avoid impacts on other significant community consultation projects, including the Evolve Project, and in order to avoid advertising over the Christmas/New Year holiday period for such a significant proposal when property owners may be on holiday or away from home for extended periods.

<u>Community Information Sessions</u>
Two community information sessions were held on 18 February 2017 and 2 March 2017, with 57 and 50 attendees registering their attendance at each of the information sessions respectively. It is estimated that 70-80 attendees may have actually been in attendance at each of the meetings.

The purpose of the information sessions was for Council Officers to provide interested or concerned community members with an overview of the Amendment proposal and provide an opportunity for questions to be answered in order to facilitate greater clarity and understanding.

At both information sessions, there were both persons supporting aspects of the proposed Amendment and others objecting to the proposal. However, the majority of persons who spoke expressed opposition to the proposal.

A summary of the major views expressed by those in attendance at the meetings is provided below:

- A more robust and transparent assessment of which homes are designated as an 'original dwelling' should be carried out;
- The Streetscape Policy is in need of review;
- The demolition of older homes should be permitted as they are environmentally and economically unsustainable to service, maintain and repair;
- New homes to reflect traditional style but incorporate modern sustainable design should be encouraged;
- Renovating and maintaining timber cottages is unsustainable and a wasteful use of resources and money with poor outcomes;
- Sympathetic character can be achieved with new development that still allows for demolition to occur;
- The Amendment amounts to an unnecessary level of bureaucracy being imposed on property owners within the Residential Character Study Area;
- The consultation submissions should be transparently and objectively considered, independent of Council;
- The principle of wishing to maintain and enhance existing streetscapes is supported but forcing the retention of old weatherboards that are not fit for purpose is unfair;
- Concerns that Conservation Orders may not be able to be undertaken by owners who are in poor financial circumstances;
- The Streetscape Policy needs reviewing - the 'mock federation' homes currently being built will be the "80s brown brick dwellings" of the future that everyone wants to demolish in 20-30 years; and
- Oppose conservation notices - I still maintain my home well but want to retain my right to demolish.

Online Petition

There is currently an online petition "Stop Amendment 73" at *change.org* with 191 supporters/signees, however this has not been formally lodged with the Council and does not appear to register the full names or interest of those signing. It is noted that the petition has a goal of obtaining 200 signatures.

The petition is available to view from the below link:
https://www.change.org/p/trevor-vaughan-mayor-of-victoria-park-stop-amendment-73?source_location=minibar ; and is addressed to the Mayor and Elected Members stating the following:

"We the undersigned respectfully ask the Council to reconsider Amendment 73 to the Town Planning Scheme No. 1.

If there is agreement in the community that there should be a streetscape policy, then the first step of the Council should be to determine, with the community, what that streetscape policy should be. Only after that could a measure like Amendment 73 be considered; the cart has been put before the horse, and it is not a very good cart. It is not good enough in the 21st Century with diverse aims of sustainability, energy efficiency and changing lifestyles to simply say "protect everything built before date X". Vic Park is better than this kind of lazy policymaking.

Secondly, the Council must abandon the draconian notion that it should have the right to force repairs on private property for little more reason than the aesthetic preferences of unelected bureaucrats. Not only is this wrong, but it will cost the ratepayers in legal fees when it is challenged in court, and rate payers have no interest in our money being used in such a cause."

Summary of Submissions

A proportionately small number of submissions (69) were received in response to the advertising of proposed Amendment 73, which included the posting of almost 5000 letters to the owners of properties within the proposed Residential Character Special Control Area. This number equates to a submission response rate of 1.4%. Of the 69 submissions received, 62 per cent stated that they were from an owner/resident of an original dwelling.

The submissions received consisted of the following:

- 51 objections (74% of submissions);
- 12 supporting submissions (17% of submissions);
- 3 submissions of partial support (4% of submissions);
- 2 submissions without a stated position (3% of submissions); and;
- 1 submission requesting a halt to any decision (1% of submissions).

A response to each of the submissions is provided as part of the schedule of submissions included as an attachment to this report.

A summary of the comments and issues raised in the submissions is provided below.

Issues/Comments raised by Supporting Submissions (12)

Major Theme	Comments
Retention of original dwellings	• I support the proposed amendments that support the character and heritage of the Town of Victoria Park, by removing the opportunity to demolish the old style houses. • Urge Council to reformulate Council legislation to avoid the senseless destruction of the Town's oldest and finest homes. • I was drawn to live in the Town because of its beautiful homes (both weatherboard and brick) and have sadly witnessed three of these dwellings knocked down in the past 2 months. • Many homes are capable of being repaired and renovated for a far cheaper price than the cost of a rebuild.

	• More should be done to protect the valuable heritage character of our suburb. • Buyers who have chosen to keep the original character homes and modify them are proof there is no reason to demolish the original to live in a modern, efficient home. • Many original homes will be lost and replaced by apartments or massive homes that look like those in every other area, with the character of the area lost forever, if the Amendment is not approved. • Retention of character buildings is a legacy for future generations and an acknowledgement of our past.
Subdivision & infill	• Subdivision and infill cannot be used as an excuse, as new dwellings can often be easily accommodated behind the original home as the original homes often sit close to the street.
Attraction of Town's character dwellings/ streetscapes	• Original/character dwellings are in high demand by young and old due to their attractive charm. • Old dwellings in this precinct give it its special character, and they should be preserved rather than bulldozed. • The Town is a wonderful place to live and the streets lined with beautiful character homes are by far my favourites. • I bought my homes because of the character of houses in surrounding streets – the jarrah weatherboards, iron roof, verandah and window frames are uniquely West Australian. • People have bought into the suburb because of the character with an understanding houses could not be demolished and that renovation needs to be in keeping with the character.
Design/Policy Requirements	• Council should be welcoming to architectural designs that respond to the existing heritage dwelling and streetscape, be they ultra-contemporary or in a more traditional style. • The Town should be more decisive about the construction that goes along the Albany Highway strip as well as the houses throughout the neighbourhood. • Renovation need to be in keeping with the character of the older homes. • The provisions that applied prior to 2015 were directly responsible to the improvement of the streetscape in my local area, with old houses being retained and restored. • Canterbury Terrace, Westminster Street and Nurse Lane are examples of many original homes being retained and restored, along with new homes that respect the character of the area. • I support Council's strategy to give them back some control in shaping the future of our Town and streetscapes. • The alternative is to let individuals and developers dictate the future look and feel of the Town and not the community as a whole.

	• Additionally, I hope the Council is not going the way of South Perth and allowing high rise buildings because this is destroying the character of that suburb.
Promotion/incentives to retain original dwellings	• Council should showcase some of the innovative restorations and renovations done on character homes in the area to encourage residents (and potential buyers).

Issues/Comments raised in Submissions of Partial Support (3)

Major Theme	Comments
Demolition of original dwellings	• Support proposal to place sensible restrictions on demolition of original dwellings, particularly brick and tile character homes that are structurally sound. • It must be recognised that many original weatherboard and asbestos dwellings were poorly constructed and designed, and after a lifetime of neglect are beyond repair. • In these cases demolition is the only sensible option, providing that the replacement dwelling meets the Council's heritage and other design/construction provisions.
Conservation Notices	• Regulations to force homeowners to maintain their properties will be problematic and requires a moderated approach. • Generally support Amendment with exception of proposed power to issue Conservation Notices.
Development Standards/Policy Requirements	• The principle of setting construction/renovation and design standards for original and new residential properties is sound. • Sensible regulations to preserve the heritage value of the area are beneficial provided applications processed are efficient and fees are kept low. • Should be a balanced approach that upholds heritage values but respects the rights of property owners. • Draconian over-regulation should be avoided. • There should be balance allowing home owners the flexibility to make improvements without Council approval and/or with limited involvement.
Further Review/ Community Consultation	• Further community consultation should be undertaken to establish appropriate policy boundaries/rules with the community. • Any new Council system should avoid unnecessary problems and delays for property owners seeking to improve their properties. • Council must take heed of its Evolve Public Participation results in relation to these matters – e.g. The prevailing attitudes to buildings, streetscapes and especially in protecting/improving native tree canopy in private and public spaces.

Issues/Comments raised in Objections (51) and Other Submission Types (3):

Major Theme	Comments
Quality of consultation documents/ communication	• Map initially provided was poor and difficult to read. • Consultation letter did not make it clear how people would be affected by the Amendment. • Council Policies and communication seems to be kept deliberately vague/opaque and does not serve residents/ratepayers. • The Council has not been forthcoming in alerting property owners of the introduction of the State Government legislation in October 2015, which is a freedom/right which the community should have been made aware of. • The community consultation letter was the first communication received by many in the community of these changes and a clear explanation of what rights the proposed Amendment would remove in respect to the State Government legislative changes was not provided. • The "original dwellings" are not included in the amendment documentation but in a map contained in a Local Planning Policy adopted for the Residential Character Study Area – it is difficult to understand what has been achieved other than trying to hide the impact of the Amendment from owners of original dwellings by excluding the map from the Amendment. • The map of "character" dwellings and the Streetscape Policy need to be reviewed as they do not accurately reflect the current situation.
Special Control Area Boundary/Coverage	• Seems illogical to include an ugly, non-historical triplex in a residential character special control area. • Even if the Streetscape policy is continued all of Burswood should be excluded (including the portion south of Great Eastern Highway) as it is a special area connected to and part of the whole Burswood Peninsula. • If Council wishes to keep the Burswood Peninsular out of the control of the City of Perth they should ensure that the whole of Burswood, including the area south of Great Eastern Highway is of the same dynamic quality. • People live in the area mainly for its close proximity to amenities and good services. Lesser reasons include family, work and to some people the opportunity to renovate the very few remaining quality character homes. • If Council wishes to continue with some character control system, then Burswood should be excluded, as it is clearly a distinct entity from the rest of Victoria Park owing to its connection to the Peninsula. • Areas suitable and with potential for redevelopment within the Residential Character Study Area need to be identified and excluded from the proposed Special Control Area (e.g.

	properties located near Albany Highway and Shepperton Road zoned for high density development). • The Amendment should be abandoned in its entirety, but if proceeded with exclude the area of land subject to TPS Amendment 67 from the Special Control Area, which allows multiple dwellings on the affected land.
Impingement of property rights	• Prohibiting owners from demolishing (without planning approval from Council) is an attack on our property rights.
Subdivision/ development potential	• The Amendment undermines the subdivision potential of my property. • Retention of original dwellings will prevent subdivision potential being realised. • Retention forces the lots for the rear dwellings to be constrained and restricted in size.
Decreased Property values	• When you go sell the old house potential buyers say its old and falling apart, that it's drafty and full of vermin, and makes reduced offers as it needs a lot of work to be brought up to modern standards. • Proposal will significantly reduce our property value and make it very difficult to sell should we ever choose or need to, including the necessity to sell to fund our aged care in future. • Forced retention of original dwellings doesn't produce or lead to increased property values.
Increased costs to maintain/restore original dwellings	• Very expensive to restore/retain homes that are of poor quality construction and falling apart. • A very onerous and costly burden to have to restore homes that nobody wants. • If Council is so keen on restoring and preserving old weatherboard homes they should purchase the properties themselves and pour their own money into their expensive maintenance and upkeep. • No compensation or consideration is provided for the owners of original dwellings who will be denied their freedoms to repair or renovate in a manner of their choosing – instead they are being penalised.
Standard of construction/ liveability of original dwellings	• Timber weatherboard homes are prone to vermin infestation, are drafty and energy inefficient. • These dwellings (i.e. timber weatherboard cottages) were built as cheap blue collar homes after WWI, and are hot in summer and cold in winter. 94 years on this continues to be the case even after pushing insulation into every wall cavity and ceiling space. • These houses are a significant drain on time and money to maintain and are no longer fit for purpose, particularly given their level of deterioration and increasing level of discomfort in our ever hotter summers.

	• The original timber dwellings were always meant to be temporary structures, being the cheapest and most affordable homes of their time and constructed to that standard accordingly. • They are cold in winter, hot in summer and do not provide insulation against noise. They are prone to vermin and pest infestations, and do not perform to an environmentally acceptable standard. • Given the contemporary problems around power supply, energy efficiency, global warming, the reliance on the need for air conditioners to bring these homes (original dwellings) down to an acceptable temperature level is disappointing.
Undermines State Government infill/ density targets	• It would be much easier to achieve State Government infill targets if there is a single set for rules for all Council areas, without arbitrary local council policies/requirements. • The Amendment compromises State Planning Policy infill targets and is will prevent the density targets for the area from being achieved, which seek to limit Perth's urban sprawl.
Retention/ restoration of original dwellings	• Home owners are being treated as sacrificial lambs for the benefit of individuals or groups within Council who seek to 'prettify' the area with character homes at our expense. • There are some well maintained and attractive examples of older housing through the Town and protection or not, these will be maintained and retained by the market because they have intrinsic value and a market sector to which they appeal. • Council offers no incentives for the retention of an original dwelling. • The proposed enforced maintenance of outdated housing and the denial of owners to demolish inappropriate, poor quality houses serves to reduce the attractiveness and desirability of the area, and reflects the current low values for property in the area in comparison to localities elsewhere within the same distance from the CBD. • What benefit is there in keeping buildings that have no architectural significance, were average in design and construction when built (let alone now) and are not energy efficient? • Many of the so called 'original dwellings' have been substantially altered and therefore do not truly represent their origins anyway.
Governance/ Transparency Concerns	• Proposal is highly questionable and raises potential conflict of interest/integrity issues which may currently be conveniently not visible or transparent to the community. • Council is over-extending its reach of authority into areas which have potential to have catastrophic consequences for their ratepayers – it is not intended to be 'we're moving the forward because we are moving our ratepayers backwards'.

	• Councils across Australia are currently being subjected to audits and review of ethics and accountability for reason of proposals such as this. i.e. they are not in the best interests of their ratepayers. • Councils exist to serve their ratepayers, not to pursue poorly considered agendas. • The State Government legislation was introduced to minimise inconsistencies and delays in the planning approval process and would not have been introduced if communities and Government considered there were no issues relating to Local Planning Policies. • The premise of the Amendment is inconsistent with State Government legislation. • The argument to reinstate the previous level of Council control indicated contempt for the new State Government planning legislation which is designed to reduce red tape. • One of the reasons for the State Government legislation was to remove obstacles placed on development by local councils and provide an even playing field across council areas.
Excessive power or control – prevention of demolition & Conservation Notices	• No Council should have the power to enter a property and compel the owner to remedy a situation unless it is a clear breach of the R Codes or there is a safety issue that must be addressed. • The big brother approach taken by Council is completely undemocratic and a severe impediment to the freedoms that any property owner should be entitled. • The Amendment effectively means no original dwelling regardless of its condition will ever be demolished because the Council will be empowered (through Conservation Notices) to force residents to restore or repair the house and then the structure will be to a standard such that demolition cannot be justified. • The implementation of Amendment 73 will reinstate the draconian application of the Local Planning Policy – Streetscape. • The provisions of the Amendment will remove the democratic rights and entitlements to residents introduced by the 2015 State Government Regulations. • Council already have sufficient powers to enforce building standard without the introduction of Conservation Notices as a means of penalising home owners rather than encouraging them to improve their properties. • The introduction of Conservation Notices is a draconian measure and takes no account of the financial circumstance of property owners, and is not accompanied by financial incentives by Council to maintain and restore original dwellings.

Heritage Concerns	• Normal heritage protection measures have been bypassed by the Planning department, that seeks to impose heritage type restriction via their Streetscape Policy without having done the appropriate work to justify that outcome for the housing stock in question and is improper.
Retention of Streetscape 'Character'	• The original, working class character of the older homes is undesirable because it is unappealing to the majority of ratepayers; it lacks architectural quality or heritage value and is unattractive, sometimes even ugly. • The Council has maintained mediocrity in the design of suburbs with its Streetscape Policy, which explains the planning restrictions, lack of good quality design and imaginative suburban development. Times have changed and so should Council policy. • The concept of "Streetscape" has led to a suburban sameness brought about by stagnating architectural design and development, described at best as a "decaying down market area" or backwater. • South Perth shows that old and new residences can coexist and actually complement each other and furthermore add interest to the streetscape, by contrasting the old and new. • The Town's retain at all cost attitude has led to a Town full of second rate "battleaxe" style developments squeezed down the side of very average housing stock. • The combination of these properties makes for an extremely boring streetscape of houses that do not embrace any modern design innovation. • There seems to be a nostalgia that prevails within the Council which fails to grasp how hot these houses become in summer, and confuses complementary colour schemes for weatherboards and white picket fences across the front of these cottages as a representation of some idyllic community. • The area has suffered with very poor streetscapes and low standard of design and construction. • Area is riddled with old tired houses that have exceeded their useful life which are completely inadequate to delivering for the needs and expectations of modern day families.
Streetscape Policy – Prescriptive content & impacts on development	• Preservation and sympathetic enhancement of existing houses of actual heritage values is supported by most residents, however the Streetscape Policy is overly-prescriptive, lacks coherence/clarity and is utilised by Planning staff in a zealously stringent and inflexible manner if it doesn't meet their perceptions of "appropriately traditional". • The very prescriptive provisions add significant costs to development • New developments are subjected to the streetscape policy requirements even when it is not highly visible from the street

	• Is overly prescriptive specifying everything from roof angle to bricks and mortar • There seems to be a nostalgia that prevails within the Council which fails to grasp how hot these houses become in summer, and confuses complementary colour schemes for weatherboards and white picket fences across the front of these cottages as a representation of some idyllic community. • The Streetscape Policy stifles good development and unless a proposal fits the mould of red, cream or zincalume coloured materials it was not granted approval. • Its requirement for new development (and renovations) to strictly emulate adjacent pre-1945 properties in a tacky, overly-prescriptive way that does not represent best design principles is inappropriate, costly and results in suboptimal outcomes, resulting in "ugly faux character" sitting alongside "real character". • The approach taken by the existing Streetscape Policy is to preserve anything older than 1945 at all costs, even if ugly, lacking heritage value and not worth preserving.
Streetscape Policy – Energy efficiency & environmental sustainability provisions	• Council should adopt a long-term approach that encourages better and more innovative use of space, design and materials to foster energy efficient homes with stable core temperatures, and minimised reliance on air conditioners
Streetscape Policy – Application of provisions and consistency of decisions	• Many builders complain that the Town is hard to work with and satisfy in terms of meeting the prescriptive requirements of the Streetscape Policy – many refused to even quote • Decisions made in applying the policy are inconsistent and applied in an illogical manner (lack common sense) • It is our experience that the Streetscape Policy has imposed additional requirements on development that are dealt with subjectively by the Planning department and has been a mechanism for preventing good development. • The Policy formed a second tier to the Residential Design Codes and in turn introduced inconsistency and delays in the development approval process. • I have been dismayed by the approach taken by Planning staff to rigidly enforce the prescriptive standards of the Policy, in a manner disproportionate to the issues in question.
Streetscape Policy – Relevance to community needs/aspirations	• Who is it that wants this "streetscape" desired by Council? • Council should concentrate on quality and minimum house areas rather than forcing everyone to build cheap copies of Federation style houses which in my opinion are just fake pretend character houses. • Let the old character houses shine. • Keep up with the times, you can't keep building red brick and weatherboard houses forever, and no one wants them.

	• Reduce waste, get rid of outdated policies instead of wasting time trying to protect the 'Victorian age' of original dwellings. • It is high time the Town of Victoria Park turned around and looked forward. • The introduction of the 2003 streetscape policy was a regressive policy that has slowly strangled creativity, investment and driven people who may have made fantastic contributions out of the area. • Any revised Streetscape Policy must enshrine that Council staff must explicitly justify how an alleged variation from policy requirements will detract from heritage or streetscape character and clearly express the appeal rights available to have the application reconsidered by Council or the State Administrative Tribunal.
Local Planning Policy, local government planning controls generally	• The Town should be stripped of its planning powers • There should be a single set of rules for all Council areas • Would like to have the ability to redevelop/modernise my house (not an original dwelling) without extra obstructions/restrictions and excessive paperwork and expense imposed by Council • Residents who own or are purchasing a home should, within reason be free to enhance or develop their asset and not have regressive architectural restriction placed upon them – restrictions imposed on them by a group of Council employees who have the power to approve or disapprove. • Rules applied by Councils should be fair and reasonable to all residents equally, and allow for the development of vibrant, architecturally exciting suburbs that are not confined within a balloon of mediocrity. • The whole concept of a 'Special Control Area' should be abandoned. It is what is says – control – imposed unfairly and arbitrarily by Council employees over the rights of home owners/ratepayers to improve their properties. • Planning guidelines should always give preference to imaginative design and freedom of architectural form, over bureaucratic policy. • It is high time the Town of Victoria Park turned around and looked forward. • The far reaching and unprecedented power which this amendment seeks is frightening to a ratepayer and I question the legality of some of what the amendment proposes.

Referral Agency Comments
No objections were received to Amendment 73 from any of the State Government agencies or utility service providers consulted.

However, the State Heritage Office, whilst stating that it does not oppose the Amendment, did state that the proposed use of a Special Control Area to achieve retention of original dwellings for heritage and/or character conservation purposes was not its preferred approach. The submission from the State Heritage Office is included in full below:

"1. State Planning Policy 3.5, Historic Heritage Conservation (SPP3.5) details the importance of distinguishing between heritage areas and urban character areas. It explains that heritage is retained through conservation and preservation of identified heritage places, while character may be maintained through replication of design and landscape elements.

Where a place has been identified as having heritage value, the WA planning framework allows for it to be subject to additional controls to support retention and conservation. Heritage values are associated with the fabric of a place and cannot be replicated by new development.

Elements that contribute to an area's character simply through their form and design may be replaced by new development, which has the potential to make similar or greater contribution to the character of an area by following design guidelines and related policies.
The scheme amendment proposes to designate the Residential Character Study Area as a Special Control Area, which will result in the need for approval to demolish 'original dwellings'.

Given the intention to retain these 'original dwellings' we would suggest that they are places of heritage significance, and should be managed through the declaration of a heritage area under the local planning scheme.

2. Heritage areas should be designated on the basis of a clear statement of significance and are likely to be rare in any given location. However, the extent and concentration of 'original' dwellings suggests that there are a number of potential heritage areas within the Town, some of substantial size.

The research, consultation and drafting required to adopt a heritage area and associated local planning policy may take some time, and may be a medium – to long-term objective of the Town.

3. Whilst the use of a special control area is not the preferred approach, we recognise that it could provide some benefits in retaining significant fabric that, with further assessment, may be identified as forming a heritage area. We therefore have no objection to this proposal.

4. Noting the difficulties experienced in similar situations in determining which buildings contribute to the significance of a 'character' area, the Town may wish to review its definition of 'original' to ensure that it provides sufficient clarity and direction to support the Council's intended outcomes.

Further review may also be required to ensure that the boundaries of the proposed area are the minimum necessary to retain the most significant streetscapes and character areas."

Extension of Time
In response to a request from Council's administration, the WAPC has granted an extension of time for presenting the submissions received during the consultation period and any recommendations to the Ordinary Council Meeting. The timeframe has been extended to 15 September 2017, by which time Council will need to have resolved its recommendation to the WAPC to either support the amendment without modification, support it with modifications or not support the amendment.

Legal Compliance:
Planning and Development (Local Planning Scheme) Regulations 2015

- **Classification of Amendment 73**
  Further to the initiation of Amendment 73 to Town Planning Scheme No. 1 on 14 June 2016, the Council, at its Ordinary Meeting held on 13 September 2016, determined to classify Amendment 73 as a 'standard amendment' in accordance with Regulation 35 of the Regulations for the following reasons:
  "(i) The amendment is consistent with the 'Statement of Intent' and objectives for the 'Residential' Zone contained within the Precinct Plans for the Raphael, Victoria Park, Shepperton and East Victoria Park Precincts under Town Planning Scheme No.1; and
  (iv) The amendment will have minimal impact on land in the scheme area that is not the subject of the amendment."

- **Consideration of Submissions**
  In accordance with Division 3, Clause 50(2) of the Regulations, the local government must consider all submissions in relation to a standard amendment to a local planning scheme.

- **Council Resolution**
  In accordance with Division 3, Clause 50(3) of the Regulations, before the end of the consideration period for a standard amendment to a local planning scheme, or a later date approved by the Commission, the local government must pass a resolution –
  a) to support the amendment without modification; or
  b) to support the amendment with proposed modifications to address issues raised in the submissions; or
  c) not to support the amendment.

Policy Implications:
The decision on whether or not to progress with proposed Amendment 73 will significantly impact on the ability of the Council to protect its traditional residential streetscapes from further loss of original dwellings, using its current suite of town planning scheme and policy controls, most notably Local Planning Policy 25 'Streetscape'. This presents a number of risks, which are touched upon below.

Risk Management Considerations:

Risk & Consequence	Consequence Rating	Likelihood Rating	Overall Risk Analysis	Mitigation / Actions
The further incremental loss of original dwellings if measures are not pursued to prevent demolition or incentivise retention of original dwellings within the Residential Character Study Area	Moderate	Almost Certain	High	Proceed with the Amendment in its recommended modified form, and undertake further work, in consultation with the community, to determine the desired outcomes for the area, and then develop and implement appropriate controls.
The quality and character of established streetscapes may be harmed through unsympathetic alterations and additions or the construction of new homes that are not required to meet the design requirements of Local Planning Policy 25 'Streetscape' if they comply with the Single House requirements of the Residential Design Codes.	Moderate	Likely	High	Further consider the need for all development to require development approval, and design requirements which allow more contemporary design solutions that still respect the character of the area.

If Amendment 73 is progressed in its advertised form, the community may perceive that the Council is unwilling or does not seriously consider the views expressed by members of the community or the desire for increased participation in the decision-making process.	Major	Likely	High	Proceed with the Amendment in its recommended modified form and undertake further community engagement.
The Amendment may not be supported by the Western Australian Planning Commission and or the Hon. Minister for Planning.	Moderate	Possible	Moderate	Council Officers have already met with officers of the Department of Planning to discuss the proposal and obtain feedback.

Sustainability Assessment:
External Economic Implications:
Nil

Cultural Issues:
Nil

Environmental Issues:
Nil

COMMENT:
State Government Planning Reform Agenda
The Regulations were introduced as one of a suite of measures to streamline the development approvals system in WA (i.e. reduce 'red tape') and create greater consistency between local governments. These and other measures are aimed at increasing certainty and timeliness for the development and construction industry, and promoting greater housing supply and affordability.

Early discussions with Department of Planning Officers had indicated a potential willingness to consider proposed Amendment 73 given the intent to re-establish previously existing protections for original dwellings within the Town's Residential Character Study Area, rather than imposing a new level of local planning scheme controls that could be viewed as contrary to the intent of the State Government's planning reform agenda.

However, more recent advice indicates that Department of Planning Officers may have concerns with the proposed Amendment (in its advertised form), and that it may be viewed as contrary to the intent of the Regulations by seeking to fully reinstate a level of planning control across a large portion of the Town's residential area that the Regulations specifically sought to remove, and that such an approach would be inconsistent with the development approval requirements of most other local governments. In particular, this concern related to the proposed reinstatement of the requirement for development approval for a new Single House or additions to a Single House in the Residential Character Study Area, where it complies with the requirements of the Residential Design Codes.

Recent Discussions with State Heritage Office and Department of Planning

In view of the above, meetings have recently been held with senior Department of Planning and State Heritage Officers, to further understand these concerns and establish a potential way forward, including potentially a modified Amendment proposal, that maintains the underlying intent of Amendment 73, being the conservation of the Town's character and traditional residential streetscapes.

The discussion with the State Heritage Office centred around the Town's priority to ensure at least some level of protection for the Town's original dwellings, which once demolished can lead to the significant loss of streetscape character, even where the replacement development is of a sympathetic scale and design to other dwellings. Further to their written comments, the State Heritage Office maintained that (in their view) the most appropriate method for the protection of the Town's original dwellings was the further assessment and rigorous review of the Residential Character Study Area to identify the locations of significant groups of original dwellings worthy of protection through formal declaration as a Heritage Area under Council's Town Planning Scheme No. 1.

Notwithstanding this view, it was suggested that Council consider a modified Amendment proposal as an appropriate interim measure to ensure some level of protection for the Town's original dwellings while the rigorous assessment requirements and detailed work required to establish appropriate heritage protection measures as well as other potential original dwelling retention incentives under Town Planning Scheme No. 1 can be progressed. As a result of this meeting Council Officers considered that it may be appropriate to prepare a modified, simplified version of Amendment 73, which includes a sunset clause, to establish the Residential Character Study Area as a Special Control Area, as an interim protection measure whilst further detailed work is committed to and progressed by the Town to further review the desired future character of the Residential Character Study Area and, if necessary, identify those groups of original dwellings worthy of formal heritage protection.

A meeting was also subsequently held with senior officers of the Department of Planning. The outcomes of the meeting with the State Heritage Office were discussed as well as the concerns of Department of Planning Officers, who shared a similar view to the State Heritage Office.

The advice received at this meeting was that proposed Amendment 73 was unlikely to be supported in its advertised form, however a modified, simplified version may be supported which limits the Amendment to an interim (time-limited) designation of the Residential Character Study Area as a Special Control Area, and reintroduces the need for development approval for the demolition of Single Houses identified as 'original dwellings' for this time only. This potential support was indicated on the basis that the Town undertakes to further review and identify those areas of the Residential Character Study Area that are worthy of heritage protection (likely to be a restricted area) as well as progress other potential measures to incentivise retention of original dwellings. This approach would serve to protect the original dwellings in the Residential Character Study Area from further demolition at the current dates, while Council undertakes further work.

The investigation of other potential protection measures/incentives could include further review and testing of the outcomes of the 2010 review of the Residential Character Study Area that recommended a number of split density coding proposals aimed at facilitating the retention of original dwellings, whilst not reducing the development potential of the lots, through allowing increased density to occur at the rear of the original dwelling. These measures were proposed to be captured as part of the range of new measures to be implemented under Draft Local Planning Scheme No. 2, which is not being currently progressed, given the delays experienced with the WAPC and the need to complete further, revised strategic planning steps to address the current (now changed) state planning context and legislative requirements before a new local planning scheme is able to be progressed.

Most recently, discussions with Department of Planning Officers have raised the potential inclusion in a modified Amendment proposal for the reinstatement of the requirement for development approval within the Residential Character Study Area for Single Houses and additions and alterations to Single Houses in addition to the demolition of 'original dwellings' for a time-limited basis, to enable the Town to apply the provisions of Local Planning Policy 25 'Streetscape' to these forms of development. This was due to the fact that the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the Residential Design Codes WA (R-Codes) do not include a provision for development to have to comply with a local government's adopted local planning policy relating to streetscape matters in order to be exempt from the requirement for development approval. It was anticipated that proposed (and advertised) amendments to the R-Codes would insert a deemed-to-comply provision requiring development to meet the requirements of a local government's streetscape policy, however there is now doubt as to whether such an amendment will in fact be made to the R-Codes.

Whilst the reinstatement of the requirement for development approval for Single Houses and additions and alterations to Single Houses within the Residential Character Study Area is part of Amendment No. 73 (as advertised), Council Officers are of the view that the greatest risk for adverse impacts to the Town's streetscapes is the demolition of 'original dwellings' and that efforts should be focused primarily on this aspect as part of any

reduced, modified Amendment proposal. This approach prioritises the issue considered by Council Officers to pose the greatest risk for adverse impacts on the Town's established residential streetscapes, and maximises the potential acceptance of the Amendment proposal by the Western Australian Planning Commission, given it would not impact on current exemptions from the requirement for development approval for R-Codes compliant Single Houses and additions and alterations to Single Houses, which has been previously raised by Department of Planning Officers.

Community Consultation

Some of the key messages arising from the submissions and concerns raised during the community consultation conducted for Amendment 73 include the following:

- Property owners and residents do not want to feel dictated to by the Council or have their perceived freedoms/rights reduced or curtailed;

- A majority of those who made submissions feel restrictions on the ability to demolish is an onerous, 'big brother' approach that unreasonably impinges upon their property rights;

- The proposed ability of the Council to serve Conservation Notices is a draconian, heavy-handed measure and one that unfairly considers property owners who may be in poor financial circumstances;

- A large number of objectors felt that the mandated retention of original timber weatherboard dwellings is unreasonable as they believe they are of poor structural quality, poor environmental performance and were built as inexpensive worker and post-war accommodation rather than permanent high quality (e.g. brick and tile) residential homes;

- The Local Planning Policy – Streetscape is in need of significant review and further efforts should be made to incentivise and promote environmentally sustainable design and innovative, contemporary architecture;

- The Town's planning department does not encourage design innovation and is overly restrictive and narrowly focused in its application of the Local Planning Policy – Streetscape;

- Any new or revised planning controls via a Scheme Amendment or Local Planning Policies should be crafted and designed with the input and feedback of community members before being progressed by Council; and

- The Council should consider an independent review of its current planning policy framework and design controls, that focuses on best practice solutions and looks beyond a 'business as usual' approach or maintaining the status quo.

The community consultation carried out for Amendment 73, despite exceeding relevant statutory requirements, has not been able to identify whether there is a broad level of support or opposition to the proposal within the community given the very low response rate. What it has identified, is that there are some highly concerned affected residents and

property owners who are strongly opposed to the Amendment. In particular, the written submissions and verbal statements made by attendees at the community information sessions were strongly opposed to the 'demolition by neglect' provisions, namely the proposed ability of Council to serve conservation notices to property owners to carry out remedial works in the event of extreme negligence or damage to the architectural integrity of an original dwelling due to unauthorised works.

Community Expectations for Increased Engagement and Participation

There is a growing desire and increasing demand by residents and community members to be involved in the decision-making process, and to be provided with the opportunity to provide input and feedback into the development and implementation of government led strategies and projects of all kinds, at all levels.

Council-led community engagement projects such as the Evolve Project, 'Have Your Say' and other programs have also raised expectations in the community that exceed standard statutory consultation requirements and adopted policies of the Council, particularly with respect to Council-led town planning scheme or policy initiatives.

Whilst the submissions received during the community consultation process were overwhelmingly opposed to the Amendment, Council Officers are of the view that a 1.4% response rate does not give any clear direction as to whether or not the Amendment is supported by the community. The community consultation process, which was completed in excess of relevant statutory requirements, has not been able to identify whether a broad level of support (or opposition) exists for the measures proposed by Amendment 73.

A simple approach would be to either dismiss the proportionately small number of objections, given the very low 1.4% response rate, and continue pursuing the Amendment in its current form, or to give the objections greater weight as they represented the majority of submissions received, by no longer pursuing the Amendment at all or any other potential measures to protect or incentivise retention of original dwellings. However, either approach is not considered in keeping with good policymaking principles or to respect the opinions and aspirations of the community members whom will be affected by either of these options.

Community Engagement Opportunity

It is recommended that the Council utilise the outcomes of the consultation undertaken for proposed Amendment 73 as an opportunity to engage with the community on the desired outcomes for the area, including whether the Town's traditional residential areas should be protected and managed. Accordingly, it would then be proposed to prepare an appropriate statutory or policy solution that builds on this community input, which is then subject to further feedback and consultation with community members, and consideration by Council.

In view of the very low response rate, it is considered appropriate that Council consider carrying out an independent community engagement project to engage with the community and obtain a clear, broad understanding of the community's desires with respect to the retention and demolition of original dwellings and of the extent and type of development controls that should be applied to development within the Residential Character Study Area.

Without first undertaking an engagement process to ascertain the needs and desires of the community, an appropriate framework or strategy is unable to be devised that captures and responds to the aspirations and values of the community as these will remain unknown, as is currently the case.

As part of such an engagement process, the evaluation phase of potential measures could include further review and testing of the outcomes of the 2010 review of the Residential Character Study Area that recommended a number of split density coding proposals aimed at facilitating retention of original dwellings, whilst achieving the same development potential of the lots as per their current R-Coding, as discussed previously in this report.

Proposed Modification of Amendment 73

Having regard to the outcomes of the community consultation, and further to comments received and meetings held with Officers of the State Heritage Office and the Department of Planning, it is recommended that proposed Amendment 73 be modified. It is proposed to progress the modified Amendment with a sunset clause, whilst more detailed heritage assessment and community engagement is undertaken to establish the need for both appropriate longer-term protection measures for original dwellings and to complete the review and implementation of revised development controls for the Residential Character Study Area.

It is estimated that a two (2) year sunset clause would provide an appropriate interim timeframe to complete the necessary and detailed work to undertake a comprehensive review of the current Residential Character Study Area and the Town's planning instruments, in association with a comprehensive community engagement process, and to then implement the proposed town planning scheme and policy measures arising from these stages.

The simplification of the Amendment to deal primarily with demolition, and as an interim measure, addresses both the concerns of the State Heritage Office and Department of Planning, as well as a large number of the concerns raised in the submissions received during the consultation period, as it:

- is restricted to an interim, time-limited measure of two (2) years, whilst further detailed review and community engagement is undertaken;

- ensures at least a level of protection for original dwellings within the Residential Character Study Area by requiring development approval for demolition of Single Houses identified as 'original dwellings' and subjecting them to an assessment process by Council to determine if the demolition is either acceptable (in which case it will be approved) or potentially unacceptable due to adverse outcomes on the character of the Town's established streetscapes;

- is reduced to a relatively straightforward Amendment proposal that is simple to administer and can be easily understood by the community;

- removes the proposal to introduce 'demolition by neglect' provisions which would have enabled Council to issue Conservation Notices to property owners to undertake works to original dwellings (with Council instead continuing to rely on existing statutory powers to deal with unauthorised development/work for the time being); and

- maintains the current exemption from development approval for additions to a Single House or construction of a new Single House where it is fully compliant with the Residential Design Codes, that was introduced by the deemed provisions of the *Planning and Development Act (Local Planning Schemes) Regulations 2015*.

Within the two year period Council Officers and appointed consultants, would then undertake a community engagement program, followed by any necessary further work to put appropriate longer-term controls in place, with considerations including:

- Incentives to retain 'original dwellings' including the potential introduction of split density codings;
- Review the location and designation of 'original dwellings' within the Residential Character Study Area;
- Identifying the more intact areas of original dwellings that contribute to a strong residential character and potentially designating these as 'heritage areas'; and
- Completing the review and amendment of Local Planning Policy 25 'Streetscape'.

CONCLUSION:
In view of the above, it is recommended that Amendment No. 73 to Town Planning Scheme No. 1 be supported subject to Modifications, as outlined below. It is further recommended to seek expressions of interest from suitably qualified consultants to carry out an independent community engagement project and review of the existing statutory planning and policy framework, as well as the review of the existing Residential Character Study Area, to arrive at a recommended series of measures for the long term protection (or otherwise) of original dwellings within the Residential Character Study Area and the implementation of revised development controls for new development.

Depending upon the outcome of the community engagement process a further Amendment and/or range of policy measures may be considered appropriate to facilitate the protection of original dwellings within the Residential Character Study Area and ensure new development is of a scale and form that respects and enhances the Town's established residential streetscapes.

RECOMMENDATION/S:

Moved: Cr Maxwell Seconded: Cr Windram

That Council:
1. Resolve pursuant to Section 75 of the *Planning and Development Act* 2005 to adopt Amendment No. 73 to the Town of Victoria Park Town Planning Scheme No. 1 for final approval, with modifications, to:

    1.1 Amend Clause 25A. (1) of the Scheme Text by including the following additional type of Special Control Area:

        (c) Residential Character Areas shown on the Precinct Plans as RC with a number and included in Schedule E.

1.2 Insert in to 'Division 2 – Special Control Areas' of the Scheme Text the following Clause:

25AC. RESIDENTIAL CHARACTER AREAS
Schedule E describes the Residential Character Areas in more detail and sets out the purpose and particular requirements that may apply to the Residential Character Areas.

1.3 Amend "SCHEDULE E: SPECIAL CONTROL AREAS" contained in the Scheme Text to include a new Special Control Area – RC1 after DA1 incorporating the following text:

Area No	Land Description	Purpose and Particular Requirements
RC1	The whole of the area of land designated as RC1 on the Precinct Plans (known as the Residential Character Special Control Area).	(1) Definitions In this section – • 'Original dwelling' means a dwelling that has been identified as an original dwelling within a local planning policy adopted for the Residential Character Special Control Area; (2) Objectives The objectives for development and planning decision making within RC1 are: (a) To ensure the conservation and retention of 'original dwellings' within the Residential Character Special Control Area where they are considered to contribute to the character of the area. (3) Development approval For a period of two (2) years from the date of gazettal, development approval is required for the demolition of an 'original dwelling', despite Clause 61 of Schedule 2 'Deemed provisions for local planning schemes' of the *Planning and Development (Local Planning Schemes) Regulations 2015*. (4) Development requirements Demolition of 'original dwellings' will not be permitted except where:

		(a) The dwelling is determined by Council to be structurally unsound; or (b) The dwelling is wholly clad in fibro or asbestos wall cladding; or (c) Council considers that the dwelling does not make a positive contribution to the character of the area as a result of it having had significant external alterations, or for any other reasons.

1.4 Amend Precinct Plans P5, P6, P10 – Sheet A and P12 – Sheets A & B by including in the legend a heading "Land Use and Development Controls" and then underneath a black border and number RC1 within the boundaries of the border described as Residential Character Area subject to Division 2 and Schedule E of the Town Planning Scheme Text.

1.5 Amend Precinct Plans P5, P6, P10 – Sheet A and P12 – Sheets A & B by delineating the Residential Character Special Control Area using a black border and the number RC1 within the boundaries of the border.

2. The Chief Executive Officer and Mayor be authorised to execute the Town Planning Scheme No. 1 Amendment No. 73 documents and to have the common seal affixed.

3. Amendment No. 73 be forwarded to the Western Australian Planning Commission for final approval subject to modifications.

4. Council authorise the Town's administration to seek expressions of interest from a minimum of three (3) independent, suitably qualified consultants to undertake a comprehensive community engagement project and review of the Town's statutory planning and policy framework to:

4.1 Identify and measure the wishes of the community with respect to the retention of original dwellings within the Residential Character Study Area;

4.2 Identify potential town planning scheme and local planning policy measures to promote, incentivise or require the retention of original dwellings and the protection of character streetscapes within the Residential Character Study Area;

4.3 Undertake a review of the original dwellings within the Residential Character Study Area to identify those dwellings or groups of dwellings worthy of formal heritage protection either individually or collectively; and

4.4 Review and provide a list of recommendations to the Council to amend Town Planning Scheme No. 1 and/or amend Local Planning Policy 25 'Streetscape', having regard to the outcomes of the community engagement process, and arriving at a recommended series of statutory and/or policy framework measures that is:
   i. aligned with the values of the community and the Council;
   ii. can be easily understand by the community;
   iii. is relatively simple to administer; and
   iv. minimises the need to impose additional levels of regulation contrary to the intent of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and

5. The Town's administration to provide a further report to Council, summarising the expressions of interest received during the expression of interest period and providing a recommendation to Council on the independent consultant(s) to engage to undertake Part 4 above.

AMENDMENT:

Moved: Cr Oliver **Seconded: Cr Potter**

That sub-section 3 and 4 of condition 1.3 be deleted.

The Motion was Put and **CARRIED (6-2)**

In favour of the Motion: Cr Anderson; Cr Hayes; Cr Jacobs; Cr Maxwell; Cr Oliver; Cr Potter;

Against the Motion: Cr Ammons Noble; and Cr Windram

REASON:
The best person to decide if they renovate or build new is the person doing the building, providing it's not impacting on neighbours. The streetscape policy will help to inform and encourage people to build in a way that enhances the existing streetscape. Until the existing policy is reviewed, and until it is done there is only the existing policy to apply, so to force people to work any further under the existing policy is not a good idea and we can't enforce the policy in good conscience. The will remove the restrictions on demolition while still allowing the Town to work on the streetscape policy and reviewing original dwellings. Putting restrictions on is messy and creates a lot of confusion.

SUBSTANTIVE MOTION AS AMENDED:

Moved: Cr Maxwell **Seconded: Cr Windram**

That Council:

1. Resolve pursuant to Section 75 of the *Planning and Development Act* 2005 to adopt Amendment No. 73 to the Town of Victoria Park Town Planning Scheme No. 1 for final approval, with modifications, to:

1.1 Amend Clause 25A. (1) of the Scheme Text by including the following additional type of Special Control Area:

(c) Residential Character Areas shown on the Precinct Plans as RC with a number and included in Schedule E.

1.2 Insert in to 'Division 2 – Special Control Areas' of the Scheme Text the following Clause:

25AC. RESIDENTIAL CHARACTER AREAS
Schedule E describes the Residential Character Areas in more detail and sets out the purpose and particular requirements that may apply to the Residential Character Areas.

1.3 Amend "SCHEDULE E: SPECIAL CONTROL AREAS" contained in the Scheme Text to include a new Special Control Area – RC1 after DA1 incorporating the following text:

Area No	Land Description	Purpose and Particular Requirements
RC1	The whole of the area of land designated as RC1 on the Precinct Plans (known as the Residential Character Special Control Area).	(1) Definitions In this section – • 'Original dwelling' means a dwelling that has been identified as an original dwelling within a local planning policy adopted for the Residential Character Special Control Area; (2) Objectives The objectives for development and planning decision making within RC1 are: (a) To ensure the conservation and retention of 'original dwellings' within the Residential Character Special Control Area where they are considered to contribute to the character of the area.

1.4 Amend Precinct Plans P5, P6, P10 – Sheet A and P12 – Sheets A & B by including in the legend a heading "Land Use and Development Controls" and then underneath a black border and number RC1 within the boundaries of the border described as Residential Character Area subject to Division 2 and Schedule E of the Town Planning Scheme Text.

1.5 Amend Precinct Plans P5, P6, P10 – Sheet A and P12 – Sheets A & B by delineating the Residential Character Special Control Area using a black border and the number RC1 within the boundaries of the border.

2. The Chief Executive Officer and Mayor be authorised to execute the Town Planning Scheme No. 1 Amendment No. 73 documents and to have the common seal affixed.

3. Amendment No. 73 be forwarded to the Western Australian Planning Commission for final approval subject to modifications.

4. Council authorise the Town's administration to seek expressions of interest from a minimum of three (3) independent, suitably qualified consultants to undertake a comprehensive community engagement project and review of the Town's statutory planning and policy framework to:

4.1 Identify and measure the wishes of the community with respect to the retention of original dwellings within the Residential Character Study Area;

4.2 Identify potential town planning scheme and local planning policy measures to promote, incentivise or require the retention of original dwellings and the protection of character streetscapes within the Residential Character Study Area;

4.3 Undertake a review of the original dwellings within the Residential Character Study Area to identify those dwellings or groups of dwellings worthy of formal heritage protection either individually or collectively; and

4.4 Review and provide a list of recommendations to the Council to amend Town Planning Scheme No. 1 and/or amend Local Planning Policy 25 'Streetscape', having regard to the outcomes of the community engagement process, and arriving at a recommended series of statutory and/or policy framework measures that is:
- **i. aligned with the values of the community and the Council;**
- **ii. can be easily understand by the community;**
- **iii. is relatively simple to administer; and**
- **iv. minimises the need to impose additional levels of regulation contrary to the intent of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and**

5. The Town's administration to provide a further report to Council, summarising the expressions of interest received during the expression of interest period and providing a recommendation to Council on the independent consultant(s) to engage to undertake Part 4 above.

The Substantive Motion was Put and **CARRIED (7-1)**

In favour of the Motion: Cr Ammons Noble; Cr Anderson; Cr Hayes; Cr Jacobs; Cr Maxwell; Cr Oliver; Cr Potter; and

Against the Motion: Cr Windram

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TOWN OF VICTORIA PARK
Received: 11/06/2018

SCANNED

Western Australian Planning Commission

TOWN OF VICTORIA PARK
PLA/7/73
-5 JUN 2018
RAN EH PLN BLD
RLP CEO HR NE
DOC No.

Your ref: PLA/7/73
Our ref: TPS/1933
Enquiries: Rohan Miller (6551 19732)

Chief Executive Officer
Town of Victoria Park
Locked Bag No 437
Victoria park WA 6979

Transmission via electronic mail to: lparker@vicpark.wa.gov.au

Dear Sir

TOWN/LOCAL PLANNING SCHEME NO. 1 - AMENDMENT NO. 73

I refer to your letter dated 29 September 2017 regarding Amendment No. 73.

The WAPC has considered the amendment and submitted its recommendation to the Minister in accordance with section 87(1) of the *Planning and Development Act 2005* (the Act).

The Minister has refused to approve the amendment for the following reasons:

a. The amendment does not include any planning controls to implement the objectives proposed to be inserted;

b. Local planning policies are considered the appropriate planning mechanism to control streetscape design to protect local character; and

c. The Planning and Development (Local Planning Schemes) Regulations 2015 provide appropriate heritage controls.

Please direct any queries about this matter to Rohan Miller on 6551 9732 or Rohan.Miller@dplh.wa.gov.au.

Yours sincerely

Ms Sam Fagan
Secretary
Western Australian Planning Commission

30/05/2018

Postal address: Locked Bag 2506 Perth WA 6001 Street address: 140 William Street Perth WA 6000 Tel: (08) 6551 8002
Fax: (08) 655 19001 Email: info@dplh.wa.gov.au Web: www.dplh.wa.gov.au

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TOWN PLANNING SCHEME NO. 1

AMENDMENT NO. 73

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PLANNING AND DEVELOPMENT ACT 2005

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Received: 11/06/2018

RESOLUTION DECIDING TO AMEND A TOWN PLANNING SCHEME.

TOWN OF VICTORIA PARK TOWN PLANNING SCHEME NO. 1

AMENDMENT NO. 73

RESOLVED that the Council, in pursuance of Section 75 of the Planning and Development Act 2005 amend the Town of Victoria Park Town Planning Scheme No. 1 to :

1. Amend Clause 29A (1) of the Scheme text by including the following additional type of Special Control Area:

   (c) Residential Character Areas shown on the Precinct Plans as RC with a number and included in Schedule 7.

2. Insert in to 'Division 3 – Special Control Areas' of the Scheme Text the following Clause:

   29AC. RESIDENTIAL CHARACTER AREAS
   Schedule 7 describes the Residential Character Areas in more detail and sets out the purpose and particular requirements that may apply to the Residential Character Areas.

3. Amend "SCHEDULE 7: SPECIAL CONTROL AREA" contained in the Scheme Text to include a new Special Control Area – RC 1 after DA 1 and to incorporate the following text:

Area No	Land Description	Purpose and Particular Requirements
RC 1	The whole of the area of land designated as RC1 on the Precinct Plans (known as the Residential Character Special Control Area).	(1) Definitions In this section – • 'Conservation notice' means a notice given under Clause 5, subclause (a); • 'Original dwelling' means a dwelling that has been identified as an original dwelling within a local planning policy adopted for the Residential Character Special Control Area; • 'Properly maintained', in relation to an 'original dwelling', means maintained in a way that ensures

		that there is no actual or imminent loss or deterioration of –

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(i) The structural integrity of the original dwelling; or

(ii) An element of the 'original dwelling' that is integral to the character of the area in which it is located, as set out in a statement in a local planning policy adopted for the Residential Character Special Control Area.

(2) Objectives

The objectives for development and planning decision making within RC 1 are:

(a) To ensure the conservation and retention of 'original dwellings' within the Residential Character Special Control Area where they are considered to contribute to the character of the area.

(b) To ensure that new development, inclusive of alterations, additions to existing buildings, carports, garages, patios and front fences are in keeping with the character of the area, respect the scale and proportions of surrounding buildings, and are designed to fit into the existing streetscape.

(3) Development approval

Development approval is required for:

(a) Demolition of 'original dwellings'.

		(b) All forms of development involving works except those listed as being exempt under an approved local planning policy. (4) Development requirements All development shall conform with the following: (a) The objectives of the Residential Character Special Control Area. (b) All relevant provisions of the Local Planning Policy adopted for the Residential Character Special Control Area. (c) Demolition of 'original dwellings' will not be permitted except where: (i) The dwelling is determined by Council to be structurally unsound; or (ii) The dwelling is wholly clad in fibro or asbestos wall cladding; or (iii) Council considers that the dwelling does not make a positive contribution to the character of the area as a result of it having had significant external alterations. (5) Conservation notice (a) If the Town forms the view that an 'original dwelling' is not being properly maintained the Town may give to a person who is the owner or occupier of the 'original dwelling' a written notice requiring the person to carry out specified repairs to the

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		'original dwelling' by a specified time, being a time that is not less than 60 days after the day on which the notice is given. (b) If a person fails to comply with a conservation notice, the Town may enter the 'original dwelling' and carry out the repairs specified in the notice. (c) The expenses incurred by the Town in carrying out repairs under subclause (b) may be recovered as a debt due from the person to whom the notice was given in a court of competent jurisdiction. (d) The Town may – (i) Vary a conservation notice to extend the time for carrying out the specified repairs; or (ii) Revoke a conservation notice. (e) A person who is given a conservation notice may apply to the State Administrative Tribunal for a review, in accordance with Part 14 of the Act, of a decision – (i) To give the notice; or (ii) To require repairs specified in the notice to be carried out; or (iii) To require repairs specified in the notice to be carried out by the time specified in the notice.

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4. Amend Precinct Plans P5, P6, P10 – Sheet A and P12 – Sheets A & B by including in the legend a heading "Land Use and Development Controls" and then underneath a black border and number RC 1 within the boundaries of the border described as Residential Character Area subject to Division 3 and Schedule 7 of the Town Planning Scheme Text.

5. Amend Precinct Plans P5, P6, P10 – Sheet A and P12 – Sheets A & B by delineating the Residential Character Special Control Area using a black border and the number RC1 within the boundaries of the border.

Dated this 14th day of June 2016

CHIEF EXECUTIVE OFFICER

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Received: 11/06/2018

PLANNING AND DEVELOPMENT ACT 2005

TOWN OF VICTORIA PARK

TOWN PLANNING SCHEME NO. 1 – AMENDMENT NO 73

SCHEME REPORT

Local Authority:	Town of Victoria Park
Town Planning Scheme:	Town Planning Scheme No. 1
Type of Scheme	Town Planning Scheme
Amendment Number	Amendment No. 73
Proposal	Amendment to Town Planning Scheme No. 1 Scheme Text and Precinct Plans to designate the area known as the Residential Character Study Area as a Special Control Area under Schedule 7 of the Scheme Text.

BACKGROUND:

The Town's Residential Character Study Area was initially introduced in 2003 in response to concerns that the traditional residential character of the area was being eroded through increased development pressures. As residential character is broader than just built form, it was not considered suitable to use the Town's Municipal Heritage Inventory as a way of protecting the character of the Town, and so a study was undertaken to "identify residential areas within the Town that have character of such significance as to warrant some level of protection and to recommend the forms of protection that may be appropriate for various areas." Ultimately the study found that there was sufficient original fabric for traditional character to be sustained through the majority of the study area and that in the identified areas the Town should give priority to, and actively encourage, the retention and conservation of elements contributing to traditional residential character.

In 2005 Council adopted the Local Planning Policy – Streetscape in order to address historic problems of interpretations and uncertainty given that the provisions were contained within 12 individual Council documents prior. The Local Planning Policy – Streetscape was adopted under the Residential Design Codes 2002 and it varied certain elements of the Residential Design Codes as well as introduced building design requirements to ensure that

development within the identified areas in the Residential Character Study Area sufficiently responded to, and enhanced the existing character of the streetscapes. The Local Planning Policy – Streetscape has continued to be used by the Urban Planning Business Unit and Council when determining applications throughout the Town, including developments located within the Residential Character Study Area.

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RECEIVED 01/03/2018

The release of the strategic directions documents 'Directions 2031 and Beyond', 'Central Metropolitan Perth Sub-Regional Strategy' and 'Perth and Peel @ 3.5 Million' identified the Town of Victoria Park as having to accommodate an additional 19,400 dwellings by 2031 in order to accommodate the anticipated population of 3.5 million people. Even in 2010, Council were aware of the development pressures that this would bring and undertook a review of the Residential Character Study Area due to conflicts between residential densities and the intention to retain 'original dwellings'. The strategic position at the time of this review was:

- Additional dwellings and high density development should be concentrated within areas where existing residential areas are unaffected or less affected. This would include the Burswood Peninsula, Causeway Precinct, Curtin / Bentley Technology Precinct, and along Albany Highway.
- Existing residential areas should be retained as predominantly low to medium density residential areas.
- Areas within the Town that have an identifiable and desirable character should be retained and strengthened where possible.

Through this review it was identified that major growth areas that can accommodate a large number of new dwellings are located away from established residential areas. The below table demonstrates where the projected dwelling numbers will be accommodated within the Town.

Location	**Housing Target (ultimate)**
Burswood Peninsula Activity Centre	7,770
Bentley Curtin Activity Centre	6,290
Albany Highway Activity Centre	2,109
Causeway Precinct	851
Carlisle	1,443
Residential Character Study Area	1,325
	19,788

In relation to the target for the Residential Character Study Area, the additional dwelling numbers are achievable through infill development where 'original dwellings' can be retained with new dwellings to the rear. It is not necessary for the loss of 'original dwellings' to accommodate additional density in the existing residential character areas.

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Received: 11/12/2018

The Local Planning Policy – Streetscape contains provisions which outline a general presumption against the demolition of 'original dwellings' in the Residential Character Study Area, and contains prescriptive design requirements to ensure that new development is compatible with the existing streetscape. There have been a number of instances where Council has refused an application for demolition, or an application for a new dwelling or building works, owing to the property being within the Residential Character Study Area and the proposed development negatively impacting upon the character of the area.

The effectiveness of the Local Planning Policy – Streetscape in ensuring compatible building design and a maintenance of character largely depends on the need for all developments within the Town to obtain development approval (as required by Town Planning Scheme No. 1). On 19 October 2015 the Planning and Development (Local Planning Schemes) Regulations 2015 were introduced, which include a range of 'deemed provisions' which immediately applied to all Town Planning Schemes in Western Australia. The 'deemed provisions' in the Regulations now exempt the following from needing development approval:

- Demolition of a single dwelling; and
- A new single dwelling or additions to a single dwelling where compliant with the R-Codes or those aspects of the R-Codes varied by a Local Planning Policy.

Legal advice has been received which outlines that the changes to the Regulations have in some circumstances removed the ability for Council Officers to assess the proposed built form character of new developments within the Residential Character Study Area, or to prevent the demolition of 'original dwellings'. In response Council Officers have investigated the options available in relation to designating the Residential Character Study Area as a Special Control Area under Clause 29 of the Scheme.

DETAILS:

The introduction of the deemed provisions in the Local Planning Schemes Regulations has implications for the Town in respect to the retention of dwellings and the quality of new developments in some instances. This is particularly concerning within the Town's Residential Character Study Area, for the 'original dwellings' that make a significant contribution to the traditional character of the area, and where new development may not need to comply with the design requirements of the Local Planning Policy – Streetscape.

One option that has been considered to resolve this issue has been to designate the Residential Character Study Area as a 'heritage area' in accordance with Deemed Clause 9 of the Regulations, noting that the exemptions from development approval for demolition and for new development do not apply in a heritage area.

Another option that has been identified is to amend the Scheme to identify the Residential Character Area as a Special Control Area, named the Residential Character Special Control Area, and to specify requirements that apply to

development within the area. It is noted that the Special Control Area approach is one that has been taken by the City of Stirling to deal with their residential character areas such as Mount Lawley and Inglewood.

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The intent of the Amendment is not to impose additional requirements upon the development of land or buildings. Instead the purpose is to ensure that those provisions that applied throughout the area prior to the introduction of the Regulations, namely the need for development approval for demolition, new dwellings and additions to dwellings, and the need to comply with the Local Planning Policy – Streetscape, continue to apply. The only new element to the proposed Scheme Amendment is the ability for Conservation Notices to be served to owners of 'original dwellings' who do not maintain their properties.

Given the need to maintain and protect the character of the Town's Residential Character Study Area, this Scheme Amendment has been initiated to designate the Residential Character Study Area as a Special Control Area. This will allow Council to ensure that any development within the area is of an acceptable standard and ensure that 'original dwellings' are retained and maintained.

The proposed new Scheme clauses in conjunction with Deemed Provision 61(3) will result in all developments located within the Special Control Area (with the exception of those minor developments identified as not requiring development approval) including demolition, new dwellings and additions to existing dwellings requiring development approval. This in turn also allows for the building design requirements currently contained within the Local Planning Policy - Streetscape to be applied to ensure that all development respects and enhances the existing residential character of the area.

Whilst the result of designating the Residential Character Study Area as a Special Control Area will largely be the same as it was prior to the introduction of the Regulations, it is also proposed to include clauses which will allow the Council to issue notices to owners of 'original dwellings' to order repairs to prevent further damage and deterioration should the need arise. This power was expressly granted to all local governments through the introduction of the Regulations for dwellings listed as 'Heritage Places', on the Municipal Heritage Inventory, or located within a 'Heritage Area'. There have been a number of instances where landowners appear to have deliberately neglected to maintain a dwelling as a means to justifying demolition of the dwelling. The introduction of powers to issue notices would allow Council to prevent this occurring.

The designation of the Special Control Area will require Council to adopt a Local Planning Policy that relates to the Residential Character Study Area. This policy will include a plan showing the location of 'original dwellings' as well as the requirements for development in the Residential Character Special Control Area.

Since its adoption in 2003, the Town's Residential Character Study Area has played a key role in shaping new development within the Town, and protecting

the traditional streetscape character. The introduction of the Local Planning Scheme Regulations has implications for the retention of dwellings in the area and the general maintenance of the character of the area and its streetscapes.

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Received: 11/08/2016

This Scheme Amendment recognises the importance of the Residential Character Area, by continuing to apply previous provisions requiring approval for development in the area and requirements to ensure that the quality of development is in keeping with the character of the area. This is to be supplemented by a new provision to protect 'original dwellings' from demolition by neglect.

Classification of Amendment 73

Advice received from Department of Planning Officers following Council's initiation of Amendment No. 73 at its meeting held on 14 June 2016 indicated the requirement for the Council to formally resolve whether, in its opinion, the amendment is a 'basic', 'standard' or 'complex' amendment in accordance with Regulation 35(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).

Whilst the Officer report presented to Council did specify that the amendment would be required to follow the statutory processes for a "Standard Scheme Amendment", the resolution adopted by Council did not include a part classifying the amendment as one of the three types (and the reasons for that classification) as required by the Regulations.

Regulation 34 contained within Part 5 - Division 1 of the Regulations provides definitions of what may constitute a 'basic', 'standard' or 'complex' amendment to a local planning scheme. Having regard to these definitions and the nature of proposed Amendment No. 73, it is considered that the amendment is a 'standard amendment' as outlined below, having regard to criteria (a) and (e) in its definition under Regulation 34 of the Regulations, which specifies that a 'standard amendment' includes:

> *"(a) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve; and*
>
> *(e) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;"*

As noted in the Officer report at the 14 June 2016 Ordinary Council Meeting, the intent of Amendment No. 73 is not to impose additional requirements upon the development of land or buildings. Instead the purpose is to ensure that those provisions that applied throughout the area prior to the introduction of the Regulations, namely the need for development approval for demolition, new dwellings and additions to dwellings, and the need to comply with Council's Local Planning Policy – Streetscape, continue to apply. The only new element to the proposed Scheme Amendment is the ability for Conservation Notices to be served to owners of 'original dwellings' who do not maintain their properties.

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Received: 11 Dec 2018

The 'Residential Character Special Control Area' proposed by Amendment No. 73 affects 'Residential' zoned land within the Raphael, Victoria Park, Shepperton and East Victoria Park Precincts under Town Planning Scheme No.1. The 'Statement of Intent' and objectives outlined for the 'Residential Zone' in the Precinct Plans for all of these Precincts contain objectives seeking the retention of existing housing stock, particularly dwellings of traditional character and design, and to ensure that any redevelopment that occurs is consistent with the existing style, character and scale of dwellings.

The designation of the Residential Character Study Area as a Special Control area will not have any further implications for land outside of the Special Control Area.

In view of the above, the Council at its meeting held on 13 September 2016 resolved the following:

"*1. Council reaffirms its decision of 14 June 2016 to initiate Amendment No. 73 to the Town of Victoria Park Town Planning Scheme No. 1; and*

2. Council amends its resolution of 14 June 2016 to initiate Amendment No. 73 to the Town of Victoria Park Town Planning Scheme No. 1 by adding the following part to its resolution:

"5. Council considers Amendment No. 73 to the Town of Victoria Park Town Planning Scheme No. 1 to constitute a 'standard amendment' in accordance with Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:

(i) The amendment is consistent with the 'Statement of Intent' and objectives for the 'Residential' Zone contained within the Precincts Plans for the within the Raphael, Victoria Park, Shepperton and East Victoria Park Precincts under Town Planning Scheme No.1; and

(ii) The amendment will have minimal impact on land in the scheme area that is not the subject of the amendment." "

PLANNING AND DEVELOPMENT ACT 2005

TOWN OF VICTORIA PARK

TOWN OF VICTORIA PARK
Received: 11/06/2018

TOWN PLANNING SCHEME NO. 1 – AMENDMENT NO. 73

The Council of the Town of Victoria Park under and by virtue of the powers conferred upon it by the Planning and Development Act 2005, hereby amends the Town of Victoria Park Town Planning Scheme No. 1 to:

1. Amend Clause 25A. (1) of the Scheme Text by including the following additional type of Special Control Area:

   (c) Residential Character Areas shown on the Precinct Plans as RC with a number and included in Schedule E.

2. Insert in to 'Division 2 – Special Control Areas' of the Scheme Text the following Clause:

   25AC. RESIDENTIAL CHARACTER AREAS
   Schedule E describes the Residential Character Areas in more detail and sets out the purpose and particular requirements that may apply to the Residential Character Areas.

3. Amend "SCHEDULE E: SPECIAL CONTROL AREAS" contained in the Scheme Text to include a new Special Control Area – RC1 after DA1 incorporating the following text:

Area No	Land Description	Purpose and Particular Requirements
RC1	The whole of the area of land designated as RC1 on the Precinct Plans (known as the Residential Character Special Control Area).	(1) Definitions In this section – • 'Original dwelling' means a dwelling that has been identified as an original dwelling within a local planning policy adopted for the Residential Character Special Control Area; (2) Objectives The objectives for development and planning decision making within RC1 are: (a) To ensure the conservation and retention of 'original

			dwellings' within the Residential Character Special Control Area where they are considered to contribute to the character of the area.

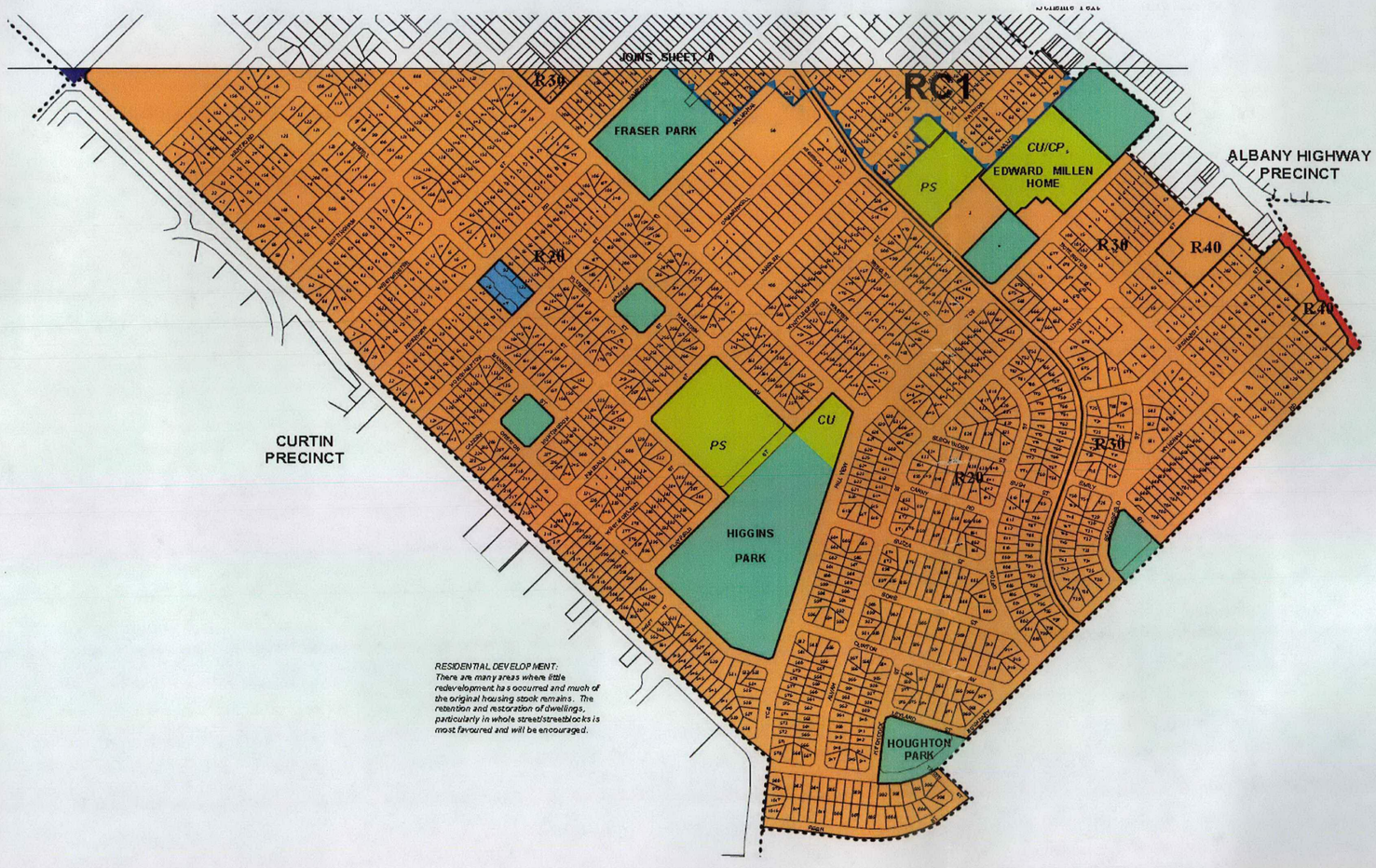
Town of Vincent
Received: 11/06/2018

4. Amend Precinct Plans P5, P6, P10 – Sheet A and P12 – Sheets A & B by including in the legend a heading "Land Use and Development Controls" and then underneath a black border and number RC1 within the boundaries of the border described as Residential Character Area subject to Division 2 and Schedule E of the Town Planning Scheme Text.

5. Amend Precinct Plans P5, P6, P10 – Sheet A and P12 – Sheets A & B by delineating the Residential Character Special Control Area using a black border and the number RC1 within the boundaries of the border.

D 18/36019

PROPOSED



RESIDENTIAL DEVELOPMENT:
There are many areas where little redevelopment has occurred and much of the original housing stock remains. The retention and restoration of dwellings, particularly in whole street/streetblocks is most favoured and will be encouraged.

LEGEND

Precinct Boundary

METROPOLITAN REGION SCHEME RESERVES

NOTE: The Western Australian Planning Commission care of the Ministry for Planning should be consulted for full information on the precise land requirements for all Metropolitan Region Scheme Reserves.

Primary Regional Roads

Other Regional Roads

TOWN OF VICTORIA PARK SCHEME RESERVES

Parks and Recreation

Public Purposes

PS Primary School

CU Civic Use

CU/CP Civic Use and Community Purpose

TOWN OF VICTORIA PARK SCHEME ZONES

Residential

Local Centre

NOTE:
R30 Residential Planning Code

LAND USE AND DEVELOPMENT CONTROLS

RC1 Residential Character Special Control Area - Subject to Division 3 and Schedule 7 of Town Planning Scheme Text

TOWN OF VICTORIA PARK
N PLANNING SCHEME No.1
VICTORIA PARK PRECINCT

P12
SHEET B

TOWN OF VICTORIA PA
Received: 11/06/201

PRECINCT PLAN P12
SHEET B

ADOPTION

Adopted by resolution of the Council of the Town of Victoria Park at the Ordinary Meeting of the Council held on the 14th day of June 2016.

MAYOR

CHIEF EXECUTIVE OFFICER

FINAL ADOPTION

Adopted for final approval by resolution of the Council of the Town of Victoria Park at the Ordinary Meeting of the Council held on the and the seal of the Municipality was pursuant to that resolution, hereunto affixed in the presence of :

MAYOR – DEPUTY

CHIEF EXECUTIVE OFFICER

RECOMMENDED FOR FINAL APPROVAL

Delegated under s.16 of PD Act 2005

Date

FINAL APPROVAL GRANTED

MINISTER FOR PLANNING

Date

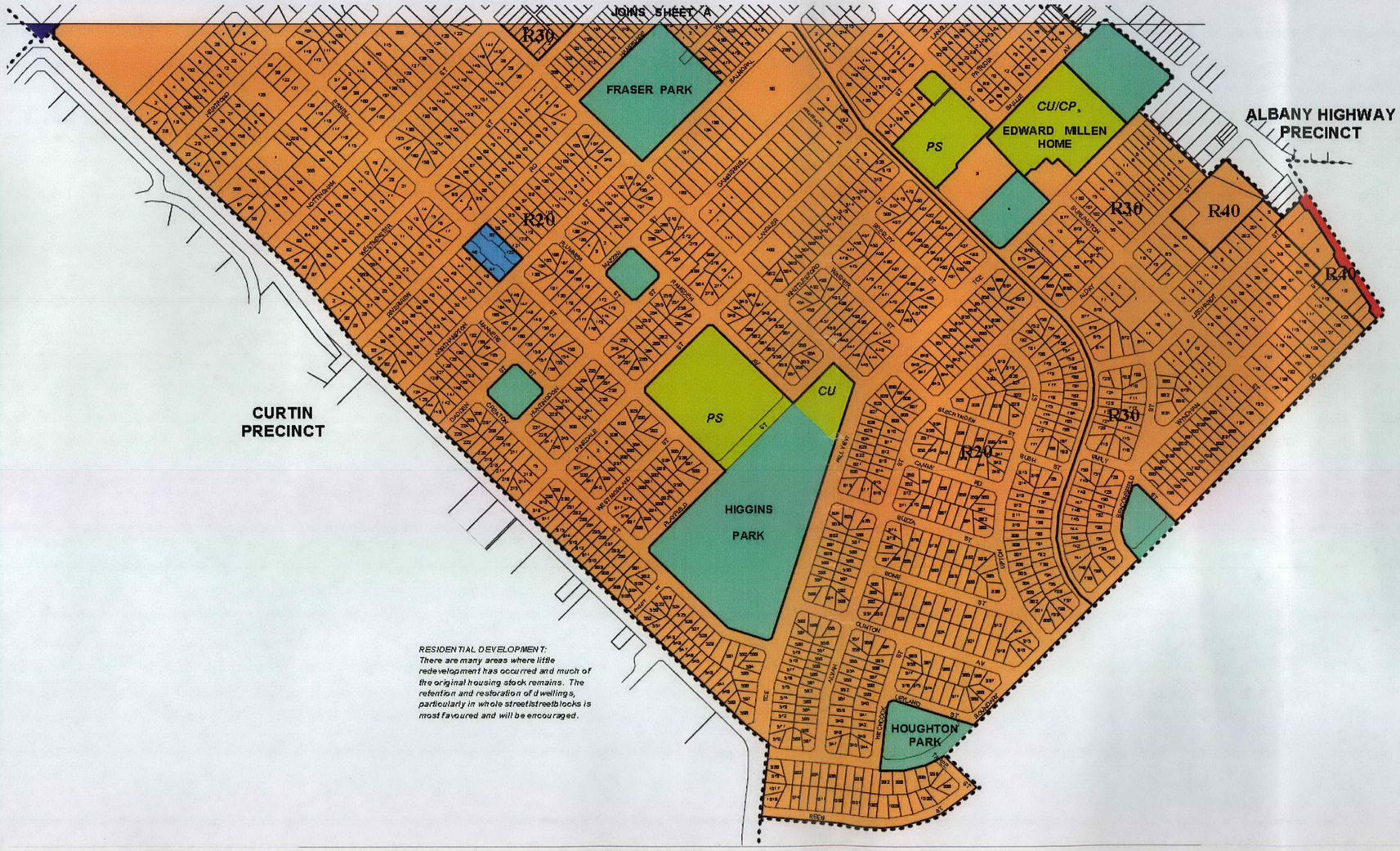
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TOWN OF VICTORIA PARK
TOWN PLANNING SCHEME No.1
EAST VICTORIA PARK PRECINCT

P12
SHEET B

TOWN OF VICTORIA PARK
Received: 11/06/2018

PRECINCT PLAN P12
SHEET B



LEGEND

Precinct Boundary

METROPOLITAN REGION SCHEME RESERVES

NOTE: The Western Australian Planning Commission care of the Ministry for Planning should be consulted for full information on the precise land requirements for all Metropolitan Region Scheme Reserves.

Primary Regional Roads

Other Regional Roads

TOWN OF VICTORIA PARK SCHEME RESERVES

Parks and Recreation

Public Purposes

PS Primary School

CU Civic Use

CU/CP Civic Use and Community Purpose

TOWN OF VICTORIA PARK SCHEME ZONES

Residential

Local Centre

NOTE:

R30 Residential Planning Code

PROPOSED

NORTH
SCALE 1 : 5,000

RESIDENTIAL AMENITY:
Commercial development in Albany Highway shall not adversely impact upon the residential amenity of adjacent land.

RESIDENTIAL DEVELOPMENT:
There are many areas where little redevelopment has occurred and much of the original housing stock remains. The retention and restoration of dwellings, particularly in whole streets or street blocks is most favoured and will be encouraged.

RAPHAEL PRECINCT

ALBANY HIGHWAY PRECINCT

R60

R40

NO MULTIPLE DWELLINGS

RC1

R30

HEIGHT LIMIT:
Development in the R40 area adjacent to the Park Centre is limited to a height of 2 storeys.

CU

SOUTH KENSINGTON SCHOOL
E

KENT STREET HIGH SCHOOL
HS

HAROLD ROSSITER PARK

BUSHLAND:
Maintain remnants of bushland in this area.

SPECIAL CHARACTER:
Development in this vicinity is characterised by small cottages on small lots. This development pattern and housing character should be maintained. Retention of existing houses is strongly encouraged.

JOINS SHEET B

LEGEND

Precinct Boundary

METROPOLITAN REGION SCHEME RESERVES

NOTE: The Western Australian Planning Commission care of the Ministry for Planning should be consulted for full information on the precise land requirements for all Metropolitan Region Scheme Reserves.

- Other Regional Roads
- Public Purposes
- HS — High School

TOWN OF VICTORIA PARK SCHEME RESERVES

- Parks and Recreation
- Public Purposes
- CU — Civic Use

TOWN OF VICTORIA PARK SCHEME ZONES

- Residential
- Local Centre
- Special Use
- E — Educational Facilities
- PCP — Private Carparking
- CP/D — Carparking / Drainage

NOTE:
R30 — Residential Planning Code

LAND USE AND DEVELOPMENT CONTROLS

RC1 — Residential Character Special Control Area - Subject to Division 3 and Schedule 7 of Town Planning Scheme Text

TOWN OF VICTORIA PARK
TOWN PLANNING SCHEME No.1
EAST VICTORIA PARK PRECINCT

TOWN OF VICTORIA PA
Received: 11/06/201

P12 SHEET A

PRECINCT PLAN P12
SHEET A

ADOPTION
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MAYOR

CHIEF EXECUTIVE OFFICER

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MAYOR - DEPUTY

CHIEF EXECUTIVE OFFICER

RECOMMENDED FOR FINAL APPROVAL

Delegated under s.16 of PD Act 2005

Date

FINAL APPROVAL GRANTED

MINISTER FOR PLANNING

Date

CURRENT

NORTH
SCALE 1 : 5,000

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Commercial development in Albany highway shall not adversely impact upon the residential amenity of adjacent land.

RAPHAEL PRECINCT

R60

R40

R30

NO MULTIPLE DWELLINGS

RESIDENTIAL DEVELOPMENT:
There are many areas where little redevelopment has occurred and much of the original housing stock remains. The retention and restoration of dwellings, particularly in whole streets and blocks is most favoured and will be encouraged.

ALBANY HIGHWAY PRECINCT

HEIGHT LIMIT:
Development in the R60 area adjacent to the Park Centre is limited to a height of 2 storeys.

KENT STREET HIGH SCHOOL
HS

CU

SOUTH KENSINGTON SCHOOL
E

HAROLD ROSSITER PARK

SPECIAL CHARACTER
Development in this vicinity is characterised by small cottages on small lots. This development pattern and housing character should be maintained. Retention of existing houses is strongly encouraged.

BUSHLAND:
Maintain remnants of bushland in this area.

JOINS SHEET B

LEGEND

Precinct Boundary

METROPOLITAN REGION SCHEME RESERVES

NOTE: The Western Australian Planning Commission care of the Ministry for Planning should be consulted for full information on the precise land requirements for all Metropolitan Region Scheme Reserves.

- Other Regional Roads
- Public Purposes
- HS — High School

TOWN OF VICTORIA PARK SCHEME RESERVES

- Parks and Recreation
- Public Purposes
- CU — Civic Use

TOWN OF VICTORIA PARK SCHEME ZONES

- Residential
- Local Centre
- Special Use
- E — Educational Facilities
- PCP — Private Carparking
- CP/D — Carparking / Drainage

NOTE:
R30 — Residential Planning Code

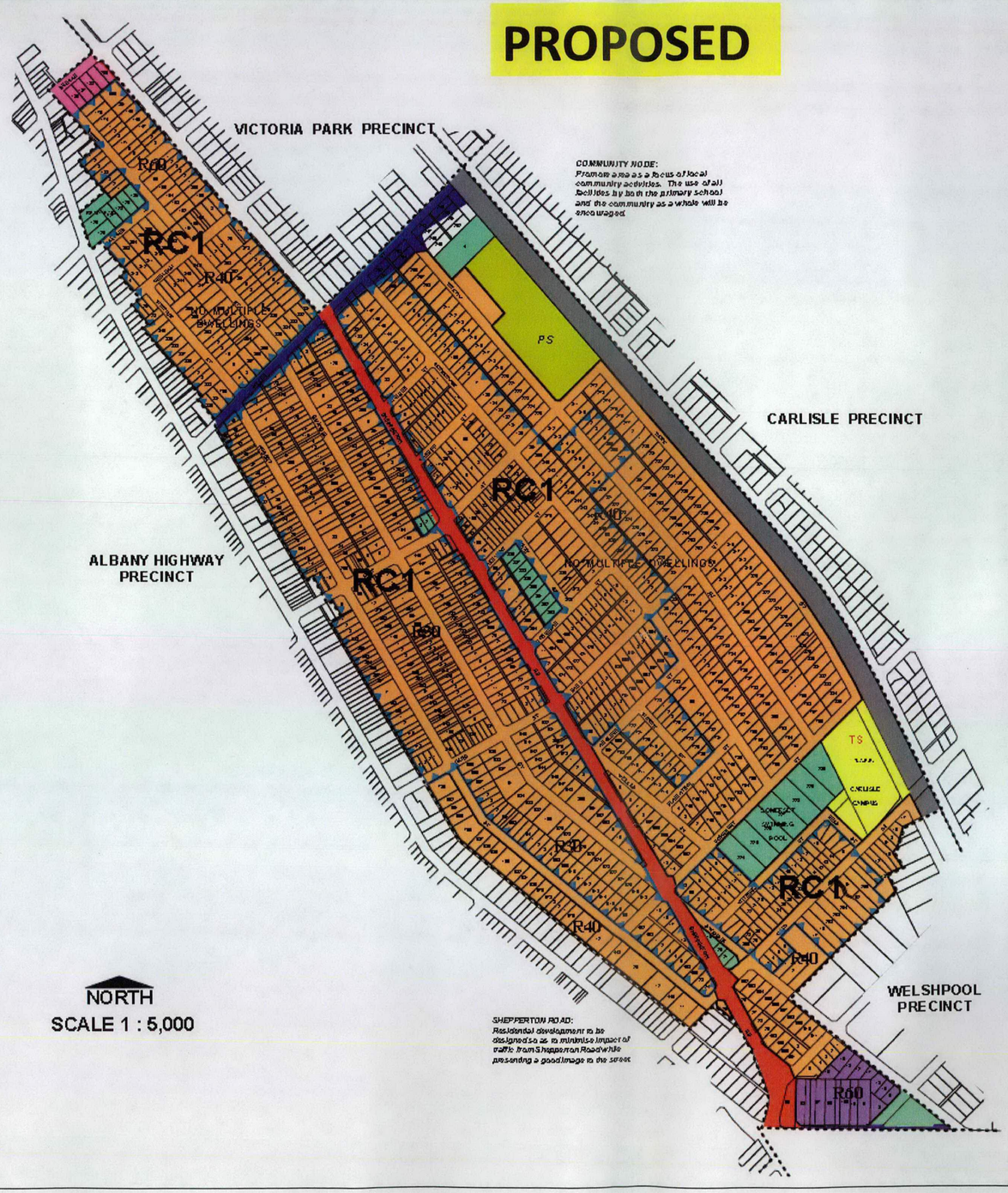
TOWN OF VICTORIA PARK
TOWN PLANNING SCHEME No.1
EAST VICTORIA PARK PRECINCT

TOWN OF VICTORIA PARK
Received: 11/06/2013

P12
SHEET A

PRECINCT PLAN P12
SHEET A

PROPOSED



LEGEND

Precinct Boundary

METROPOLITAN REGION SCHEME RESERVES

NOTE: The Western Australian Planning Commission care of the Ministry for Planning should be consulted for full information on the precise land requirements for all Metropolitan Region Scheme Reserves.

- Primary Regional Roads
- Other Regional Roads
- Public Purposes
- TS Technical School
- Railways

TOWN OF VICTORIA PARK SCHEME RESERVES

- Parks and Recreation
- Public Purposes
- PS Primary School

TOWN OF VICTORIA PARK SCHEME ZONES

- Residential
- Office/Residential
- Special Use

NOTE:

- R30 Residential Planning Code

LAND USE AND DEVELOPMENT CONTROLS

- RC1 Residential Character Special Control Area - Subject to Division 3 and Schedule 7 of Town Planning Scheme Text

TOWN OF VICTORIA PARK
TOWN PLANNING SCHEME No.1
SHEPPERTON PRECINCT

TOWN OF VICTORIA PAR
Received: 11/06/2018

P10
SHEET A

PRECINCT PLAN P10
SHEET A

ADOPTION

Adopted by resolution of the Council of the Town of Victoria Park at the Ordinary Meeting of the Council held on the 14th day of June 2016.

MAYOR

CHIEF EXECUTIVE OFFICER

FINAL ADOPTION

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MAYOR - DEPUTY

CHIEF EXECUTIVE OFFICER

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Delegated under s.16 of PD Act 2005

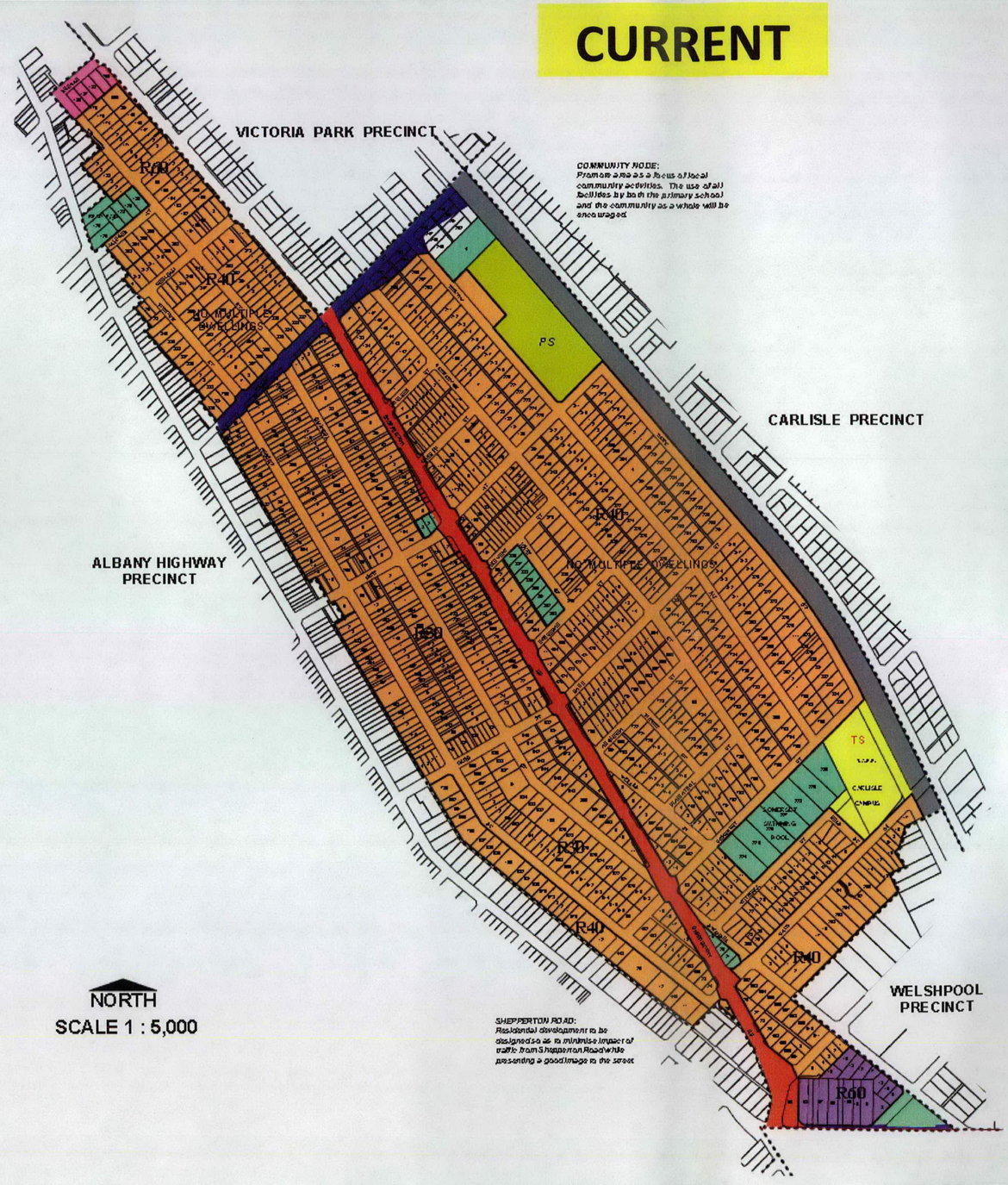
Date

FINAL APPROVAL GRANTED

MINISTER FOR PLANNING

Date

CURRENT



LEGEND

Precinct Boundary

METROPOLITAN REGION SCHEME RESERVES

NOTE: The Western Australian Planning Commission care of the Ministry for Planning should be consulted for full information on the precise land requirements for all Metropolitan Region Scheme Reserves.

- Primary Regional Roads
- Other Regional Roads
- Public Purposes
- TS Technical School
- Railways

TOWN OF VICTORIA PARK SCHEME RESERVES

- Parks and Recreation
- Public Purposes
- PS Primary School

TOWN OF VICTORIA PARK SCHEME ZONES

- Residential
- Office/Residential
- Special Use

NOTE:

R30 Residential Planning Code

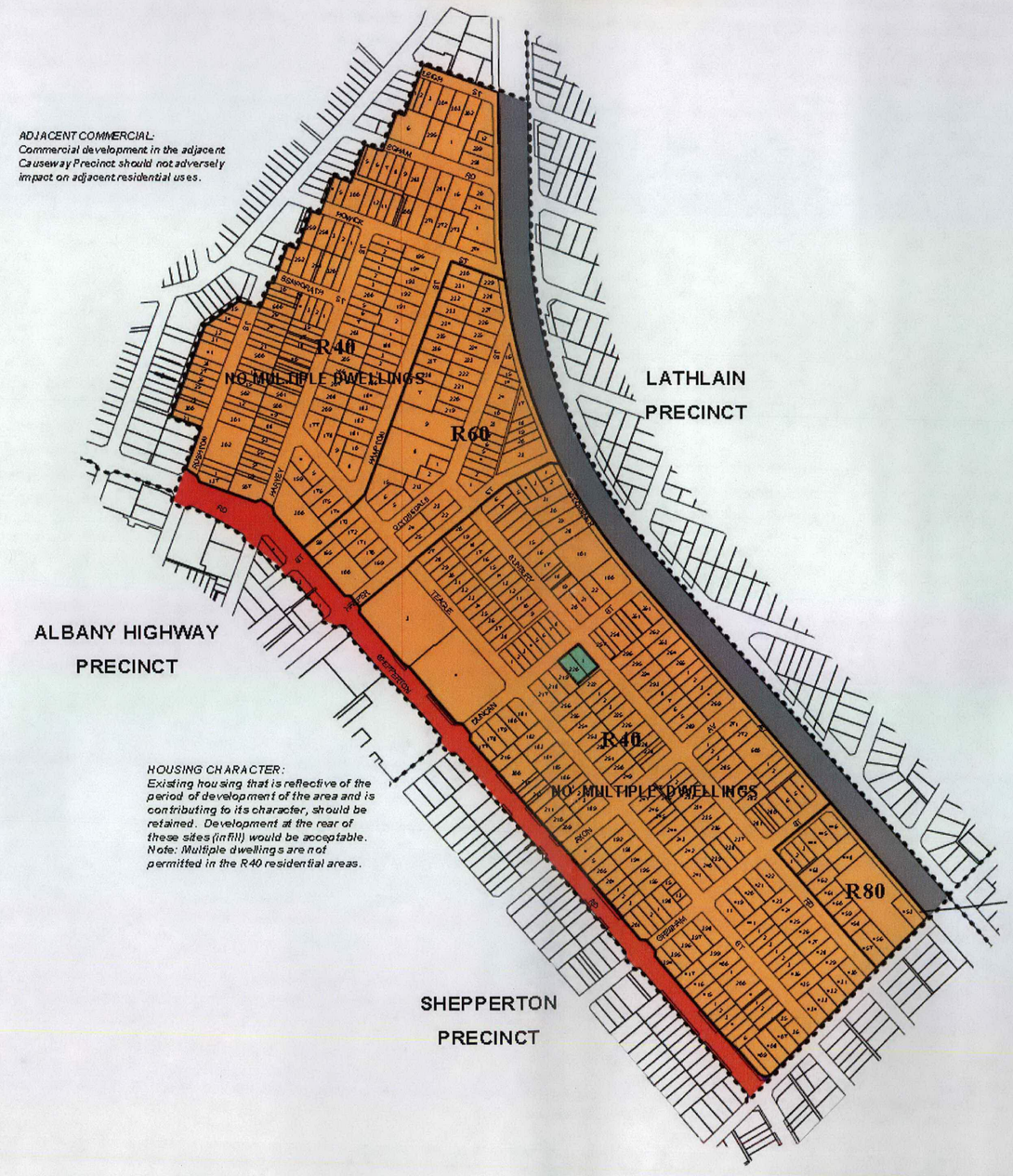
TOWN OF VICTORIA PARK
TOWN PLANNING SCHEME No.1
SHEPPERTON PRECINCT

TOWN OF VICTORIA PARK
Received: 11/06/2018

P10
SHEET A

PRECINCT PLAN P10
SHEET A

CURRENT



LEGEND

Precinct Boundary

METROPOLITAN REGION SCHEME RESERVES

NOTE: The Western Australian Planning Commission care of the Ministry for Planning should be consulted for full information on the precise land requirements for all Metropolitan Region Scheme Reserves.

- Primary Regional Roads
- Other Regional Roads
- Railways

TOWN OF VICTORIA PARK SCHEME RESERVES

- Parks and Recreation

TOWN OF VICTORIA PARK SCHEME ZONES

- Residential

NOTE:

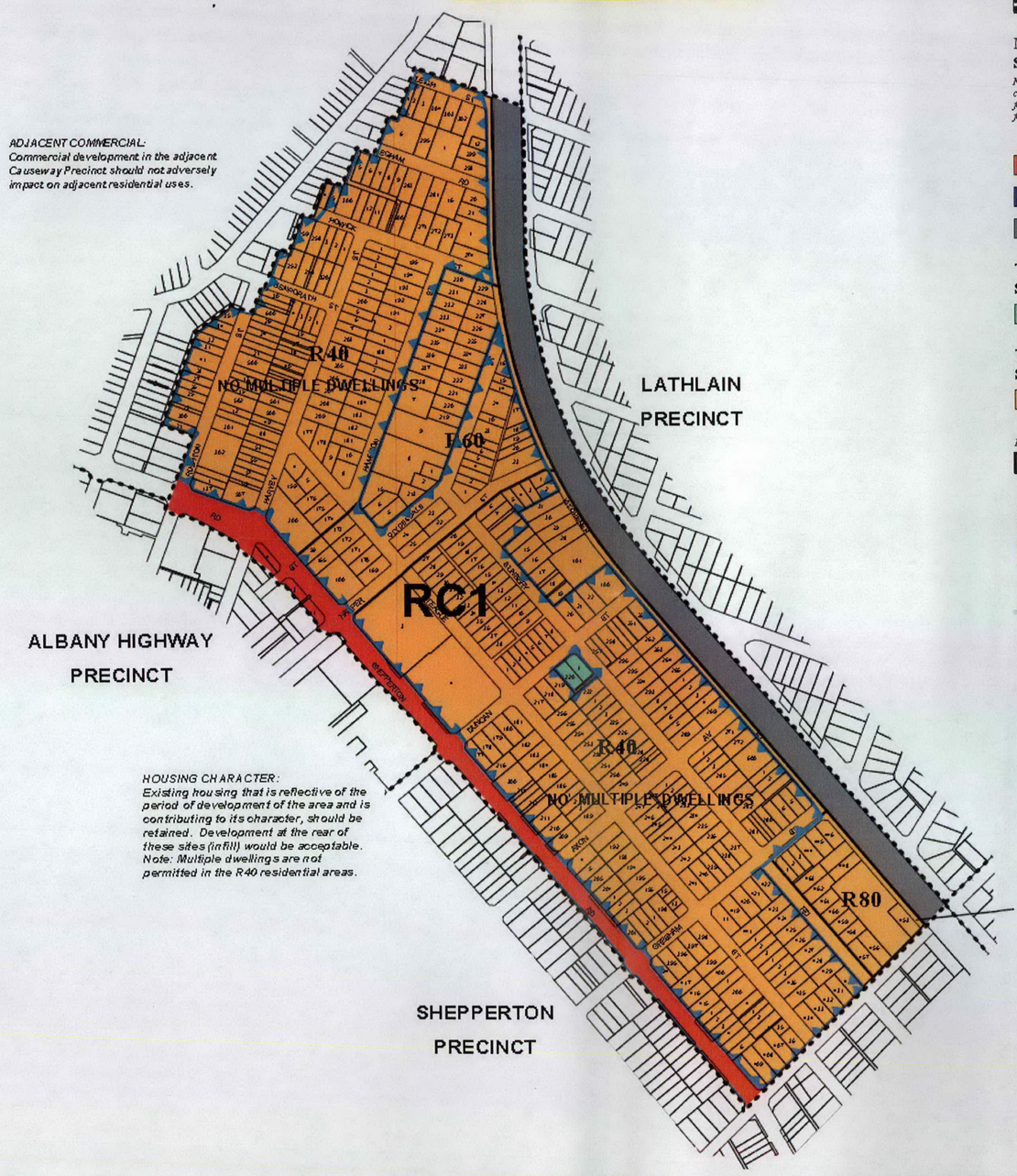
R40 Residential Planning Code

TOWN OF VICTORIA PARK
TOWN PLANNING SCHEME No.1
VICTORIA PARK PRECINCT
P6

TOWN OF VICTORIA PARK
Received: 11/06/2018

PRECINCT PLAN P6

PROPOSED



LEGEND

Precinct Boundary

METROPOLITAN REGION SCHEME RESERVES

NOTE: The Western Australian Planning Commission care of the Ministry for Planning should be consulted for full information on the precise land requirements for all Metropolitan Region Scheme Reserves.

- Primary Regional Roads
- Other Regional Roads
- Railways

TOWN OF VICTORIA PARK SCHEME RESERVES

- Parks and Recreation

TOWN OF VICTORIA PARK SCHEME ZONES

- Residential

NOTE:

R40 Residential Planning Code

LAND USE AND DEVELOPMENT CONTROLS

RC1 Residential Character Special Control Area - Subject to Division 3 and Schedule 7 of Town Planning Scheme Text

TOWN OF VICTORIA PARK
TOWN PLANNING SCHEME No.1
VICTORIA PARK PRECINCT

P6

TOWN OF VICTORIA PARK
Received: 11/06/2018

PRECINCT PLAN P6

ADOPTION

Adopted by resolution of the Council of the Town of Victoria Park at the Ordinary Meeting of the Council held on the 14th day of June 2016.

MAYOR

CHIEF EXECUTIVE OFFICER

FINAL ADOPTION

Adopted for final approval by resolution of the Council of the Town of Victoria Park at the Ordinary Meeting of the Council held on the and the seal of the Municipality was pursuant to that resolution, hereunto affixed in the presence of:

MAYOR

CHIEF EXECUTIVE OFFICER

RECOMMENDED FOR FINAL APPROVAL

Delegated under s.16 of PD Act 2005

Date

FINAL APPROVAL GRANTED

MINISTER FOR PLANNING

Date

PROPOSED

TOWN OF VICTORIA PARK
TOWN PLANNING SCHEME No.1
RAPHAEL PRECINCT

TOWN OF VICTORIA PARK
Received: 11/06/2018

P5

PRECINCT PLAN P5

LEGEND

Precinct Boundary

TOWN OF VICTORIA PARK SCHEME RESERVES

Parks and Recreation

Public Purposes

PS Primary School

TOWN OF VICTORIA PARK SCHEME ZONES

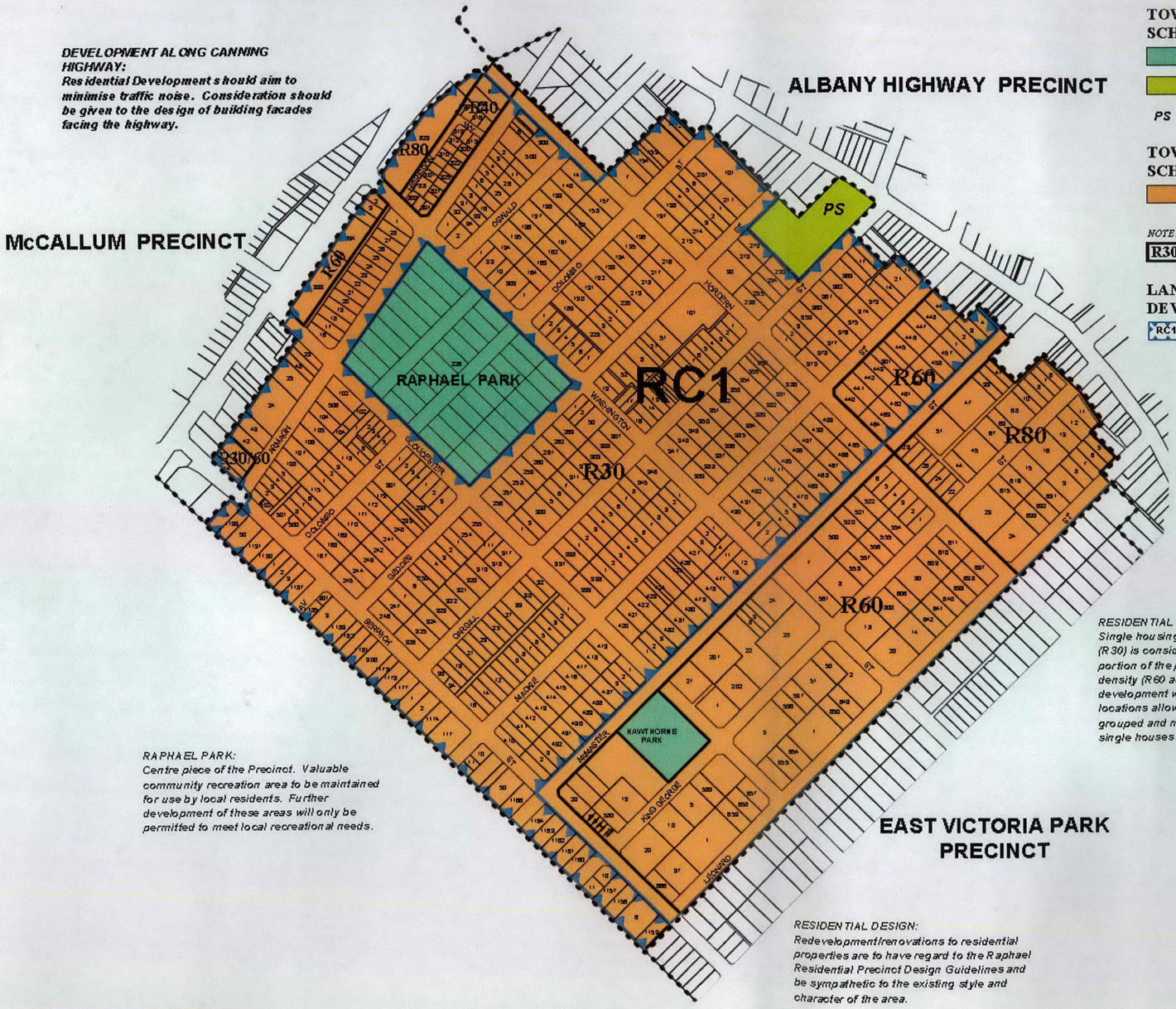
Residential

NOTE:

R30 Residential Planning Code

LAND USE AND DEVELOPMENT CONTROLS

RC1 Residential Character Special Control Area - Subject to Division 3 and Schedule 7 of Town Planning Scheme Text



DEVELOPMENT ALONG CANNING HIGHWAY:
Residential Development should aim to minimise traffic noise. Consideration should be given to the design of building facades facing the highway.

RAPHAEL PARK:
Centre piece of the Precinct. Valuable community recreation area to be maintained for use by local residents. Further development of these areas will only be permitted to meet local recreational needs.

RESIDENTIAL DENSITY:
Single housing with some infill development (R30) is considered appropriate for a large portion of the precinct. Medium to high density (R60 and R80) residential development will be permitted in selected locations allowing for the development of grouped and multiple dwellings in addition to single houses.

RESIDENTIAL DESIGN:
Redevelopment/renovations to residential properties are to have regard to the Raphael Residential Precinct Design Guidelines and be sympathetic to the existing style and character of the area.

ADOPTION

Adopted by resolution of the Council of the Town of Victoria Park at the Ordinary Meeting of the Council held on the 14th day of June 2016.

MAYOR

CHIEF EXECUTIVE OFFICER

FINAL ADOPTION

Adopted for final approval by resolution of the Council of the Town of Victoria Park at the Ordinary Meeting of the Council held on the and the seal of the Municipality was pursuant to that resolution, hereunto affixed in the presence of :

MAYOR -DEPUTY

CHIEF EXECUTIVE OFFICER

RECOMMENDED FOR FINAL APPROVAL

Delegated under s.16 of PD Act 2005

Date

FINAL APPROVAL GRANTED

MINISTER FOR PLANNING

Date

CURRENT

TOWN OF VICTORIA PARK
TOWN PLANNING SCHEME No.1
RAPHAEL PRECINCT
P5

TOWN OF VICTORIA PARK
Received: 14/06/2013

PRECINCT PLAN P5

LEGEND

Precinct Boundary

TOWN OF VICTORIA PARK SCHEME RESERVES

- Parks and Recreation
- Public Purposes
- PS — Primary School

TOWN OF VICTORIA PARK SCHEME ZONES

- Residential

NOTE:

- R30 — Residential Planning Code

DEVELOPMENT ALONG CANNING HIGHWAY:
Residential Development should aim to minimise traffic noise. Consideration should be given to the design of building facades facing the highway.

ALBANY HIGHWAY PRECINCT

McCALLUM PRECINCT

EAST VICTORIA PARK PRECINCT

RAPHAEL PARK

HAWTHORNE PARK

PS

R30

R80

R60

R30/60

RAPHAEL PARK:
Centre piece of the Precinct. Valuable community recreation area to be maintained for use by local residents. Further development of these areas will only be permitted to meet local recreational needs.

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DC 3/36019

Adopted by resolution of the Council of the Town of Victoria Park at the Ordinary Meeting of the Council held on the 14th day of June 2018.

TOWN OF VICTORIA PARK
Received: 11/06/2018

MAYOR

CHIEF EXECUTIVE OFFICER

Adopted for final approval by resolution of the Town of Victoria Park at the Ordinary Meeting of Council held on the 12th day of September 20___ and the Seal of the Municipality was pursuant to that resolution hereunto affixed in the presence of:

MAYOR - DEPUTY

TOWN OF VICTORIA PARK
COMMON SEAL

CHIEF EXECUTIVE OFFICER

Recommended/Submitted

DELEGATED UNDER S.16 OF PD ACT 2005

Date: _____

Final Approval Granted

MINISTER FOR PLANNING

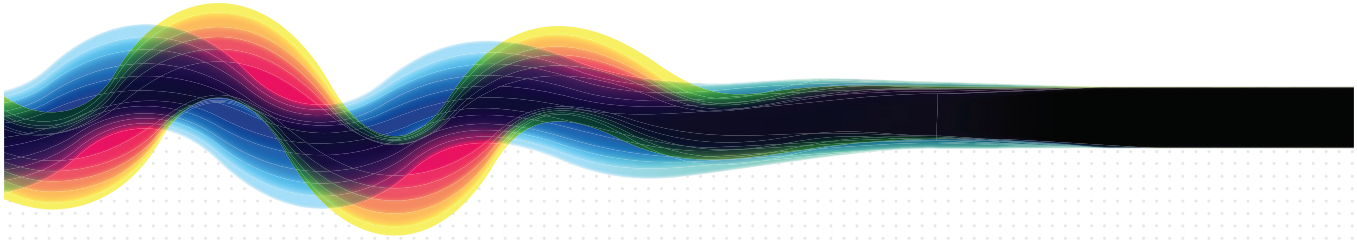
Date: _____


Original Proposed
LEGEND
Policy Area
Local Government Boundary
Public Open Space

Review of Residential Character Study Area and Local Planning Policy 25 'Streetscape'

Stage 4: Final Conclusions and Recommendations Report

November 2019 | 18-287



DRAFT

element.
the art and science of place

We acknowledge the custodians of this land, the Whadjuk (Perth region) Noongar and their Elders past, present and emerging. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

Document ID: Planning/PG 2018/18-287 Victoria Park, Residential Character Study/6 Draft Documents/1 Draft Report/Stage 4/Report/20191104 Victoria Park, Residential Character Study [DRAFT].indd

Issue	Date	Status	Prepared by	Approved by
1	04/11/2019	Draft	Alison Healey	

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Introduction

The recognition and protection of an area's local character and distinctiveness is becoming an increasingly important part of the planning agenda. In areas such as the Town of Victoria Park (the Town)'s Residential Character Study Area (RCSA) whose residential character could be described as largely mixed with pockets of intact streetscapes - yet with a sense of cohesion due to the number of 'Original dwellings' still present- the recognition of character in the statutory planning realm can be seen by some as inconsequential. Certain building types can be seen as an impediment to contemporary (re)development. It is, however, areas such as these that create a sense of place among the community and a tangible reminder of their history and heritage.

Planning plays an important role in maintaining urban and environmental amenity. In the case of Victoria Park's RCSA, previous studies and recent community sentiment have confirmed that the presence of original dwellings contributes positively to the character, and therefore amenity, of the area.

This report has been prepared by **element** for the Town of Victoria Park as an independent review of the RCSA and Local Planning Policy 25 (LPP 25) 'Streetscape'. It examines community awareness and aspirations with respect to the contribution of original dwellings to the streetscape character and the extent and type of development controls that should continue to be applied to development within the RCSA; an area with over 5,000 dwellings. The review is also informed by Officer insight into the day-to-day administration of LPP 25 and an appreciation of best practice planning for character retention. The report then recommends a series of measures that can respond to the values of the community.

Project Milestones

The project milestones relevant to the project are summarised below:

- **February 2017:** The town sought comment on Scheme Amendment No. 73, with strong opinions being expressed.
- **September 2017:** Council resolved to adopt a modified version of Amendment 73 (refused by Minister May 2018) and seek expressions of interest for an independent review of the RCSA including community consultation.
- **May 2018:** Expressions of interest closed.
- **September 2018:** Council appointed element to undertake the independent review.
- **October 2018:** The Town undertook initial community consultation (Stage 1) to understand the community's awareness and aspirations with regard to Original dwellings and character in the area.
- **August 2019:** The Town sought comment on the Stage 2 Draft Recommendations Report (including summary posters).
- **November 2019:** Final conclusions and recommendations to be presented to Council.

Purpose and Scope of Works of Independent Review

The purpose of the independent review is to obtain a clear, broad level of understanding of the community's desires with respect to the retention and demolition of original dwellings and of the extent and type of development controls that should continue to be applied to development within the Residential Character Study Area. Our work aims to enhance the effectiveness and efficiency of the local planning framework in achieving character retention in line with community aspirations, whilst not stifling creatively innovative and sustainable development solutions.

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The scope of works includes the following key stages:

Stage 1: Community Awareness and Aspirations Consultation – a survey receiving over 350 submissions supported by a consultation outcomes summary report.

Stage 2: Draft Recommendations – a comprehensive report detailing review purpose, principles and process, project background, planning framework analysis, heritage and character discussion, insights and influences, rationale for change and draft recommendations.

Stage 3: Community Consultation on Draft Recommendations – feedback received has informed the final conclusions and recommendations.

Stage 4: Final Conclusions and Recommendations - this report, including draft planning instruments and tools prepared in a manner and form suitable for Council progression.

Review Principles

- Following the outcomes of Stage 1 community consultation, this review has adopted the following key principles:
- Encourage the retention of original dwellings;
- Conserve and enhance the established streetscape character;
- Recognise the area's mixed character;
- Be more user friendly - simpler to read, understand and navigate; and
- Change the way planning decisions are made - facilitate good design outcomes rather than impose 'deemed to comply' regulatory controls.

Review Process

This review has been guided by the project brief provided by the Town and adapted by the consultant team as follows:

1. **Look and listen** – review relevant background information including previous studies, outcomes of Amendment 73, and consult the community regarding their awareness and aspirations for the RCSA's existing and future character;
2. **Change over time** – evaluate those elements of physical and social change and shift in planning focus;
3. **Officer insight** – spend time to listen to the day-to-day administration of LPP 25 and discuss key elements of character;
4. **Statutory framework** – research existing local controls and State regulatory frameworks to understand the planning mechanisms and tools available for use;
5. **Recommendations** – develop recommendations based on sound planning principles; and
6. **Reflect** – consider the implication and potential consequences for recommended changes to the existing planning framework.

Background

Residential Character Study 2003 (Hocking Planning & Architecture)

The RCSA was first introduced following a Study undertaken in 2003. The Study recommended that the Town "give priority to, and actively encourage, the retention and conservation of residential character for the longer term benefit of the community and the owners of properties." It identified that the 'original dwellings' located within the older established areas of the Town (located generally between Berwick Street and the railway line) contribute to a unique, identifiable 'streetscape character' that should be protected and maintained.

The Study defined an 'original dwelling' as an existing dwelling on a site, generally constructed prior to 1945:

> *the first dwelling to be constructed on the site that's considered to make a positive contribution to the streetscape due to its period of construction, architectural style and inherent character.*

The elements that collectively form the area's character, as set out in the 2003 Study, continue to apply today. This review focuses on how those elements can be retained in light of community aspirations, contemporary development standards and changes to the regulatory frameworks that govern development in the area.

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Residential Character Study Review 2010 (Town of Victoria Park)

The Town undertook a review of the RCSA in 2010 in response to conflicts arising between the current residential densities and Council's intention to retain original dwellings. The 2010 review focused on selecting appropriate split residential densities to ensure development potential is not lost when compared to demolishing original dwellings. This work, including proposed split density codings, encouraging retention of existing dwellings and infill development at the rear, was then incorporated into the Town's draft Local Planning Scheme No. 2, which was forwarded to the WAPC for consent to advertise. For various reasons, draft LPS No. 2 did not proceed.

Amendment 73 to Town of Victoria Park Town Planning Scheme No. 1

The original intent of Amendment 73 was to re-instate the requirement for development approval that existed prior to October 2015 (refer below for detail), through the designation of the RCSA as a 'Special Control Area' (SCA).

During the referral period of Amendment 73, the State Heritage Office provided the following advice that is considered important to this review:

a) *State Planning Policy 3.5, Historic Heritage Conservation (SPP 3.5) details the importance of distinguishing between heritage areas and urban character areas. It explains that heritage is retained through conservation and preservation of identified heritage places, while character may be maintained through replication of design and landscape elements.*

b) *Where a place has been identified as having heritage value, the WA planning framework allows for it to be subject to additional controls to support retention and conservation. Heritage values are associated with the fabric of a place and cannot be replicated by new development.*

c) *Elements that contribute to an area's character simply through their form and design may be replaced by new development, which has the potential to make similar or greater contribution to the character of an area by following design guidelines and related policies.*

d) *The scheme amendment proposes to designate the Residential Character Study Area as a Special Control Area, which will result in the need for approval to demolish 'original dwellings'.*

e) *Given the intention to retain these 'original dwellings' we would suggest that they are places of heritage significance, and should be managed through the declaration of a heritage area under the local planning scheme.*

f) *Heritage areas should be designated on the basis of a clear statement of significance and are likely to be rare in any given location. However, the extent and concentration of 'original' dwellings suggests that there are a number of potential heritage areas within the Town, some of substantial size.*

g) *The research, consultation and drafting required to adopt a heritage area and associated local planning policy may take some time, and may be a medium – to long-term objective of the Town.*

h) *Whilst the use of a special control area is not the preferred approach, we recognise that it could provide some benefits in retaining significant fabric that, with further assessment, may be identified as forming a heritage area. We therefore have no objection to this proposal.*

i) *Noting the difficulties experienced in similar situations in determining which buildings contribute to the significance of a 'character' area, the Town may wish to review its definition of 'original' to ensure that it provides sufficient clarity and direction to support the Council's intended outcomes.*

Amendment 73 attracted 69 public submissions from over 5,000 letters delivered to residents (note: Stage 1 consultation of this review attracted over 350 public submissions). Community feedback on Amendment 73 can be summarised as follows:

a) *Property owners and residents do not want to feel dictated to by the Council or have their perceived freedoms/rights reduced or curtailed;*

b) *A majority of those who made submissions feel restrictions on the ability to demolish is an onerous, 'big brother' approach that unreasonably impinges upon their property rights;*

c) *The proposed ability of the Council to serve Conservation Notices is a draconian, heavy-handed measure and one that unfairly considers property owners who may be in poor financial circumstances;*

d) *A large number of objectors felt that the mandated retention of original timber weatherboard dwellings is unreasonable as they believe they are of poor structural quality, poor environmental performance and were built as inexpensive worker and post-war accommodation rather than permanent, high quality (e.g. brick and tile) residential homes;*

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e) *The Local Planning Policy – Streetscape is in need of significant review and further efforts should be made to incentivise and promote environmentally sustainable design and innovative, contemporary architecture;*

f) *The Town's planning department does not encourage design innovation and is overly restrictive and narrowly focused in its application of the Local Planning Policy – Streetscape;*

g) *Any new or revised planning controls via a Scheme Amendment or Local Planning Policies should be crafted and designed with the input and feedback of community members before being progressed by Council; and*

h) *The Council should consider an independent review of its current planning policy framework and design controls, that focuses on best practice solutions and looks beyond a 'business as usual' approach or maintaining the status quo.*

Council, in finally adopting Amendment 73, modified its provisions to include only definitions and objectives for the SCA, deferring more detail to an independent review of the RCSA and LPP 25 (refer below). Amendment 73 was subsequently refused by the Minister for Planning in May 2018 on the basis that:

a) *The amendment does not include any planning controls to implement the objectives proposed to be inserted;*

b) *Local planning policies are considered the appropriate planning mechanism to control streetscape design to protect local character; and*

c) *The Regulations provide appropriate heritage controls.*

This review acknowledges the intent behind both the Council's and Minister's decisions on Amendment 73, as well as the submissions received from residents and referral agencies.

Council Direction

At its Ordinary Meeting on 12 September 2017, Council resolved to:

"Review and provide a list of recommendations to the Council to amend Town Planning Scheme No. 1 and/or amend Local Planning Policy 25 'Streetscape', having regard to the outcomes of the community engagement process, and arriving at a recommended series of statutory and/or policy framework measures that:

a) *Is aligned with the values of the community and the Council;*

b) *Can be easily understand by the community;*

c) *Is relatively simple to administer; and*

d) *Minimises the need to impose additional levels of regulation contrary to the intent of the Planning and Development (Local Planning Schemes) Regulations 2015".*

This independent review responds to the above Council directive.

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Planning Framework Context

Planning and Development (Local Planning Schemes) Regulations 2015: Deemed Provisions

The *Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations)* contain Deemed Provisions 'read in' to all local planning schemes, meaning their provisions automatically apply and prevail over any inconsistency with a local planning scheme.

Upon their gazettal in October 2015, the Deemed Provisions exempt certain types of 'works' (and uses) from the need to obtain development approval from the local government, including the demolition and the erection of single dwellings where a proposal complies with the Residential Design Codes (R-Codes) or any adopted local planning policy that replaces provisions of the R-Codes. That exemption does not, however, extend to dwellings or areas with heritage value or located within a special control area that states otherwise.

This review considers what planning tools and mechanisms are available to implement the recommendations at a local regulatory level as well as the implications of their use.

In particular it should be noted that the Regulations mandate the preparation of a statutory Heritage List to be protected under the provisions of a local planning scheme and offer the ability for Heritage Areas to be identified and predicted in the same manner (refer below).

Town of Victoria Park Local Planning Scheme No. 1

TPS 1 is the overarching statutory planning framework controlling land use and development within the Town of Victoria Park. It is supported by a number of local planning policies, including LPP 25 'Streetscape'. Provisions contained within TPS 1, where not inconsistent with the Deemed Provisions, have statutory effect and those contained within local planning policies, given 'due regard'. The RCSA is not identified under the TPS 1 Text or Maps and is instead identified within LPP 25.

This Review considers how TPS 1 could be amended to achieve the intent of character retention from a statutory perspective, while deferring character interpretation and encouragement to retain original dwellings to local planning policy.

Local Planning Policy 25 'Streetscape'

LPP 25 was first adopted by Council in 2003. LPP 25 focuses on the built form of new dwellings and additions and seeks to ensure new works are in keeping with the streetscape character of the area. The policy outlines a number of precincts, defined by a particular residential character. Different controls are then given to the different precincts (coloured pages) as well as general controls to the whole of the policy area (white pages).

State Planning Policies No. 3.1 Residential Design Codes and No. 7 Design of the Built Environment

The Residential Design Codes (R-Codes) apply to all residential development within the Town. The Deemed Provisions state that a single dwelling is exempt from requiring development approval if it satisfies the deemed-to-comply requirements of the R-Codes or any local planning framework that amends or replaces the deemed-to-comply requirements. LPP 25 contains matters that amend deemed-to-comply requirements of the R-Codes as well as addressing other matters not covered by the R-Codes. This notwithstanding, the Deemed Provisions stipulate a decision maker must give due regard to any local planning policy when determining an application for development approval.

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The State Government has recently released State Planning Policy 7 'Design of the Built Environment' which applies to the whole built environment through detailing 10 principles of good design. Part 5 of the R-Codes (single, grouped and multiple dwellings in areas coded less than R40) is set to be replaced by Volume 1 of SPP 7.3 Residential Design Codes in the near future. This review should be re-evaluated following the release of SPP 7.3 Volume 1.

State Planning Policy 3.5 Historic Heritage Conservation

SPP 3.5 seeks to guide the conservation of places and areas of historic heritage significance and ensure that development does not adversely affect the significance of those places. It sets out how and why heritage significance at both the State and local levels is given due weight in planning decision-making and provides a level of certainty to landowners and the community about the planning processes for heritage identification, conservation and protection. This review puts the qualities of heritage value and protection into perspective for the future of the RCSA.

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Heritage and Character

Heritage in WA

The Heritage of Western Australia Act 1990 requires each local government to identify buildings of cultural heritage significance in its district through a Municipal Heritage Inventory (MHI) (soon to be termed Local Heritage Surveys under the new Heritage Act, 2018). An MHI is an information source (a list) of places of local heritage value, grouped into management category classifications, however inclusion on the MHI has no statutory implications/protection requirements. For a local government to have statutory authority and the ability to influence or manage the development of a heritage place, the property needs to be included in the 'Heritage List', which sits under the local planning scheme. There is a general presumption against the demolition of places on a Heritage List therefore it is expected that new work will incorporate and integrate sensitively with, and adjacent to, heritage listed buildings.

The Town does not currently have a Heritage List adopted under TPS 1 and as such no statutory protection is afforded to dwellings within the study area from a heritage perspective.

Difference in Terminology

As noted in State Planning Policy 3.5 Historic Heritage Conservation it is important to distinguish between 'historic heritage significance' and 'urban character'. Areas of 'historic heritage significance' are select areas with special qualities embodied in the built form, will generally be quite rare within a locality and will have some form of underlying aesthetic, social, scientific or historic cultural heritage value. The retention (i.e. prohibition of demolition) of contributory buildings is important to protect areas of historic heritage significance.

Urban character can essentially be identified by the built form and age of an area and its relationship with the surrounding streetscape, open space, land use and activity. Different combinations of these factors help create local distinctiveness and character.

Overview of Difference in Statutory Application

It is widely accepted that places assessed as being of cultural heritage value are given 'protection' under the statutory framework where development must manage the cultural heritage value of the place. Character on the other hand is best 'protected' through the local planning policy framework, where details surrounding built form can be guided for a specific area. This has been recognised by the decision of the Minister for Planning on Amendment 73.

Generally speaking, a heritage assessment or review of the Municipal Heritage Inventory may look at prioritising the more highly intact or landmark buildings for inclusion on the Town's Heritage List.

Relevance to this Review

Some feedback received by the Town on Amendment 73 suggested the quality of original dwellings in the locality is poor and not same as other localities where higher quality character and heritage homes exit (e.g. Subiaco) and therefore should not be retained. However, local community responses as part of Stage 1 of this Review indicate the streetscape character is seen to play an important role in telling the story of the local area in which original dwellings were seen as integral, regardless of the uniqueness or relative quality of these dwellings within the wider Perth Metropolitan area. Incentives can be used to encourage owners to retain and conserve original dwellings, and therefore help improve their perceived quality in the local area.

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Insights and Influences

Original Dwellings and Change Over Time

LPP 25 'Streetscape' includes a map of the RCSA identifying those lots containing original dwellings, as prepared in 2010. This review sought to update this graphic to understand change in the area over time by mapping data of applications involving demolition since. The updated map is shown in Figure 1.

The updated map could be said to reflect the community's feedback that change in the character of the area, either positive or negative, has not been widely perceived. Change is also noted to be spread throughout the Study Area and not confined or concentrated on any particular street or smaller precinct. The updated map together with general observations and the majority of community feedback infer that the presence of Original dwellings not only contribute to the collective character of the area as a whole but are also a defining element of some more intact streetscapes.

Town of Victoria Park Planning Officer Insight

As part of Stage 2's early analysis, a working session was held between the Town's Statutory Planning officers and element staff on 12 February 2019. The session aimed to gain clarity on project background and work completed to date and gather insights from officer day-to-day administration of LPP 25 'Streetscape'. The session explored what's working and not working with the current policy from an application and end-user point of view, with a number of case studies discussed.

a) Key areas of discussion included:
b) Project and policy objectives;
c) Managing character through retention and desired future character;
d) Community and stakeholder communication and consultation; and
e) Officer negotiation with applicants and associated outcomes using the prescriptive nature of LPP 25 (what's working well and not as well).

Knowledge shared at the working session has been considered independently in the context of the Stage 2 review recommendations, detailed further below.

Contextual Shifts

Since the original preparation of LPP 25 in 2003, there have been numerous shifts in the way we plan for, regulate, design and construct dwellings as well as how character fits within that context. These changes can be summarised as follows:

a) The introduction of the Deemed Provisions regarding works exempt from requiring development approval and heritage 'protection' (as above), as well as a modified Model Scheme Text;
b) The introduction of the State Government's 'Design WA' suite of documents and the 10 Principles of Good Design;
c) A focus on sustainability, climate sensitive design and improved building quality, residential amenity and liveability;
d) An increased value placed on 'urban forests' and the role of street trees and landscaping;
e) The endorsement of the State Government's Sub-Regional Planning Frameworks which focus infill in strategic locations in order to 'protect' the lower density established neighbourhoods;
f) The extent of demolitions of original and non-original dwellings across the study area;
g) The Council and the Minister for Planning's decisions on Amendment 73; and
h) A shift to facilitative rather than regulative approaches to some planning decision-making.

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Community Sentiment

As part of Stage 1, a community survey was undertaken to capture community awareness and aspirations as it relates to the existing and future character of the Residential Character Study Area. The survey returned over 350 public submissions. Key consultation outcomes can be summarised as follows (see Appendix 1 for full report):

a) Streetscape character is seen to play an important role in telling the story of the Victoria Park area;
b) While there are pockets of 'intact' streetscapes, the overwhelming description respondents used for the character of the area they live in is 'mixed';
c) The majority of respondents recognised that the character of the area deserves protection;
d) There is a clear desire from respondents to retain original dwellings;
e) There is no clear perception of either positive or negative change in character over time;
f) A flexible approach to policy administration is desired to encourage the retention of original dwellings as well as new development within character, rather than enforcing it; and
g) There is seen to be a need for an equal effort in protecting and enhancing the natural beauty of the area.

As part of Stage 3, the community was invited to comment upon the Stage 2 draft recommendations report, supplemented by summary posters. At the close of advertising, 12 submissions were received, of which eight were generally in support and four provided comment or concerns.

Refer to Appendix 4 Draft Recommendations Consultation Summary Posters and Consultation Summary

The feedback received as part of Stages 1 and 3 has informed the review recommendations, detailed further below.

Elements Which Negatively Impact the Character of the Area

Over time changes have occurred which have a negative effect on the traditional character of the area, including:

a) Demolition of original dwellings that make a positive contribution to the streetscape character;
b) Large or solid fences and walls to front and side boundaries within the street setback. These obscure the original dwellings and remove the contribution they make to the streetscape character;
c) Garages and large carports within front setback. Any large roofed structure within the front setback may obscure the original dwelling behind and result in the diminishing of the contribution that dwelling makes to the streetscape character of the area;
d) Second storey additions to original dwellings which are built in front of the primary ridge line and overwhelm the traditional scale and character of the original;
e) New development that does not relate to the traditional established setbacks to the street and side boundaries;
f) New development that does not draw influence from the traditional materiality and streetscape character of the immediate area; and
g) New development which mimics historic styles of architecture. This can diminish the authentic character of the area.

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Analysis and Rationale for Change to Planning Framework

The following table provides an analysis of the planning framework and illustrates the rationale and rigour behind the recommendations of the RCSA review. The table functions as a 'Dynamic Implementation Matrix' and has been updated through this review.

Existing Context		**Opportunities for Change**			**Planning Response**		
TPS 1	**LPP25/ R-Codes/ Previous Study Reports**	**Community Sentiment (Stage 1 Awareness and Aspirations)**	**Planning Officer Insight**	**Tools available/ Best Practice**	**Draft Recommendations**	**Community Sentiment (Stage 3 Testing and Evaluation)**	**Final Conclusions and Recommendations**
Theme 1: Area of Application							
RCSA not identified on Scheme Maps or Text.	Identifies RCSA and individual precincts of differing character and lot size. Study area adjusted through 2010 Review to exclude St James, areas around Carnarvon Street, Hampton to Teague Streets and to include area southwest of Berwick and Oats Streets. Opportunity to retain larger residential lots.	The history of Victoria Park and East Victoria Park contribute to the character of the overall area and Council have a role to protect it. Some believe Council should focus effort elsewhere or on the more intact streetscapes.	Infill development focussed in strategic locations away from established residential neighbourhoods.	The endorsement of the State Government's Sub-Regional Planning Frameworks which focus infill in strategic locations in order to 'protect' the lower density established neighbourhoods such as the RCSA. Ability to target a single issue or related set of issues overlapping zone and reserve boundaries and to set out specific development requirements, referral process and matters to be taken into account in determining development proposals – such as the RCSA.	The extent of demolition of Original dwellings across the RCSA since the 2010 Review is modest and does not appear concentrated in any specific areas. Accordingly, the existing boundary of the RCSA is considered to remain valid and should be formally recognised in TPS 1. Consider facilitating community-nominated Heritage Areas for streets/areas where people feel particularly passionate about its aesthetic, social, and historic value.	Agree with extent of area and support context. Vast scale. Should be confined to streets which have significant number of original dwellings, example streetscape too mixed in East Victoria Park.	Special Control Area to cover RSCA to require development approval for original dwelling demolition and for development visible from the street. Local planning policy Character Retention Guidelines with general provisions applicable to entirety of RCSA (based on key deign elements that define the locality's streetscape character) with specific provisions relating to repairs or additions to original dwellings (remove Weatherboard and Raphael Precincts).
Theme 2: Demolition (of Single Dwellings)							
No demolition controls. Objectives and Intentions include promoting and safeguarding the cultural heritage of the Town, however - with the exception of those provisions contained within Part 3 Heritage protection of the Deemed Provisions - TPS 1 does not include any further mention of heritage controls, a Heritage List or specific areas of cultural heritage value worthy of scheme recognition.	The presence of original dwellings contributes to the streetscape character of the area. Original dwellings are those houses generally constructed prior to 1945. Objective to retain original dwellings. Clause 8 of LPP 25 seeks to 'require' retention of dwellings with heritage value, original dwellings (as identified on Map) except where structurally unsound or wholly clad in fibro or asbestos, and 'weatherboard houses' in respective precincts. In all other instances, demolition of an existing dwelling is acceptable. Density bonuses explored to ensure development potential is not lost when compared to demolishing original dwellings.	There is a clear desire to retain original dwellings with the majority of community believing Council should play a role in regulating or encouraging the retention of original dwellings. The demolition of 'original' and non-original dwellings across the study area is not concentrated and change in the character of the area has not been widely perceived. The majority of respondents recognised that the character of the area deserves protection. Some property owners and residents do not want to feel dictated to by the Council or have their perceived freedoms/rights reduced or curtailed.	Desire to facilitate good outcomes that retain streetscape character. MHI in need of review.	Ability to require development approval for certain works that would otherwise be permitted 'as of right', for example demolition. There is a general presumption against the demolition of places on a Heritage List or Heritage Area therefore it is expected that new work will incorporate and integrate sensitively with, and adjacent to, heritage listed buildings.	Introduce a SCA in TPS 1 requiring development approval for demolition of buildings dated pre-1945. Consider facilitating community-nominated Heritage Areas for additional protection. Consider further specialist heritage investigations.	Agree with retention of original dwellings. Trigger date needs more justification. Risk of reducing property values, adding costs and to challenge of living in original dwellings/ keeping original dwellings is cost prohibitive. Some houses are run down and should not be retained.	As above. Local planning policy Character Retention Guidelines to include guidance regarding the consideration of demolition of original dwellings.

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Existing Context		Opportunities for Change			Planning Response		
TPS 1	LPP25/ R-Codes/ Previous Study Reports	Community Sentiment (Stage 1 Awareness and Aspirations)	Planning Officer Insight	Tools available/ Best Practice	Draft Recommendations	Community Sentiment (Stage 3 Testing and Evaluation)	Final Conclusions and Recommendations
Theme 3: Alterations and Additions (to Single Dwellings)							
Addressed as 'development', where if the deemed-to-comply requirements of the R-Codes are satisfied, then development approval is not required.	Second storey additions designed to reduce scale and bulk of the building on the streetscape. New materials to match existing dwelling.	Council should play a part in ensuring the street scape is maintained to reflect "original dwellings", but that does not mean there should be a need to retain original dwellings in their entirety. There needs to be scope for homeowners to be able to develop/ renovate their properties and bring them into the 21st century. This includes the capacity to add a second story. Streetscape character can be maintained through keeping the front of "original dwellings" and allow for interesting and modern extensions behind.	Agree with community sentiment.	Generally speaking, if the alteration or addition is not visible from the primary street (or public realm), then its potential to contribute to the desired future streetscape character is limited.	Introduce a SCA in TPS 1 requiring development approval for development but excluding alteration and additions not visible from the street (unless otherwise requiring approval). Provide guidance on how and what does not cause impact on the streetscape in LPP (e.g. street cross-section to define upper setback).	Any alterations or additions should be contemporary in nature and distinctly different. Would like more detail and examples.	Local planning policy Character Retention Guidelines with general provisions applicable to entirety of RCSA (based on key deign elements that define the locality's streetscape character) with specific provisions relating to repairs or additions to original dwellings (remove Weatherboard and Raphael Precincts). Special control area and Local planning policy Character Retention Guidelines do not apply to development not visible from the street.
Theme 4: New Development (of Single Dwellings)							
If the deemed-to-comply requirements of the R-Codes are satisfied, then development approval is not required.	Requires upgrading of retained dwellings in grouped dwelling developments. Key provisions relating to: • Street setbacks and orientation; • Form, Mass and Proportion; • Design of front fencing, planting, garages and carports; and • Access from rights-of-way.	Streetscape character is seen to play an important role in telling the story of the Victoria Park area. While there are pockets of 'intact' streetscapes, the overwhelming description respondents used for the character of the area they live in is 'mixed'.	Modern housing design and apartments definitely have a place and an important role to play within the Town but we would/ will lose valuable character if we simply rely on the R-Codes to guide development in our residential areas.	Ability to require development approval for certain works that would other be permitted 'as of right', for example single dwellings and their extensions that satisfy the deemed-to-comply requirements of the R-Codes and LPP that amends or replaces R-Code requirements.	Introduce a SCA in TPS 1 requiring development approval for development. Provide guidance in supporting LPP.	Should allow new modern, character replication or like for like houses (within reason) without a DA/demolition approval	As above.

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Existing Context		Opportunities for Change			Planning Response		
TPS 1	LPP25/ R-Codes/ Previous Study Reports	Community Sentiment (Stage 1 Awareness and Aspirations)	Planning Officer Insight	Tools available/ Best Practice	Draft Recommendations	Community Sentiment (Stage 3 Testing and Evaluation)	Final Conclusions and Recommendations
Theme 5: Streetscape Character							
No specific character retention provisions.	As above.	Top five elements thought to create the character in the area: • Presence of original dwellings; • Traditional materials; • Verge trees; • Pitched roofs; and • Consistent primary street setbacks. • There is seen to be a need for an equal effort in protecting and enhancing the natural beauty of the area. • New and old architecture can blend together under an evolving streetscape.	As above. Key elements of focus are: • Street setback; • Roof pitch; • Eaves; • Front fencing; • Traditionally proportioned windows; and • Vehicle parking not detracting from streetscape character.	Local planning policies are considered the appropriate planning mechanism to control streetscape design to protect local character. SPP 7 10 principles of good design seek to have development consider the character and context of its surroundings. Contemporary development can coexist with the established character of the area, by making an effort to: Avoid direct mimicry of previous architectural styles in full, or that are not appropriate to the context or building; Exemplify qualities of the existing character, whilst being mindful not to contest these qualities; and Respect qualities of the existing character or provide a point of difference that creates a positive impact and enhances the amenity or character of the area. Guidance places an emphasis on demonstrating contextual considerations. An increased value placed on 'urban forests' and the role of street trees and landscaping in reducing the urban heat island effect and providing general amenity.	As above. Adapt LPP 25 'Streetscape' into a performance-based guideline that echoes the structure of Design WA.	It is near impossible to come up with "one size fits all" regulations for such a variety of aesthetics and streetscapes. Do not oppose overall aim of requiring homeowners to consider the streetscape character and impact in development proposals, but this affects all development not just original dwellings. Street canopy trees and natural beauty vital.	As above. Considered public realm upgrades as detailed in the recommendations section.
Theme 6: Sustainability							
Objective and intent to ensure development is carried out in an efficient and environmentally responsible manner.	Nil. R-Codes require solar access for adjoining sites only.	The Local Planning Policy – Streetscape is in need of significant review and further efforts should be made to incentivise and promote environmentally sustainable design and innovative, contemporary architecture.	Recognise that houses built in the early to mid 20th Century do not necessarily meet contemporary standards of living and environmentally sustainable design.	SPP 7 10 principles of good design capturing environmentally sustainable design. A focus on sustainability, climate sensitive design and improved building quality, residential amenity and liveability.	Incorporate into LPP sustainability objectives and principles of good design from Design WA, allowing innovative designs to meet objectives relating to character where exceptional sustainable outcomes are achieved.	Solar panels should be shielded from street view. Promote advantages of modern design principles, energy efficiency and structurally sound buildings.	As above. Sustainability considerations included within relevant local housing objectives, particularly for the restoration of, or additions to, original dwellings, plus an incentive including a sustainability retrofit package for retaining and restoring an original dwelling.

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Existing Context		Opportunities for Change			Planning Response		
TPS 1	LPP25/ R-Codes/ Previous Study Reports	Community Sentiment (Stage 1 Awareness and Aspirations)	Planning Officer Insight	Tools available/ Best Practice	Draft Recommendations	Community Sentiment (Stage 3 Testing and Evaluation)	Final Conclusions and Recommendations
Theme 7: Governance							
An overarching statutory framework for land use and development. Objective and intent to recognise the right of the community to participate in the evolution of localities	Structured into 'Performance Criteria' ("new developments should meet these criteria") and 'Acceptable Development' ("illustrate possible ways of meeting the associated Performance Criteria"). There are over 200 provisions contained within the 65-page policy.	A flexible approach to policy administration is desired to encourage the retention of original dwellings as well as new development within character, rather than enforcing it. The Town's planning department does not encourage design innovation and is overly restrictive and narrowly focused in its application of the Local Planning Policy – Streetscape. Council should work with property owners to ensure best possible character retention outcomes while not being restrictive and difficult. Need to assess character responses based on merit and allow for quality new development. Be more user friendly - simpler to read, understand and navigate.	Be relatively simple to administer. In terms of maintaining a recognisable character, having a relatively detailed and specific policy can help in establishing a good starting point for Officer/ applicant negotiations. Want to be seen as collaborative, consistent and approachable. Want the ability to negotiate and achieve good design outcomes.	A shift to facilitative rather than regulative approaches to some planning decision-making. The State planning direction for policy implementation (via release of Design WA) is one of a performance-based approach. It seeks to facilitate negotiated outcomes between local government and applicants while maintaining a focus on element objectives. While guided by 'acceptable outcomes' there is no deemed-to-comply pathway. Meeting acceptable outcomes also does not guarantee meeting the objective. The Council's adoption of revised final Amendment 73 that sought to remove any 'heavy handed' provisions. The Minister for Planning's decisions on Amendment 73 that clarifies character can be dealt with a guiding planning policy.	Adapt LPP 25 'Streetscape' into an outcomes-based guideline that echoes the structure of Design WA. Consider facilitating community-nominated Heritage Areas and working with community to develop up tailored guidelines for a unique street/area. Consider providing subsidised technical design advice to applicants proposing to retain Original dwellings. Consider design skills workshops for Officers to assist with more efficient merit-based assessments of proposals and to foster a culture of facilitation.	Sensible. Simple, easy to understand policy and a facilitation culture. Should upskill officers to understand good design. Support bottom-up approach and partnerships; enable facilitation of a platform of respect. Support technical advice incentive.	Draft local planning policy Character Retention Guidelines: Design outcomes facilitated through local housing objectives which supplement the relevant R-Codes provisions. Investigate community-nominated heritage areas. Consider investigating the implementation of incentives to retain original dwellings as detailed in the recommendations section.

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Final Recommendations

Extent of Residential Character Study Area

The extent of demolition of original dwellings across the RCSA since the 2010 review is modest and does not appear concentrated in any specific areas. Accordingly, the existing boundary of the RCSA is considered to remain valid (i.e. the presence of original dwellings provides a cohesive streetscape character across the RCSA).

Refer to Figure 1 – RCSA Change Over Time

Planning Mechanisms and Tools

Dual Density Code

The 2010 RCSA review contained recommendation to introduce dual density coding within the RCSA in an effort to provide equitable development rights and incentivise the retention of original dwellings. In 2015 the State Government endorsed the Perth and Peel @ 3.5 Million suite of documents, including the Metro Central Sub-Regional Planning Framework (the Framework). Under the Framework, infill residential development is encouraged within strategic locations (activity centres and activity corridors) in order to 'protect' lower density established neighbourhoods such as the RCSA.

Accordingly, it is not recommended to pursue dual density coding within the RCSA.

In light of the information presented earlier in this report, it is recommended the following planning mechanisms and tools be pursued (refer to Appendix 2 and Appendix 3 for more information).

Scheme Amendment – 'Character Retention Area Special Control Area'

Aims and Rationale

As previously detailed, the SCA proposed as part of Amendment 73 comprised three main aspects:

1. Required development approval for demolition of original dwellings and all other forms of a development within the RCSA except where exempt under an LPP (not drafted at the time);
2. Prohibited demolition of original dwellings except where structurally unsound, clad in asbestos or having had extensive external alterations; and
3. Introduced the ability for the Town to issue a conservation notice to owners requiring maintenance of an original dwelling (demolition by neglect).

Subsequent feedback received during the public advertising period of Amendment 73 indicated a non-acceptance of the above, particularly in response to the potential for a conservation notice to be served on owners as this was perceived as being heavy-handed.

While Town Officers recommended Council modify Amendment 73 to primarily deal with demolition of original dwellings supported by a two year sunset clause (and removed the demolition by neglect provisions), Council resolved to adopt Amendment 73 subject to different modifications that removed all development provisions applying to the proposed SCA and to include definitions and objectives only.

As mentioned previously, the Minister for Planning refused Amendment 73 on the basis that it did not include any planning controls to implement the SCA objectives, character is best addressed through an LPP, and the Regulations provide appropriate heritage controls.

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This review maintains that a SCA is the most appropriate planning tool in accordance with Schedule 2, Clause 61(3) of the *Regulations* to:

1. To the likelihood of retaining the positive contribution that original dwellings make to the streetscape character by requiring development approval for the demolition of any dwelling constructed prior to 1945 independently of a subdivision or development application for redevelopment of that site; and
2. To ensure all development contributes positively towards the desired future streetscape character of the area by requiring development approval for all works visible from the street, guided by Character Retention Guidelines (discussed below).

Implementation

The introduction of a Special Control Area over the RCSA is recommended as per the draft provisions contained within Appendix 5 Draft Special Control Area 'Character Retention Area' Scheme Amendment provisions. It is further recommended that the draft final amendment be reviewed by a planning lawyer.

Defining original dwellings as single dwellings constructed prior to 1January 1946 (pre-1945 date taken from RCSA Study) provides clarity on what is and what is not considered 'original' as it removes any subjectivity. This also responds to the State Heritage Office's advice on Amendment 73 (discussed earlier).

Refer to Appendix 5 Draft Special Control Area 'Character Retention Area' Scheme Amendment provisions

Potential Implications

Positive

Ensures the contribution that original dwellings make to the streetscape character will be considered as part of an application to demolish. Similarly, new development must demonstrate that streetscape character has been given due regard. Guidance is then provided through local planning policy (Character Retention Guidelines).

Negative

The provisions of the SCA would apply to all development proposals within the SCA visible from the street irrespective of the scale or level of compliance of a proposal with local planning policy requirements. This has the potential to increase not only the work loads of Town officers but the timeframes for projects which may cause frustration for landowners, however with time and familiarity this will ease.

Strictly speaking, while not a planning consideration, landowners may perceive that the need to obtain development approval may consequently reduce the value of a property, given the inherent uncertainty and process that it involves; a quasi 'heritage listing'. However, there is no evidence of this in other like LG's. Furthermore, the Town would be reinstating similar provisions that applied to land prior to October 2015.

Defining original dwellings as single dwellings dating pre-1945 can also bring its own difficulties given it relies upon accuracy of Council's records and/or requires landowners to demonstrated the year of construction. It may also involve disputes when construction is a month or so either side of 1945, particularly for different houses is in the same street. Discretion is therefore proposed within the local planning policy to consider development applications for demolition where the date of construction is not clearly established.

Other

The draft scheme amendment provisions do not take into consideration traditional corner stores (note an 'original dwelling'). As this review focussed on residential streetscape character it did not pursue mechanisms to similarly encourage the retention of traditional corner stores, however their contribution to the locality's character is considered to be a positive one and should be investigated further to aid their adaption to suit modern living requirements.

Local Planning Policy - 'Character Retention Guidelines' and Governance

Aims and Rationale

The Minister for Planning determined that LPPs are considered the appropriate planning mechanism to control streetscape design to protect local character. Existing LPP 25 Streetscape is considered to contain provisions that largely remain relevant today; it is a policy which by and large details the character of the area well and provides standards to protect that character, albeit it with little in-built flexibility.

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Some standards are, anecdotally, working well to provide good design outcomes, for example street setbacks, roof pith, eaves, front fencing, traditionally proportioned windows, and vehicle parking. The policy is, however, quite unwieldy and not overly accessible to the average end user.

The State planning direction for policy implementation is also one of a performance-based approach that facilitates negotiated outcomes between local government and applicants while maintaining a focus on element objectives.

In response to the above, a comprehensive review of the City's existing LPP 25 Streetscape was undertaken, which largely informed the content and structure of the new draft Character Retention Guidelines LPP (the Guidelines) – refer to Appendix 7.

The Guidelines have been developed using relevant built form controls from LPP 25 and seek to remove unnecessary duplication from within the existing Policy and with content already contained within the R-Codes. Provisions which have not been carried over have either been replaced with more appropriate built form controls elsewhere within the Guidelines (focussing on the three areas of key design as discussed below), or were not required in order for development to make a positive contribution to the streetscape character.

The Guidelines represent a condensed version of LPP 25 which provides for ease of implementation both in assessment by Town officers and understanding by the community. The provisions have been tailored from community feedback and aim to provide a clear set of development controls which protect streetscapes within character areas of the Town of Victoria Park while having imbedded flexibility through a guided design principle approach.

Importantly, the document has been prepared in a format consistent with the requirements of the current version of the R-Codes (2019). This format ensures the policy can be properly adopted and the provisions can be given due-regard in the determination of development applications and does not require Western Australian Planning Commission approval. In this respect the Policy augments, replaces or provides supplementary deemed-to-comply provisions to the R-Codes or provides local housing objectives (as required by the R-Codes) to address matters not contained within the R-Codes.

Refer to Appendix 7 – Summary of LPP25 Key Elements and Review

Implementation

It is recommended that LPP 25 Streetscape be revoked and new draft LPP, Character Retention Guidelines, be adopted that seek to:

a) Confirm the contribution that original dwellings make to the streetscape character;
b) Retain the traditional streetscape pattern in particular the existing rhythm of front and side setbacks;
c) Ensure development reflects the prevailing form, scale and materiality of the streetscape in which it is located, with particular reference to roof pitch, traditionally proportioned windows and the grain of existing building materials;
d) Avoid development that mimics styles of architecture from the past and instead uses the design of the original dwellings to influence and inspire new design;
e) Ensure additions and extensions to original dwellings do not visually dominate the streetscape presence of the original dwelling;
f) Minimise the visual impact of car parking structures on the streetscape and in particular original dwellings;
g) Retain the open nature of front gardens within the streetscape, with particular reference to low fencing to front and side boundaries within the street setback area; and
h) Encourage the retention of mature trees wherever practical.

Refer to Appendix 6: Draft Local Planning Policy 'Character Retention Guidelines'

It is important to note that the LPP relates the management of a Character Retention Area not a Heritage Protection Area. State Planning Policy 3.5 Historic Heritage Conservation notes that it is important to distinguish between 'historic heritage significance' and 'urban character':

a) Areas of historic heritage significance are select areas with special qualities embodied in the built form, will generally be quite rare within a locality and will have some form of underlying aesthetic, social, scientific or historic cultural heritage value assessed using the principles established by the ICOMOS Burra Charter.

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b) Urban character can essentially be identified by the built form and age of an area and the relationships between buildings, the surrounding streetscape, open space, land use and activity. Different combinations of these factors help create local distinctiveness and character.

With a shift in direction to an outcomes-based policy, the different precincts of the RCSA can be condensed into one, with any elements of particular design importance included as necessary for original dwellings.

The key design elements that respond to the identified character of the area include:

a) **Siting and scale** – primary street and lot boundary setbacks, mass and proportions;
b) **Form and Materiality** – roof pitch, window style, the use of traditional materials to repair original dwellings and to inform materials on new development; and
c) **Connection to the street** – front fencing, verandahs, front gardens and vehicle parking.

Criteria for demolition has been proposed, including the liveability, feasibility of restoration or adaptation/ incorporation into new development and requiring a redevelopment proposal accompanying the demolition application.

An element that has not been included in the draft Guidelines but could have an influence on future development through separate investigation is a relaxation on car parking requirements where the incorporation of new vehicle parking is likely to make a negative contribution to the streetscape character.

Potential Implications

Positive

A policy that responds to the community's desire and values for having a flexible approach to policy administration that encourages design innovation (through key design elements and guided local housing objectives). A policy that is reduced in length and complexity and is arguably simpler to administer.

Negative

Guidance places an emphasis on demonstrating contextual considerations and as such can be subjective. Council could consider investing in design skill workshops for officers to assist with more efficient merit-based assessments of proposals and to foster a culture of facilitation under the new Guidelines.

Community Nomination of 'Heritage Area(s)'

Aims and Rationale

Given the community sentiment to retain original dwellings and acknowledging other feedback to the contrary, the Town could consider community-nominated character streets as smaller Heritage Areas, in place of Town-led Heritage Areas (refer below).

Implementation

Similar to the process adopted by the City of Vincent, residents would have the opportunity to gather neighbour support for nominating their street for character protection (Vincent use a nominal 40 per cent of landowners of a street or portion of a street being happy to proceed). Once nominated, the Town would then work with the landowners of the nominated area to develop draft 'guidelines' (LPP) on character retention from a heritage perspective prior to following the due planning process of advertising and adoption. The guidelines would apply in addition to any policy covering the RCSA and prevail in the event of inconsistency.

Potential Implications

Positive:

Is a bottom-up partnership in influencing built form and character outcomes. It has the opportunity to create policy that has 'shared ownership' of both the local government and select residents that take great pride in, and respect, their character homes and streetscape.

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Negative

The possible negative implications of this approach include:

- The potential for there be no statutory protection of valued character or heritage should no streets be nominated;
- The preparation of potentially vastly different or conflicting guidelines for streets within an area considered to share a collective character; and
- The sheer number of guidelines all focusing on similar intents and objectives and the time lag it may take for all to come into operation.

It is recommended that a draft revised streetscape policy be advertised for both wider community comment and targeted consultation to those residents that have expressed a genuine desire for the original dwellings in their street to be retained (garnered from confidential street address information in the survey). The idea of community-nominated Heritage Areas can then be explained further to these residents. Seeking assistance from a specialist heritage consultant and community engagement facilitator could help bring residents and the Town together to work constructively on the task at hand.

Incentives to Encourage the Retention of Original Dwellings

Aims and Rationale

Incentives for retaining an original dwelling can often help overcome the impediments of why an owner would opt to demolish one; the obvious reasons being financial disincentive to retain, structural inadequacy, their construction not being up to contemporary lifestyle or sustainability standards and a disinclination to engage professional services to address character.

Implementation

The following optional incentives could be introduced to encourage the retention of original dwellings in an attempt to combat these common reasons for demolition:

- **Waiver/refund of development application fees** – either or both planning and building fees where the streetscape contribution Original dwellings is retained and appropriately managed through development;
- **Maintenance grants** - local government financial assistance for maintenance of original dwellings (e.g. dollar for dollar up to an agreed cap) (typically used for places on a Heritage List);
- **Rates concessions** – owners of properties containing original dwellings could apply for a conditional rates concession to assist with the maintenance of their property (typically used for places on a Heritage List);
- **Sustainability retrofit package** – a number of environmentally sustainable products offered at discounted value (e.g. solar panels, rain water tanks, high performance glazing) where an application retains an original dwelling and demonstrates it achieves exceptional character contribution in line with policy objectives (potential inequality);
- **Relaxation provision** – the express ability for the local government to relax any standard within the policy where an Original dwelling is retained (similar to existing heritage provision within the Regulations);
- **Transferrable development rights** – bonuses in density or similar to other property within the Town for proposals that retain Original dwellings;
- **Technical advice** – the provision of subsidised pre-lodgement professional advice for properties containing Original dwellings to assist with the design solutions; and/or
- **Smaller infill development** – similar to City of Fremantle's recent Amendment 63 where smaller site areas are permitted for certain lots, in return for retaining an Original dwelling (can be further investigated following community consultation).

Some incentives have included as a list within the draft Guidelines, which are recommended to be supported by a separate council policy or stand-alone actions/ further research. Any incentives should be advertised, and their interest should be monitored and reviewed with the cyclical review of the policy.

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Potential Implications

Positive

Encourages landowners to think about the benefits of retaining an original dwelling and increases the likelihood of their retention.

Negative

Incentives alone may not be sufficient enough to encourage retention of original dwellings based on market value of land and what is achievable under current density codings, specifically in the larger lot areas of the Raphael Precinct. As 'down-coding' areas to disincentivise demolition for infill development would not typically be supported by the Western Australian Planning Commission, a coordinated approach of both incentives to retain original dwellings and statutory requirements to apply for demolition is preferred.

Public Domain Improvements

With regard to the public domain, the recommendations above have focussed on maintain the streetscape character as influenced by residential built form on private property. Parallel consideration should also be given to public domain improvements that complement the desired streetscape character.

The integration of new development in the RCSA under evolving streetscapes can be enhanced by Council investing in public domain upgrades, which would also help respond to the community's desire for Council to provide an equal effort in enhancing the natural beauty of the area including maintaining Council-owned land. In this regard, Council could enhance the identified character of the area through street tree planting, themed street furniture and public art installations.

Further Research

Specialist Heritage Investigations for Future Heritage Area(s) and/or Heritage Listings

Based on a preliminary review of the study area, we believe there may be scope for the more intact streetscapes to be designated as 'Heritage Areas' (such as the weatherboard housing in around Westminster Street). Some individual dwellings may also meet the threshold to be included on the Town's Heritage List, which would provide sufficient protection for buildings in their own right. Such designation or listing would give weight to the cultural significance of the area and/or dwelling and trigger further assessment of demolition and development proposals against the principles of the Burra Charter (and any locally adopted heritage guidelines). Refer to Appendix 3 for further information on how other inner metropolitan local governments manage heritage.

Investigations into potential Heritage Area(s) and Heritage Listing are a lengthy and in-depth due-process, as set out in State Planning Policy 3.5 and Part 3 of the Deemed Provisions of the Regulations. In the absence of specialist heritage investigations, it is our opinion that a SCA can still achieve the long-term protection of streetscape character by requiring development approval for works within the character retention area, guided by an objective to conserve and retain buildings generally dating prior to 1945 where the architectural style of the building is largely intact.

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Summary of Final Recommendations and Next Steps

Based on the analysis and rationale detailed within this report, we make the following final conclusions and recommendations:

1. Introduce a Special Control Area Character Retention Area over the RCSA requiring development approval for demolition of original dwellings and development visible from the street (recommend review by a planning lawyer to ensure no unintended consequences);
2. Revoke existing LPP 25 'Streetscape' and adopt new draft Character Retention Guidelines applicable to development within the SCA; a condensed version of LPP 25 focusing only on key design elements that affect streetscape character and encouraging sustainable and innovative design outcomes with an element of character education;
3. Further investigate and facilitate a discussion regarding community-nominated Heritage Areas;
4. Consider implementing incentives to encourage the retention of original dwellings; and
5. Invest in public domain improvements to enhance the natural beauty and character of the area.

Priorities for further consideration include the review of the Town's MHI and update to statements of significance by a specialist heritage consultant.

The next steps in this project are:

1. Report to Council to adopt draft scheme amendment provisions and Character Retention Guidelines for the purpose of advertising (including consent to advertise the scheme amendment from the Western Australian Planning Commission and comment from the Environmental Protection Authority);
2. Call for public submissions on the draft scheme amendment provisions and Character Retention Guidelines concurrently; and
3. Review public submissions and follow the relevant statutory processes to finalise and effect the documents if and as required.

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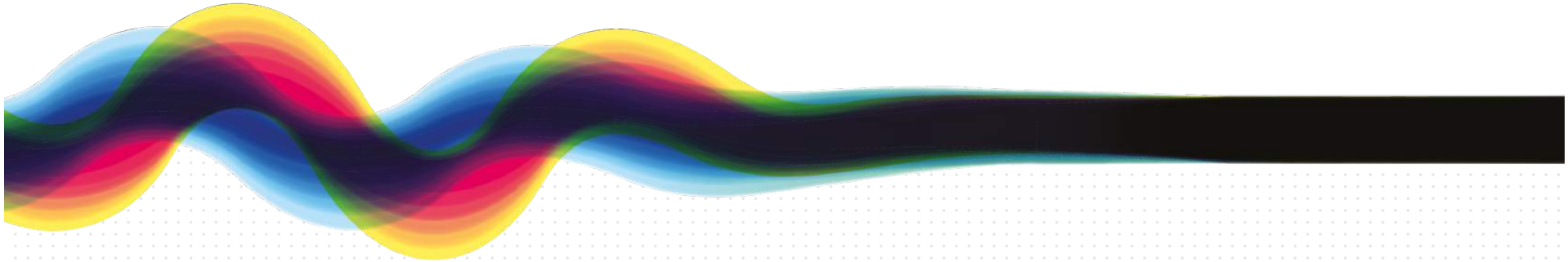
Appendix 1

Stage 1 Community Awareness and Aspirations Consultation Outcomes Report

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Review of Residential Character Study Area and Local Planning Policy 25 'Streetscape'

Stage 1 Consultation Summary Report



Prepared for Town of Victoria Park | January 2019

element.
the art and science of place

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Appendix 1 – Copy of Survey
Appendix 2 – Summary Graphs
Appendix 3 – All Submissions Received



Introduction

Introduction

Consultation Purpose and Methodology

- The purpose of Stage 1 consultation was to capture community awareness and aspirations as it relates to the existing and future character of the Residential Character Study Area (RCSA).
- Consultation was undertaken in the form an online survey, with hard copy alternative.
- The survey was promoted via:
    - The Town's 'Your Thoughts' webpage and eNewsletters;
    - The Town's 'Life in the Park' eNewsletters;
    - Southern Gazette Newspaper notice;
    - Letters to residents and landowners within the RCSA (5,524 consultation letters sent);
    - Email to all Amendment 73 submitters; and
    - The Town's social media page.
- The survey was active from 22 October to 19 November 2018.



The Survey

The Survey

Content and Accompanying Information

- The survey involved 12 questions structured to understand the views of residents and landowners within the Study Area regarding:
  - How streetscape character is valued;
  - How change in character over time is observed; and
  - How the role that town planning plays in character protection/enhancement and development potential is perceived.
- The Survey was accompanied by:
  - A Map of the RCSA and 'Original Dwellings' (2010);
  - Ordinary Council Meeting Minutes 12 September 2017;
  - Local Planning Policy 25 'Streetscape'; and
  - Project-based Frequently Asked Questions.
- A copy of the Survey is attached as Appendix 1.

The Survey

Acknowledgements

- The project team acknowledges the following limitations with the survey:
    - 'Original Dwellings' incorrectly described as pre-1960. This should have read pre-1945 as per the RCSA Report 2003 and project FAQs;
    - Question 5 (defining character) was updated shortly after survey launch to include selections of 'other' and 'not applicable';
    - Question 10 (Council role) selection options were restricted in error in the online survey; and
    - The online survey unintentionally and temporarily closed on 9 November, and reopened on 10 November 2018.
- The limitations above are not considered to detrimentally affect the outcomes of consultation.
- The project team acknowledges that the responses received on the survey may not be representative of the wider community, being a 6.4% response rate. The responses do, however, provide an indication of common issues and opportunities.



Response Summary

Response Summary

Participation and Respondent Information



- The survey returned 357 responses (343 online; 12 hard copy; and 2 written submissions).
- The majority of respondents were owner-occupiers within the RCSA and resided within the suburbs of Victoria Park and East Victoria Park.
- Just over half of all respondents had lived or owned property within the RCSA for more than 10 years.
- Residents/owners of 'Original Dwellings' represented two-thirds of all respondents.

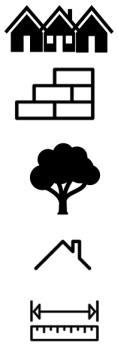
Response summary graphs are attached as Appendix 2.

A copy of all responses is attached as Appendix 3.

Response Summary

Defining Character

Q: Which elements do you think create the character in the area in which you live or own property? (choose three)



A: The top five aggregated selections were:

- Presence of 'original dwelling' (67%). All respondents selected this as no. 1.
- Traditional materials and colours (e.g. brick, galvanised iron, timber verandahs, weatherboards) (61%).
- Verge trees (48%).
- Pitch roofs (21%).
- Consistent primary street set backs (spatial separation from soft landscaped front gardens to the street) (15%).

The least nominated elements from respondents was Uniform pattern of buildings and the spaces between them; medium height front fencing; and presence of carports (<4%).

Response Summary



Defining Character

Q: What one word would best describe the character of the street in which you live or own property?

A: In order of popularity:

Top Themes	Key words
A melting pot	Mixed, diverse, varied, eclectic, mismash.
Simpler times	Quaint, traditional, character, charming, original, Federation, weatherboard, established, heritage, historical, old.
Aesthetics	Beautiful, attractive, leafy, tranquil.
User groups	Family, friendly, community.
Activity	Vibrant, busy.
Negative	Boring, dump, confused, run down.

Response Summary

Planning Awareness and Change Over Time

Q: How did the character of your street change during 2003-2015 (policy period)?



A: Almost half of respondents believed character remained the same (47%). Key themes identified were:

- Emphasising the value of character retention (18%) or there being little to none, or a neutral, observation of new development (15%).



Those respondents who believed character eroded (21.5%) commonly explained:

- New construction or subdivision had detracted from character (10.6%) and maintenance had become an issue (4%).



Those respondents who believed character improved (21.5%) commonly explained:

- Emphasising the value of character retention (18%), that development in character had even fostered sense of community (4.3%).

Response Summary



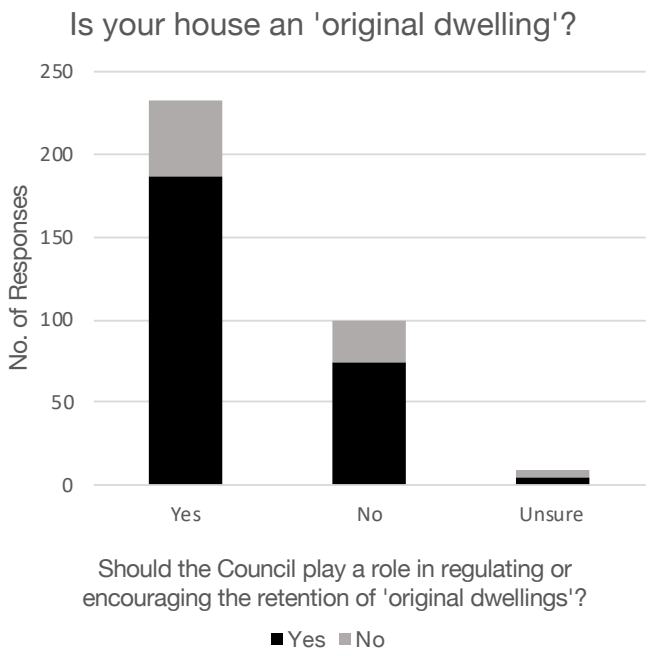
Planning Awareness and Change Over Time

Q: How did the character of your street change since 2015 (new planning regulations introduced)?

A: Almost an equal proportion of respondents believed character either remained the same (42.6%) or eroded (40.9%). Key themes identified were:

- New development being poor quality/out of character/contributing to the loss of character (30.6%).
- No real notable change or little to no development (17.5%).
- New development had improved the quality and character of the area (14%).
- The need to maintain the streetscape (11.2%) and have stricter planning controls (6.3%).
- Owners should have the ability to develop at their discretion and buildings should be assessed on their merits (6.3%).

Response Summary



Council Role In Planning for Character Protection

Q: Should the Council play a role in regulating or encouraging the retention of 'original dwellings'?

A: Over three quarters of respondents answered in the affirmative (77%), including 80% of those who live in or own an original dwelling. Key themes identified were:

- Council needs to take the lead and manage the retention of the existing character and streetscape (55.4%).
- Need for balance in ensuring character retention while allowing for new development (17%), guidelines should facilitate character retention rather than enforce it (6%), and developing in character should be subsidised (5.6%).
- Property owners should be able to develop at their discretion (4.6%) or the Town needs to modernise and offer flexible solutions (4.2%).
- Council should focus its energy elsewhere (3.9%) or its too late for meaningful character retention (2.5%).

Response Summary

Council Role In Planning for Character Protection

Q: Do you support Council having Local Planning Polices that restrict the design and appearance of new development in your neighbourhood?

A: Almost two thirds of respondents answered in the affirmative (65.9%).

Some interesting anecdotes amongst responses regarding the Council's role in planning for original dwelling retention included:

- *"Definitely! As a council you have a responsibility to maintain and enhance this unique area, which is so close to the city and other major attractions which draws numerous people and families who want to live here and be amongst these character homes not to be just the same as every where else."*
- *"…character in many instances protects itself where there is limited economic incentive to do otherwise..."*
- *"The perceived inflexibility of the council in regard to retaining seemingly unrepairable buildings does not result in an improved streetscape, but rather one where people build to keep with council requirements rather than improving the streetscape."*
- *Original dwellings are the history of the area, they tell a story about the character of the town. They set our town apart from suburbs in urban sprawl…"*

Response Summary

Character Protection

Q: Do you believe the character within the area that you live deserves protection?

A: Almost three quarters of respondents answered in the affirmative (74.6%). Key themes and interesting anecdotes identified were:



- Simply put, original character must be kept (57.1%).
    - *"Original character is irreplaceable", "protected to … retain uniqueness".*



- New development needs to be sensitive to character and interpret it, not mimic it (17.5%). Such design should be assessed on its merits.
    - *"Character can change within time", "new and old architecture can blend together under an evolving Streetscape", "It deserves enhancement, not protection. You don't necessarily enhance by protecting…".*



- Too late for meaningful character retention (8.2%) and character comes from diversity (2.8%).
- Interestingly, 67% of respondents who described the character of their area as 'mixed' wanted it protected.

Response Summary

General Commentary

Respondents were given the opportunity to make any further comments. Key themes identified were:

- Emphasising the need for character protection.
- Council should work with property owners to ensure best possible character retention outcomes while not being restrictive and difficult.
- Council needs to maintain its own land to a higher standard and the street trees and natural beauty of the area needs to be protected and enhanced (street greening).
- Subdivision is diminishing the character and streetscape.
- Need to assess character responses based on merit and allow for quality new development.



Conclusion

Conclusion

- Streetscape character is seen to play an important role in telling the story of the Victoria Park area.
- While there are pockets of ‘intact’ streetscapes, the overwhelming description respondents used for the character of the area they live in is ‘mixed’.
- The majority of respondents recognised that the character of the area deserves protection.
- There is a clear desire to retain original dwellings.
- There is no clear perception of either positive or negative change in character over time.
- A flexible approach to policy administration is desired to encourage the retention of original dwellings as well as new development within character, rather than enforcing it.
- There is seen to be a need for an equal effort in protecting and enhancing the natural beauty of the area.

Conclusion: Key Question

The results of Stage 1 consultation raised a key question for resolution in Stage 2 …

The community identified the area as having a mixed character and want that character protected. How do we protect a mixed character?


Next Steps

Next Steps

1. Review the existing local planning framework including Local Planning Policy 25 'Streetscape'.
2. Develop draft recommended modifications.
3. **Seek community feedback on draft recommendations (Stage 2 consultation 'Testing and Evaluation') – anticipated 1st quarter 2019.**
4. Prepare Stage 2 consultation summary report.
5. Draft modified/new planning document(s).
6. Report to Council.

Beyond this current Review project, there is potential to formally initiate the proposed modified/new planning document(s) for **further consultation** through the relevant statutory planning process.

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Appendix 2

Tools Available for Implementation

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The following table summarises the different planning tools available for use to implement the outcomes of this Review.

Local Planning Mechanism	Description	Comment
Specific Character Provisions within Scheme	Clauses within a local planning scheme that have the force and effect of requiring or restricting certain development outcomes and may or may not be subject to discretionary decision making. Scheme Amendment determined by the Western Australian Planning Commission (WAPC).	Provides certainty to both Council and community as to what is required. The Minister for Planning as advised that protection of local character is best addressed through local planning policy.
Heritage Area within Scheme	A geographically defined area designated for Heritage protection within a local planning scheme. Related to areas that have been assessed as having cultural heritage value. Scheme Amendment determined by the Western Australian Planning Commission (WAPC).	Triggers the requirement for development approval for all works and use within that area. Enables the variation of any scheme provision as permitted under the Deemed Provisions of the Regulations.
Special Control Area (SCA) within Scheme	A geographically defined area within a local planning scheme that is significant for a particular reason and where special provisions apply in addition to the provisions of the zones and reserves. Scheme Amendment determined by the Western Australian Planning Commission (WAPC).	Ability to target a single issue or related set of issues overlapping zone and reserve boundaries and to set out specific development requirements, referral process and matters to be taken into account in determining development proposals. Can trigger the requirement for development approval for certain works and use within that area. Would apply to all development proposals within the SCA irrespective of the scale or level of compliance of a proposal unless otherwise specified.
Local Planning Policy	A document that provides guidance on and additional information about the position that local government will take on certain planning matters. LPPs do not form part of a scheme (and do not bind decision makers in respect of any development application), however must be given due regard. Determined by Council.	Must be consistent with the intent of the relevant local planning scheme provisions and by implication any relevant SPP. LPPs cannot impose mandatory requirements upon development. Can amend or replace requirements of the R-Codes. Can also contain 'non-planning' incentives to complement the planning intent of the policy.
Local Development Plan	A spatial tool used to control built form outcomes on particular lots, often where there is concern about the relationship between the lot and built form for both the private and public realm. Determined by Council.	Can amend or replace requirements of the R-Codes. A Local Development Plan is better placed to address site-specific matters rather than wider areas.

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Appendix 3

Benchmarking of how other inner metropolitan local governments manage heritage and character protection

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City of Stirling	
Areas Related to Heritage/ Character	Mount Lawley, Menora and Inglewood Heritage Protection Areas – contains four separate character areas within one special control area.
Heritage Areas (HAs) or Special Control Areas (SCAs)	SCA (City of Stirling currently has no HAs)
Scheme Provisions	The SCA is protected under clause 6.6 (Special Control Areas) of the Local Planning Scheme (LPS3).
Local Planning Policies	Character Retention Guidelines Mount Lawley, Menora and Inglewood – relates to all development in the SCA but especially residential areas. Beaufort Street Local Development Plan – development within the designated development area. Has a particular focus on the differing character between the residential areas, commercial development and new infill.
Overview	The Objectives of the Heritage Protection Special Control Areas are: To ensure the conservation and retention of buildings within the Heritage Protection Area Special Control Area dating from the early 1900s to the 1950s where the architectural style of the building is generally intact; To ensure the retention of existing buildings referred to in (a) irrespective of whether the demolition of the building would have no adverse impact on the streetscape; To ensure that new buildings (where permitted), alterations, additions to existing buildings, carports, garages and front fences are in keeping with the heritage character of the area, respect the scale and proportions of surrounding buildings, and are designed to fit into the existing streetscape; To maintain and improve existing street trees, grass verges and front gardens; To retain mature trees wherever possible; and To ensure that new development within the area which is subject to the Beaufort Street Local Development Plan enhances and respects the heritage, character and amenity of Beaufort Street.
Lessons learned based on user experience	Pros Ensures the retention of all buildings that contribute to the pre-1960 character of the area is protected. Identifies styles that contribute to the character of each area. Mature front gardens, street trees, boundary elements and other character elements that contribute to streetscape are protected. Community have a clear set of expectations clearly set out in character protection guidelines. Avoids the need for comprehensive heritage listing of private property. Cons Design guidelines encourage the use of historical architectural styles which diminishes quality of design outcomes. Requires DA for anything not considered maintenance. Administratively time consuming for planning officers. Does not protect interiors or streetscape elements of Original dwellings.

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City of Vincent	
Areas Related to Heritage/ Character	St Albans Avenue Character Retention Area Harley Street Heritage Areas Carr Street Character Retention Area Janet Street Heritage Areas
Heritage Areas (HAs) or Special Control Areas (SCAs)	HAs (City of Vincent currently has no SCAs)
Scheme Provisions	No specific scheme provisions, Reference to Schedule 2, Part 2 and 3 of the Planning and Development (Local Planning Schemes) Regulations 2015. Specifically; Residential Amenity and Heritage Areas.
Local Planning Policies	Character Retention Areas and Heritage Areas (Policy No. 7.5.15)
Overview	Character Retention Areas are nominated by the community and must attract support from a minimum of 40% of the affected property owners. Once Character Retention Areas are nominated there is an extensive engagement process based on the draft guidelines to protect that area. This may result in cancellation of nomination at any stage. Following a public advertising period, the nominations go to council and, if successful the new guidelines for that area become part of Policy 7.5.15. Character Retention Areas may then undergo a heritage assessment (undertaken by heritage consultant) to determine relative heritage significance of the area. This may result in the City nominating a heritage area. Each area is supported by specific guidelines however, in all areas character contributory styles of architecture are retained.
Lessons learned based on user experience	Pros Encourages contemporary design solutions that are respectful of character and vary the 'Deemed to Comply' provisions of R-Codes. Must be owner nominated with at least 40% of affected owners which encourages community led participation in character protection. Policy deals with both character and heritage areas. Heritage Areas are assessed following protection of Character Retention Areas to ensure community support. Guidelines for each area are concise and accessible. Cons Overly reliant on owner nomination which may lead to some Character Retention Areas not being identified before being irreparably altered. Only 40% owner nomination may attract criticism. No specific scheme provisions relating to Character Retention Areas could lead to challenges in SAT.

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Town of East Fremantle	
Areas Related to Heritage/ Character	Nil (There are five recognised residential precincts which have a defined character but no statutory protection)
Heritage Areas (HAs) or Special Control Areas (SCAs)	Nil (Town of East Fremantle currently has no HAs or SCAs. All Residential Zoned Areas are considered under policy)
Scheme Provisions	Part 4 Zones (specifically clause 4.2 Objectives of each Zone) and Part 7 Heritage Protection. (Specifically, Clause 7.1 Heritage List)
Local Planning Policies	All development in residential zoned precincts are subject to LPP 3.1.1 Residential Design Guidelines.
Overview	Development control is managed with the Heritage List (The Town has 1126 Heritage Places) and the Residential Design Guidelines inform new development or extensions to existing heritage listed buildings in residentially zoned areas. The residentially zoned areas have defined character precincts where it is desirable to protect those elements which contribute to that character. The objectives of the LPP3.1.1 are: a. To conserve and protect individual residences considered to have significant heritage value; b. To provide development and design guidance to landowners wanting to extend or refurbish existing dwellings of heritage significance; c. To guide additions to existing dwellings, which do not adversely affect the significance of the dwelling, or of neighbouring heritage places; d. To guide new dwellings and additions/alterations to existing dwellings (particularly second storey additions), which are compatible with the character, form and scale of existing residential development in the locality, and harmonise with the existing streetscape; and e. To encourage creative design solutions of quality that meet the standards of this Policy, and which enhance the character of the residential precincts and Policy Area.
Lessons learned based on user experience	Pros Heritage listing is the best way to protect the significance of individual places and when those places are grouped together the character will invariably be conserved. Heritage listing private property protects against demolition. Recognises the quality of the Town's residential character and manages it all with one comprehensive policy. LPP3.1.1 encourages contemporary design a sympathetic manner. Cons Character elements with no statutory heritage listing (i.e. not within state or local heritage listed lot) are at risk of demolition without approval. Administratively time consuming as all changes to heritage listed property (not including maintenance) requires a DA. Heritage listing should be focussed on best local places.

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City of Subiaco	
Areas Related to Heritage/ Character	Chester's subdivision Heritage Area Duke Street Heritage Area Hammersley Road Group Heritage Area Kershaw Street Heritage Area Kings Road Heritage Area Rokeby Road and Hay Street Heritage Area Sadlier and Redfern Heritage Area Salisbury and Rupert Street Heritage Area Union and Redfern Heritage Area
Heritage Areas (HAs) or Special Control Areas (SCAs)	HAs (City of Subiaco currently has no SCAs)
Scheme Provisions	Division 7 Places of Cultural Heritage Significance (specifically clause 59 Designation of Heritage Areas) of Town Planning Scheme (TPS4) Clauses 4 and 9 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.
Local Planning Policies	Each Heritage Area has a Local Planning Policy. Local Planning Policy 3.6 Development Guidelines for Residential Heritage Areas is a general overview of how to vary the R-Codes design extensions and additions in the heritage areas.
Overview	Historically the community has been resistant to heritage areas and adopted a nomination system (similar to City of Vincent) this subsequently led to the community being less resistant and since then a number of new HAs have been nominated by the City with little resistance. Each Heritage Area categorises the contribution each property makes to the heritage value of the area and is managed accordingly. Non-contributory buildings allow more design innovation albeit within the identified design parameters (i.e. scale, form, setback, materiality, fenestration pattern etc.). Each heritage area has the following objectives: To conserve existing buildings identified as making a considerable or some contribution to the heritage significance and traditional streetscape character of a designated Heritage Area; To encourage innovative and contemporary new building developments, and alterations and additions to existing buildings, that are in harmony with, and maintain the integrity of, the Heritage Area's cultural heritage significance, its established character and visual amenity; and to conserve the cultural heritage significance of Heritage Areas.
Lessons learned based on user experience	Pros Clearly defined Heritage Areas with well-structured policy relating to each area. Range of heritage areas reflects the different building typologies in the local area. Design Guidelines in particular for alterations and additions are clearly articulated in the general policy. Cons Heritage Areas can be less flexible than special control areas and often development applications can be daunting to private owners. Heritage areas require assessment from heritage consultants and often large DAs will require input from heritage consultants which may place pressure on resources.

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Appendix 4

Stage 3 Draft Recommendations Consultation Summary Posters and Consultation Summary

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The Stage 2 Draft Recommendations Report was advertised on the Town's Your Thoughts webpage from 28 August to 25 September 2019. At the close of advertising, 12 submissions were received (plus one double up), of which eight were generally in support and four provided comment or concerns. Key themes from those submissions are summarised in the table below:

	Draft Recommendation	Key Themes in Support	Key Themes of Concern
DR1	Special Control Area 'Character Retention Area'	Agree with extent of area and support context. Agree with retention of original dwellings. Should also apply to development visible from street behind dwelling. Trigger date needs more justification.	Vast scale. Should be confined to streets which have significant number of original dwellings, example streetscape too mixed in East Victoria Park. Albany Highway has been excluded but is part of Victoria Park. Risk of reducing property values, adding costs and to challenge of living in original dwellings/ keeping original dwellings is cost prohibitive. Opinion that there is no factual large scale threat to original dwellings. Consultants are proposing prohibition. It is near impossible to come up with "one size fits all" regulations for such a variety of aesthetics and streetscapes.
DR2	Local Planning Policy 'Character Retention Guidelines'	Sensible. Simple, easy to understand policy and a facilitation culture. Any alterations or additions should be contemporary in nature and distinctly different. Promote advantages of modern design principles, energy efficiency and structurally sound buildings. Solar panels should be shielded from street view. Water tanks should be galvanised iron to keep in character. Would like more detail and examples. Should upskill officers to understand good design. Do not oppose overall aim of requiring homeowners to consider the streetscape character and impact in development proposals, but this affects all development not just original dwellings.	Should also cover commercial developments and apartments. Should allow new modern, character replication or like for like houses (within reason) without a DA/demolition approval. Prohibition of demolition is out of alignment with what we said as part of the Stage 1 consultation. This is an extreme measure. Stage 1 consultation referred to mixed, diverse, varied, eclectic, mishmash character, yet consultant refers to cohesiveness.

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	Draft Recommendation	Key Themes in Support	Key Themes of Concern
DR3	Community-Nominated Heritage Areas	Support bottom-up approach and partnerships; enable facilitation of a platform of respect. Some houses are run down and should not be retained. Town could facilitate community engagement on matter. Should be based around inclusivity and respect for heritage, neighbours, streetscape, diversity of the area, employees, simplicity, flexibility, homeowners and councillors.	Should be confined to limited number of (intact) neighbourhoods. Reliant on active support by people who may have ulterior motive. 40% of homeowners in an area is not enough.
DR4	Incentives to Retain original dwellings	Seems reasonable. Encourages investment and attracts people to the area looking for character homes. Need to ensure incentives are actually spent. Support technical advice incentive. Could include educational aspect with the aim of encouraging applications to consider retention in a renewed light without coercion.	Maintaining an original dwellings is expensive and incentives will fall short of what is required. Transferrable bonuses can disadvantage residents without two houses and should be removed.
DR5	Public Domain Improvements	Very supportive. Street canopy trees and natural beauty vital. Town could facilitate community engagement on matter. Road resurfacing desired.	Should be done economically with minimal impact to ratepayers.

In addition to feedback on the specific draft recommendations, the following general comments received included:

- Overall, the proposed recommendations seem better phrased, more professionally placed within the planning system and less draconian;
- Appreciation of work, seriousness and thought put into the project;
- Allowing demolition of post-1945 dwellings could mean no legacy of post-war 'Australiana' for future generations;

In response to some key comments received on the draft recommendations, we note the following:

- The draft local planning scheme provisions and local planning policy do not propose the prohibition of original dwelling demolition. These tools create a trigger for further assessment and considered of an application to demolish and provide circumstances where demolition may be considered acceptable. There will always be a scenario that is not captured under policy and this is where the flexibility and discretional nature of the policy come into effect.
- The draft policy focusses on defining the streetscape character using broad categories of siting and scale, form and materiality, and connection to the street. Contemporary design is encouraged where it respects this streetscape character.
- Incentives are not intended to fund works 100% but rather to assist those who choose to live in a character home to consider its retention in a different light. It is recommended that a separate policy on such incentives be drafted to support the administration of the Character Retention Guidelines.
- We agree that buildings built after 1945 may still have heritage value. There appears to be concern that the recommended SCA could promote 'facadism' in an effort to retain built heritage. It is noted that the recommended Character Retention Guidelines is focussed on streetscape character rather than cultural heritage value and encourages the retention of the majority of an original dwelling.

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Appendix 5

Draft Special Control Area 'Character Retention Area' Scheme Amendment provisions

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Planning and Development (Local Planning Schemes) Regulations 2015

RESOLUTION TO PREPARE OR ADOPT

COMPLEX AMENDMENT TO LOCAL PLANNING SCHEME

Town of Victoria Park Local Planning Scheme No. 1

Amendment No. #

RESOVLED THAT the local government pursuant to section 72 of the *Planning and Development Act 2005*, amend the above local planning scheme by:

1. Amending the Scheme map by introducing a Special Control Area over the area shown below.

insert map.

2. Including a new sub-clause 25A(1)(c) as follows:

   c) Character Retention Area shown on the Precinct Plans as CRA with a number (1) and included in Schedule E.

3. Inserting a new clause 25AC as follows:

   25AC. Character Retention Area

   (1) The purpose of the Character Retention Area is to:

      a. Retain and enhance the contribution made by original dwellings towards streetscape character; and

      b. To facilitate the consideration of streetscape character in development proposals.

   (2) Schedule E sets out the specific objectives and additional provisions that apply to the Character Retention Area.

4. Including Character Retention Area within Schedule E as follows:

Area No	Land Description	Purpose and Particular Requirements
CRA1	Land generally extending between the railway line and to around Berwick Street and Canning Highway to around Oats Street.	Development approval is required for the following works: the demolition of a single house constructed prior to 1 January 1946; or any development visible from the street, defined as being situated within 12m of a primary street boundary and/or exceeding 5m above the nature ground level of the street boundary as determined by the local government. All development shall be designed with due regard for any relevant local planning policy adopted for the CRA.

5. The amendment is considered complex under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

   a. The amendment is not addressed by any Local Planning Strategy; and

   b. The amendment has the potential to result in significant environmental, social, economic or governance impacts on land in the scheme area.

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Appendix 6

LPP25 Summary of Key Policy Elements and Review

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Appendix 6

LPP25 Summary of Key Policy Elements and Review

LPP25 Summary of Key Policy Elements	Review
1. Setbacks of buildings generally a) Specifies metres for buildings and boundary walls to primary streets. b) Specifies metres for secondary streets. c) Specifies frontage percentage for a porch or chimney. d) Includes rights-of-way (ROW) provisions.	a) Setbacks consistent with the prevailing street setback considered more appropriate and effective at retaining streetscape character. b) Most dwellings do not address secondary streets in the area, R-Codes provision considered sufficient in this instance. c) ROWs not a priority for a streetscape character policy. Irregularity should be encouraged in ROW environments to create a distinctively different character from the primary streetscape character of the area. Should the Town wish to control ROW development generally across the town, a specific local planning policy could be prepared. In the interim, parts of LPP25 relating to ROWs could remain in effect, however they are not proposed to be carried forward into the new LPP.
2. Setbacks of garages and carports a) Specifics metres to primary and secondary streets for a variety of scenarios for garages and carports. b) Specifies metres for garages projecting forward of dwelling façade. c) Specifies percentage for garage width (57%). d) Specifies number of columns for a carport and eave overhand. e) Requires unobstructed view of dwelling. f) Garages only permitted from ROW in Weatherboard Precinct/Streetscapes (WBP). g) Specifies metre range for carport width relative to lot width (for WBP). h) Requires structures to reflect architectural style of dwelling (for WBP). i) Includes rights-of-way (ROW) provisions.	a) Considered important and carried forward to new LPP in a generalisd manner to require garages in line or behind main building line. b) As above. c) Revised to 50% to align with objective to 'not dominate' the visual appearance of the lot. d) Considered unnecessary. e) Considered important and carried forward to new policy. f) Considered important and carried forward to new policy in similar fashion to R-Codes 5.3.5 vehicular access. g) Considered important and carried forward to new policy. h) Considered mimicry and often produces outcomes that are overbearing to the original or existing dwelling Provision 'softened' to not require reflection of roof form and instead be positioned lower than plate height of the dwelling. i) As per 1(c).
3. Outbuildings a) Specifies behind building line or to the side. b) Includes rights-of-way (ROW) provisions.	a) R-Codes provision considered sufficient in this instance (noting 5.4.3 Outbuildings unable to be varied without WAPC approval). b) As per 1(c).
4. Patios and Shade Sails a) Patios permitted forward of building line where they reflect architectural style of dwelling. b) Flat roof patios not acceptable where visible from the street. c) Contains provisions for patios not visible from the street.	a) As per 2(h). b) As per 2(h). c) Considered unnecessary for a streetscape policy (and where DA is only required for development visible from the street). R-Codes considered sufficient. d) Considered unnecessary.

LPP25 Summary of Key Policy Elements	Review
d) Shade sails located behind building line, or forward in limited circumstances.	
5. Surveillance of the Street a) Requires a habitable room window facing the street and a visible front entry. b) Includes rights-of-way (ROW) provisions.	a) R-Codes provisions considered sufficient in this instance. b) As per 1(c).
6. Street Walls and Fences a) Solid walls to 1.2m height for front and side boundary fencing forward of building line. b) Max. 1.8m height, provided solid portion is max. 600mm and visually permeable above. c) Lists acceptable materials. d) Specifies fencing for lots fronting high-traffic roads (max. 75% 1.8m solid for length of fence). e) Permits 1.8m high fencing to secondary street of specified material. f) Includes rights-of-way (ROW) provisions.	a) Principle of low fencing within primary street setback area (front and side) considered important and carried forward to new LPP. Overall height 1.2m retained and worded consistent with R-Codes. b) 1.8m in front setback area considered to negatively detract from the open nature of front gardens and vistas of the streetscape at oblique angles. Max. solid portion raised to 750mm in compromise plus 1.5m piers. c) Considered important and carried forward to new policy. d) Considered reasonable and carried forward to new policy. e) Considered reasonable and carried forward to new policy. f) As per 1(c).
7. Sightline at Vehicle Access Points a) Specifies 1.5x1.5m truncation and max. height of structures within it (including specifics of picket gap width). b) Includes rights-of-way (ROW) provisions.	a) R-Codes provisions considered sufficient in this instance. b) As per 1(c).
8. Retention of Dwelling a) Requires sensitive incorporation of retained dwelling. b) Lists when a dwelling shall be retained (as 'acceptable development), including heritage list, a weatherboard house in WBP, an original dwelling (figure) except where structurally unsound or wholly clad in fibro or asbestos). c) Planning approval 'required' to demolish plus DA for redevelopment that contributes to streetscape character and of a 'higher standard' than otherwise compliant.	a) New policy provisions as a whole, including objectives, considered sufficient in this instance, plus the existence of 5.2.6 Appearance of retained dwelling of the R-Codes. b) Considered important in concept and carried forward to new LPP, with the exception of fibro/asbestos cladding because such materials can be replaced by a modern alternative. c) Considered important in concept and carried forward to new LPP, however existing ambiguous/potentially unmeasurable terms removed.
9. Appearance of Retained Dwelling a) Retained dwelling upgraded equivalent standard.	a) R-Codes provisions considered sufficient in this instance plus policy objectives.
10 – 13. Building Design (specific precincts) WBP a) References Burra Charter. b) Requires inappropriate features to be replaced. c) Requires structures within street setback area to reflect architectural styles of dwelling. d) Clad with weatherboard. e) Consistent with street and side setbacks, heights, roof pitches (30deg) and materials. f) Specifies plate height plus wall height for second storey. g) Two storey development designed to reduce bulk and scale and lists general principles. h) Requires open eaves.	a) Considered important however the provisions of the new LPP themselves are consistent with the principles of the Burra Charter without needing to reference it specifically. b) Considered important and carried forward into new LPP c) As per 2(h). d) Considered important and carried forward into new LPP more broadly (use of traditional materials). e) Sound principle considered important and carried forward into new LPP in a more general sense (rather than precinct specific). f) R-Codes provision considered sufficient in this instance.

LPP25 Summary of Key Policy Elements	Review
i) Requires traditionally proportioned windows. j) Roof fixtures not visible from street. k) Dwelling oriented to street, including front entrance. l) Lists acceptable materials. m) Generally duplicates provisions from General regarding carports, patios and shade sails. n) Requires retention of existing trees wherever possible. o) Front setback development as predominantly soft landscaped garden. **Within RCSA but not WBP** p) As per (e) but with 25deg roof pitch. q) Wall height similar to adjacent dwellings but does not preclude two storeys. r) Generally duplicates provisions (g)-(o). **Raphael Precinct** s) As per (e). t) Generally duplicates provisions (g)-(o).	g) Considered important and carried forward into new LPP with specific guidance regarding ridge lines etc. h) Considered important and carried forward into new LPP more broadly. i) Considered important and carried forward into new LPP with specific guidance. j) R-Codes provision considered sufficient in this instance. k) R-Codes provision considered sufficient in this instance. l) Considered important and carried forward into new LPP. m) Duplication unnecessary. n) Considered important for whole of policy area and carried forward into new LPP. o) Considered important and carried forward into new LPP. p) As per 10-13(e). q) R-Codes provision considered sufficient in this instance. r) Duplication unnecessary. s) As per 10-13(e). t) Duplication unnecessary.
14. Development Abutting ROW a) Contains additional provisions for ROWs including pedestrian access to public street, taking vehicular access from ROW, widening of ROW, vegetated setback area, lighting, street numbering.	a) As per 1(c).

Appendix 7

Draft Local Planning Policy 'Character Retention Guidelines'

DRAFT

Town of Victoria Park

Draft Local Planning Policy No. #

Character Retention Guidelines

Date of Adoption: #

INTRODUCTION

The Town of Victoria Park (Town) contains some of the oldest suburbs within the Perth Metropolitan Area. The original subdivision pattern and much of the original pre-1945 building fabric is still apparent in the area. While the level of intactness across the Town's Character Retention Area (as identified under the Town's Local Planning Scheme No. 1 by a Special Control Area) varies, there is an identifiable residential **streetscape character** which the community have expressed a desire to retain and enhance[1].

The purpose of this policy is to define the special residential **streetscape character** that is found within the Town's Character Retention Area and to set out how new development that is **visible from the street** should contribute positively to that character, while accommodating contemporary and sustainable designs. Contemporary development within character areas provides the opportunity to bring new life into an historic area, revitalise vacant lots, encourage innovative contextual design, attract new investment whilst maintaining the amenity for owners of **original dwellings**.

This policy is made pursuant to Schedule 2, Part 2, Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (*Regulations*) and is to be read in conjunction with Local Planning Scheme No. 1, Precinct Plans, State Planning Policy 7.3 Residential Design Codes: Volume 1 (R-Codes) and all relevant local planning policies.

This policy amends, replaces and/or augments certain clauses within the R-Codes, however development shall comply with the R-Codes in all other respects. Where an inconsistency exists between this policy and another adopted local planning policy, this policy prevails to the extent of the inconsistency.

POLICY OBJECTIVES

The objectives of this policy are to:

a) Confirm the contribution that **original dwellings** make to the **streetscape character**;

b) Retain the traditional streetscape pattern in particular the existing rhythm of front and side setbacks;

c) Avoid development that mimics styles of architecture from the past and instead encourage innovative new design that reflects the prevailing form, scale and materiality of the streetscape in which it is located, with particular reference to roof pitch, traditionally proportioned windows and the grain of existing building materials;

d) Ensure additions and extensions to **original dwellings** do not visually dominate the streetscape presence of the **original dwelling**;

e) Minimise the visual impact of car parking structures on the streetscape and in particular **original dwellings**;

f) Retain the open nature of front gardens within the streetscape, with particular reference to low, visually permeable fencing to front and side boundaries within the street setback area; and

g) Encourage the retention of mature trees wherever practical.

[1] Town of Victoria Park Review of Residential Character Study Area and Local Planning Policy 25 Streetscapes: Stage 4 Final Conclusions and Recommendations Report, element Oct 2019

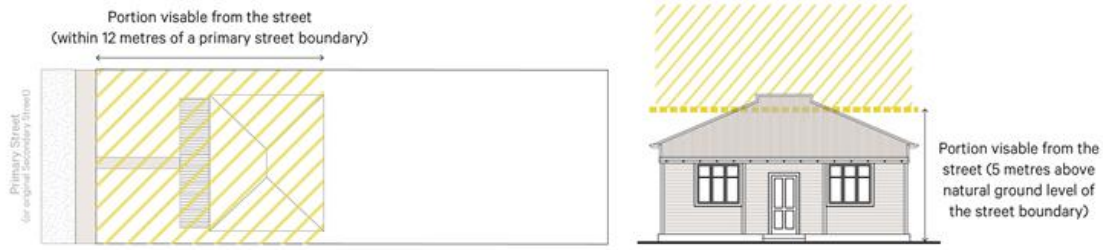
POLICY SCOPE

This policy applies to all residential development **visible from the street** on land contained within the Policy Area as shown in **Figures 1 and 2**. All other residential development is subject to the R-Codes.

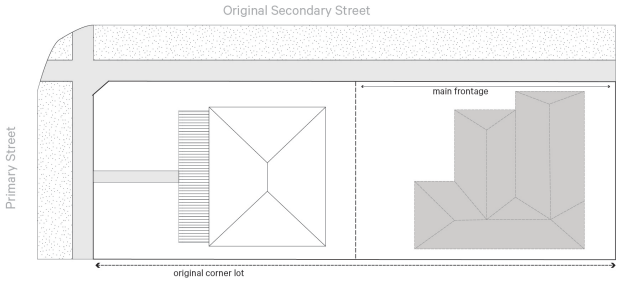
Figure 1 – Policy Area



Figure 2 – Visible from the street



Note:
For the purposes of applying this policy, '**primary street**' also includes the public street to which a grouped dwelling has it main frontage and the original secondary street from which a single dwelling results from the subdivision of an original corner lot.



DEFINITIONS

Terms used in this policy are defined as per the R-Codes unless listed below:

a) **Original dwelling** means a dwelling built prior to 1 January 1946.

b) **Plate height** means the horizontal plane where the exterior walls meet the roof rafters or trusses.

c) **Prevailing street setback** means the average street setback of the **primary building line** of five dwellings either side of the lot on that same side of the street and within the same street block, or up to five dwellings where not possible in accordance with **Figure 3**.

d) **Primary building line** means the longest vertical plane of the exterior wall to a dwelling fronting the primary street in accordance with **Figure 4**,

e) **Repairs** means minor works that are undertaken to repair, or prevent, a building, structure or place from falling into a state of disrepair and include:

   i. Painting of existing painted surfaces;

   ii. Rendering of existing rendered surfaces;

   iii. Re-roofing with like-for-like materials and where there is no change to the roof form, pitch or colour;

   iv. Replacement of cladding materials with like-for-like;

   v. Replacing or repairing materials, fittings or architectural features with like-for-like.

f) **Streetscape character** means the visible components in a street between the facing buildings, including but not limited to the form and scale of the buildings, car parking structures, setbacks, materials, fencing, gardens and street trees that together form its urban identity.

g) **Visible from the street** means development that is situated within 12m of a primary street boundary and/or exceeding 5m above the natural ground level of the primary street boundary, as determined by the local government (refer to Figure 2).

Figure 3 – Prevailing Street Setback

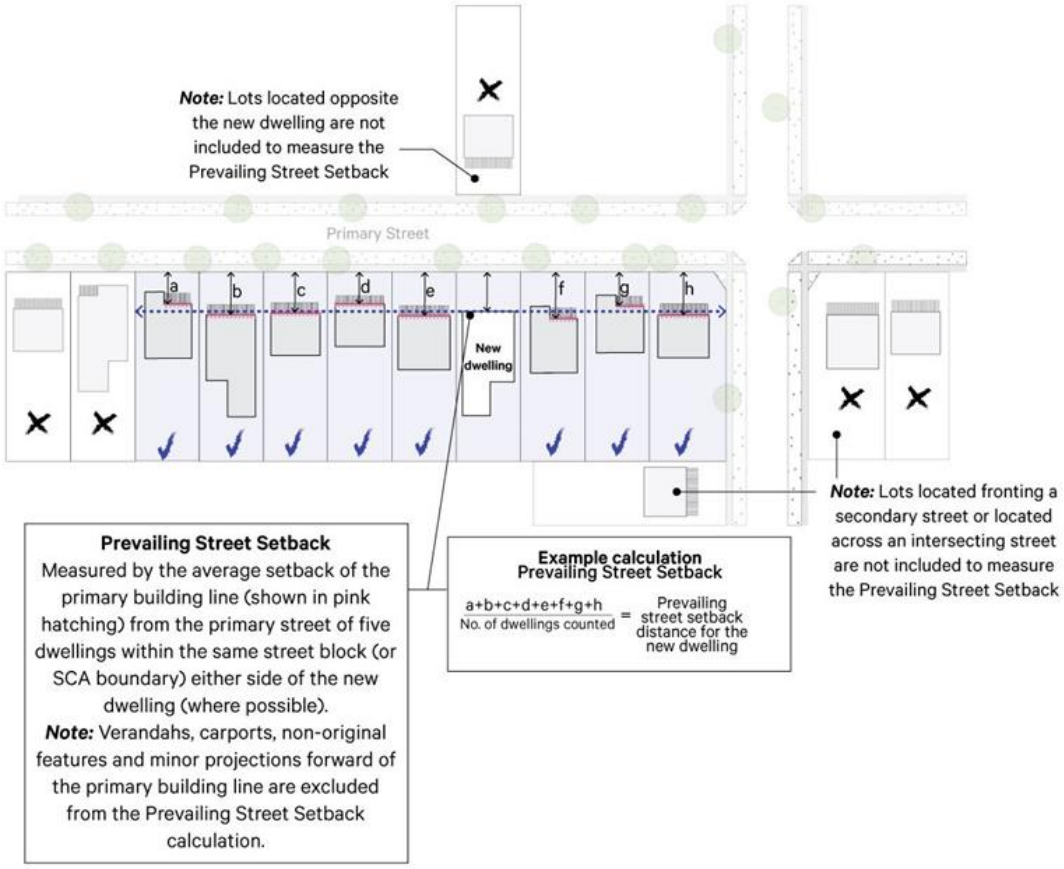
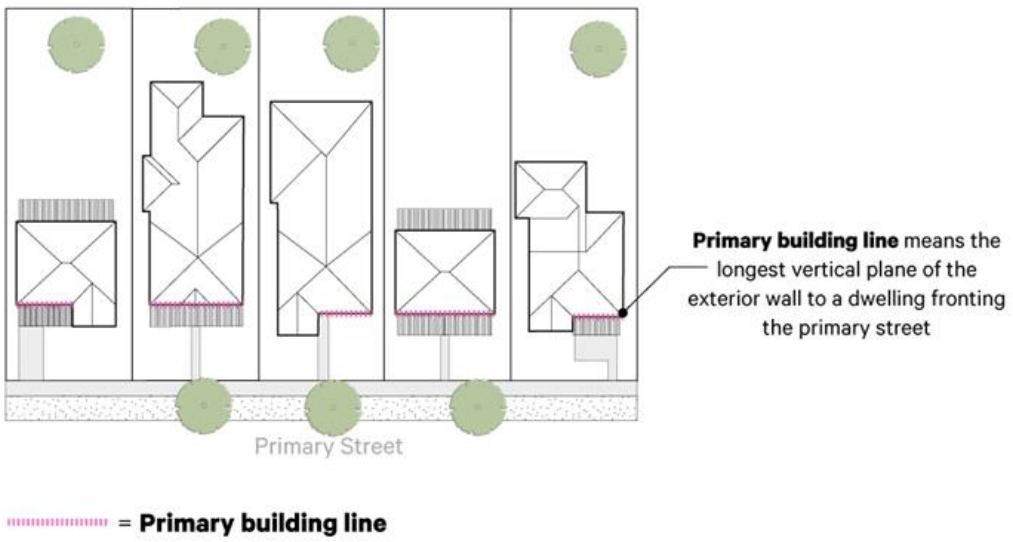


Figure 4 – Primary Building Line



THE CHARACTER OF THE POLICY AREA

The residential character of the Policy Area is defined by the relationship between original pre-1945 single storey dwellings including their form, scale and materiality, the development pattern of the historic estate lot sizes, street widths and the quality of street trees and front gardens.

A brief history and development of the area is explained within *Schedule 1 Historic Estates* of this policy and should be given due regard when considering development against the policy objectives.

The following specific characteristics have been identified[2] as making a positive contribution to the **streetscape character,** which should be protected and enhanced in future development to retain the **streetscape character** of the Policy Area.

1. **Built Form**

   a) **Original dwellings** are generally single storey in scale which forms a distinct single storey character;

   b) Corner buildings almost exclusively address the primary street (with the exception of corner shops);

   c) Styles of **original dwellings** are often grouped to reflect period of development;

   d) **Original dwellings** are characterised by steeply pitched hipped and gabled roofs, timber framed doors and windows with vertical emphasis, front verandahs and entry doors facing the street;

   e) **Original dwellings** are predominantly built of timber frame with weatherboards and galvanised metal roof cladding from the Gold Boom and Interwar periods and brick, tile and render bungalows from the Federation period (refer to *Schedule 1 Historic Estates*);

   f) Very few **original dwellings** when first constructed had vehicle parking or other roofed structures in the front setback;

   g) Front and side setbacks are generally consistent with neighbouring dwellings; and

   h) Front fences and side fencing forward of the **primary building line** are generally low, open or absent.

2. **Public Domain**

   a) Vehicular crossovers are generally restricted to one per lot;

   b) Mature street trees are located on verges creating visual avenues and natural shade; and

   c) Low front fences provide visual transparency through front gardens creating vistas along streets at oblique angles.

POLICY STATEMENT

1. Demolition

a) There is a presumption against the demolition of an **original dwelling**. Demolition approval should not be expected simply because redevelopment is a more attractive economic proposition or because the building has been neglected;

b) An application to demolish the whole or a portion of an **original dwelling** shall be considered where:

   i. evidence is provided by an independent certified structural engineer that the building is structurally unsound or uninhabitable due to unsafe levels of asbestos; or

   ii. extensions and additions proposed to an **original dwelling** involve retention and incorporation of the majority of the **original dwelling** fronting the street;

c) An application to demolish an **original dwelling** shall be accompanied by the following information:

[2] Town of Victoria Park Residential Character Study Final Report, Hocking Planning & Architecture, Sept 2003

i. an assessment by a suitably qualified heritage or architectural professional that describes why the dwelling should not be considered original and/or makes no positive contribution to the **streetscape character**; and

ii. where relevant, a report from a certified structural engineer that clearly states the building is structurally unsound or uninhabitable and the reasons why it cannot be retained and restored.

d) Upon request from the local government, an application to demolish a non-original dwelling must be accompanied by documentation that establishes the date of the construction is after the 31st December 1945, to the satisfaction of the local government;

e) Where the date of construction cannot be established, demolition shall be at the discretion of the local government having regard to the dwelling's contribution to the **streetscape character** as identified in this policy; and

f) A development approval for full demolition will only be granted where demolition forms part of a redevelopment proposal for the lot, or where subclause (b)(i) applies.

Note: The Town may engage their own professionals to undertake an independent assessment or peer review of any documentation provided to support the demolition of a dwelling in the Policy Area, at the applicant's cost in accordance with regulation 49 of the Planning and Development Regulations 2009.

2. General Development Provisions (applicable to all development)

a) Development guidance is provided with respect to the following key design elements as illustrated in Figures 5a and 5b:

- **Siting and Scale** – primary street and lot boundary setbacks, building mass and proportions;
- **Form and Materiality** – roof pitch, window style, use of traditional materials to **repair original dwellings** and to inform materials on new development; and
- **Connection to the Street** - main entry to residence, windows, front fencing, verandahs, front gardens and vehicle parking;

b) All development **visible from the street** shall demonstrate compliance with the development provisions listed in Tables 2.1 – 2.3.

Figure 5a – Key Design Elements

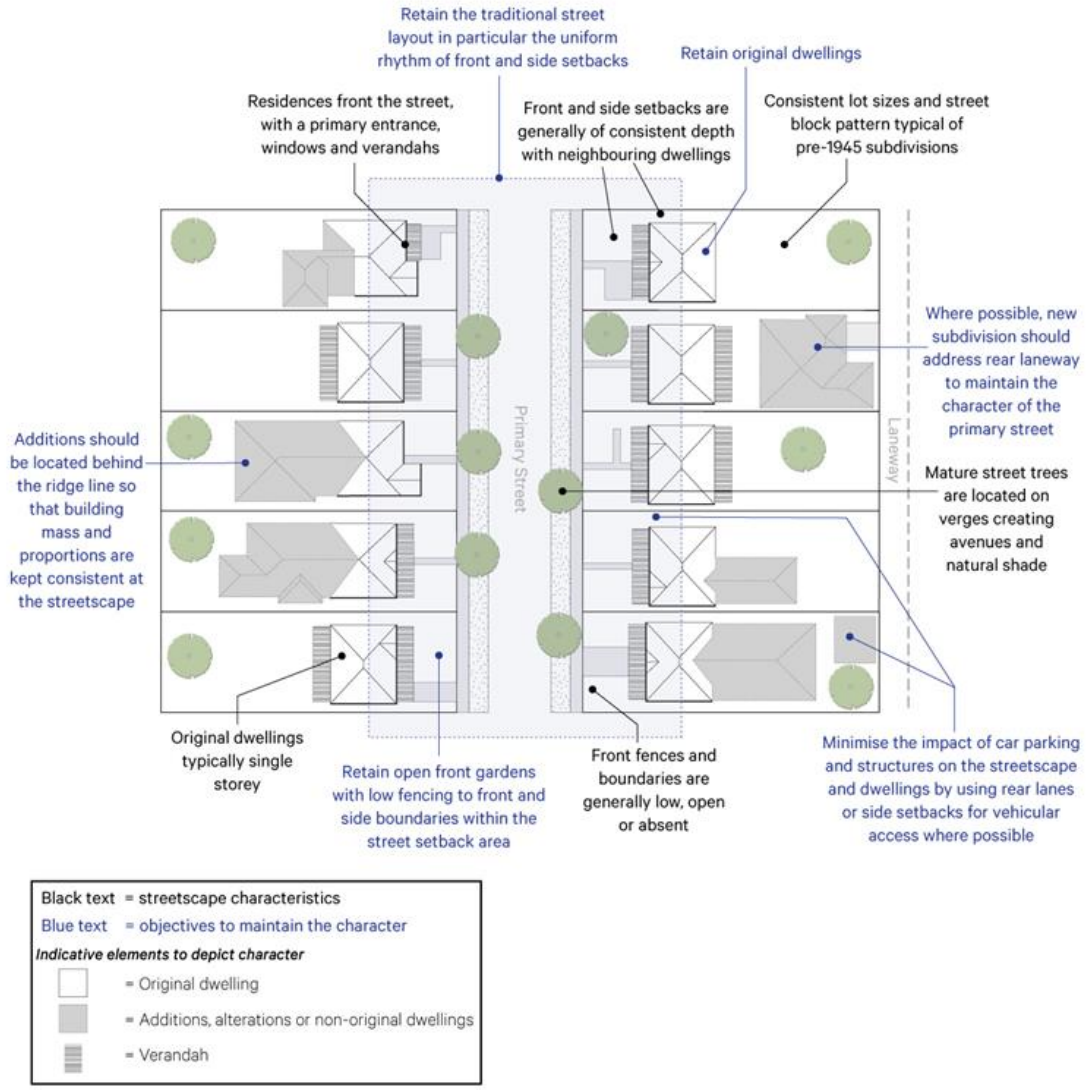
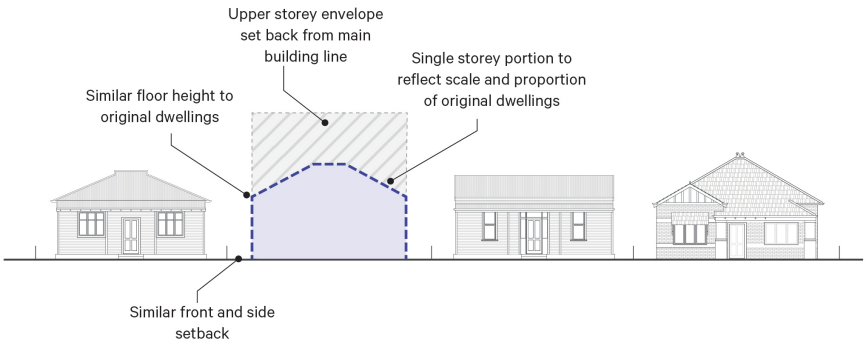


Figure 5b – Key Design (Building Envelope) Response



Example of built form design response to the streetscape character

2.1 Siting and Scale

Table 2.1 – Siting and Scale

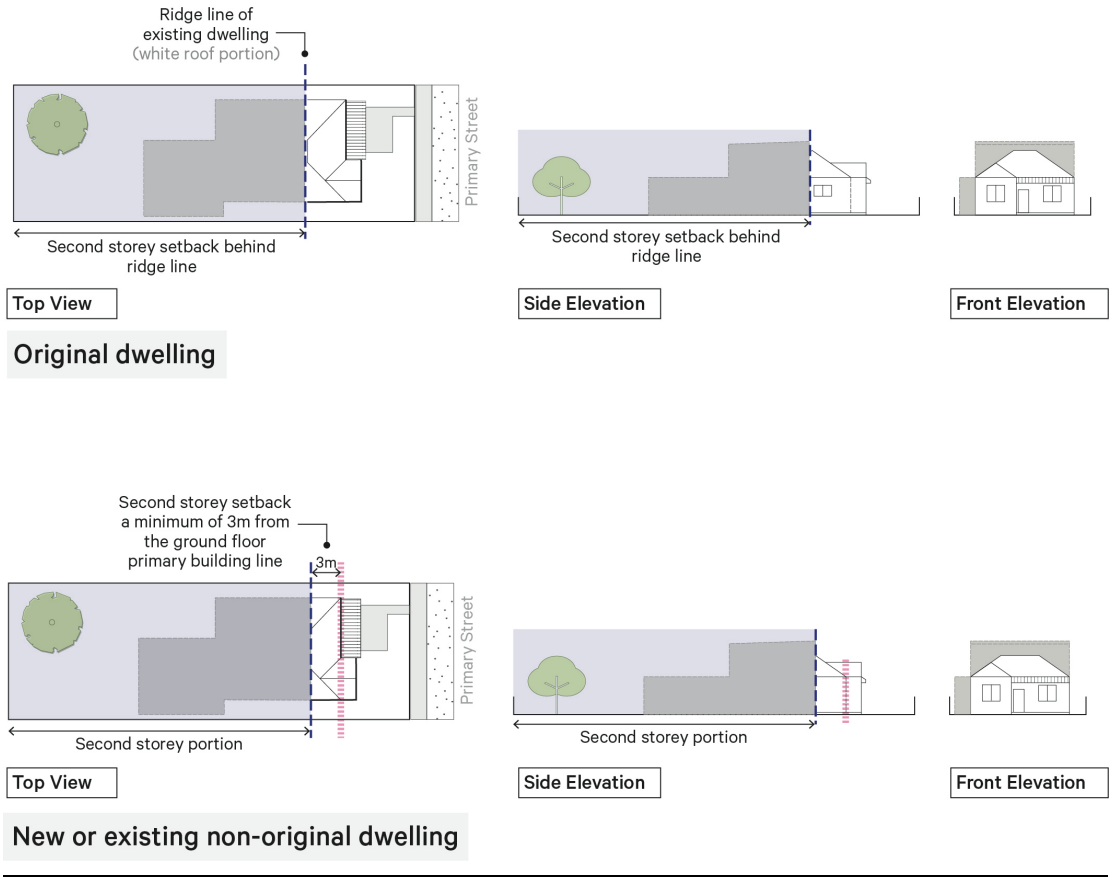
The following Local Housing Objectives and R-Codes Deemed-to-Comply provisions amend, replace or augment the R-Codes in relation to Siting and Scale.

Note: Local Housing Objectives augment the R-Codes and are used to guide judgements about the merits of proposals for aspects of residential development that does not meet the requirements or is not provided for under the R-Codes.

Local Housing Objectives	R-Codes Deemed-to-Comply
5.1.2 Streetscape	
With respect to the application of Design Principle P2.1 'Buildings setback from the street boundaries an appropriate distance', the following matters shall be considered: a) Provides for soft landscaping and tree planting that enhances the **streetscape character**; b) Improves the visual appeal and pedestrian amenity of open garden areas; and c) Retains healthy, mature trees where practical. With respect to the application of Design Principle P2.2 'Building mass and form that positively contributes to the prevailing or future development context and streetscape as outlined in the local planning framework', the following matters shall be considered: Upper level setbacks: a) The established **streetscape character**, particularly with respect to scale, massing and proportions, including verandahs and porches.	Clause 5.1.2 Street setback C2.1 (excluding (iv)) and C2.4 are replaced with the following: C2.1 Buildings setback from the primary street: a) At a distance not less than the **prevailing street setback** as illustrated by **Figure 3**; or Note: applications shall be accompanied by information demonstrating the calculation of the **prevailing street setback**, to the satisfaction of the local government. Note: Where a grouped dwelling has its main frontage to a secondary street or where a single house results from subdivision of an original corner lot and has its frontage to the original secondary street, buildings are to be setback in accordance with C2.1(iv) of the R-Codes and are not subject to a **prevailing street setback** assessment. C2.4 A second storey setback from the primary street as illustrated in **Figure 6** as follows: a) For existing dwellings, behind the ridge line of the existing dwelling; or b) For new dwellings, a minimum of 3m from the **primary building line to** ensure the dwelling has a clear single storey component as viewed from the street. Clause 5.1.2 Street Setback is modified to include the following additional deemed-to-comply requirements: C2.5 Pergolas setback in accordance with the street setback requirements applicable to buildings. C2.6 The street setback area is developed primarily as a soft landscaped garden. C2.7 Verandahs or porches that address the primary street frontage and comprise the front door of the property.
5.1.3 Lot Boundary Setbacks	
With respect to the application of Design Principle P3.1 'Buildings setback from lot boundaries or adjacent buildings on the same lot', the following matters shall be considered: Lot boundary walls: a) The established detached **streetscape character** of dwellings as viewed at an oblique angle from the street; and b) Lot frontage widths.	Clause 5.1.3 Lot boundary setback C3.2 is replaced with the following: a) Carports built up to lot boundaries forward of the **prevailing street setback** where compliant with visual truncation requirements of clause 5.2.5 of the R-Codes.

Local Housing Objectives	R-Codes Deemed-to-Comply
5.1.6 Building Height	
With respect to the application of Design Principle P6 'Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape', the following matters shall be considered: a) The established roof form, pitch and eaves height of the streetscape. b) New buildings address the primary street frontage and respond to and reinforce the existing **streetscape character** such as wall height, ridge lines and eaves overhangs.	Clause 5.1.6 Building Height is replaced with the following: a) Maximum two storeys; b) A roof pitch of between 30-35 degrees; c) The single storey portion fronting the street (and for the purposes of 5.1.2 C2.4 above) have an eaves height the average of the two adjoining properties but not less than 2.6m plate height.

Figure 6 – Second Storey Setback



2.2 Form and Materiality

Table 2.2 Form and Materiality

The following Local Housing Objectives augment the R-Codes to guide judgements about the merits of the proposal with respect to the Design of Buildings through Form and Materiality.

Local Housing Objectives
Design of Buildings

1. Form

Windows

Windows facing the primary street are to:

a) Be provided to complement the established **streetscape character**;

b) Have primarily vertical proportion;

c) Be clear-glazed; and

d) Not be floor-to-ceiling.

Eaves

a) Eaves are required to all dwellings and widths are to match the width of the existing dwelling (if an extension) or prevailing eaves style of the streetscape where **visible from the street**.

b) Eaves are to be unlined with roof rafters exposed from the underside.

Roof

a) Traditional roofs are pitched between 30 and 35 degrees. New roofs should aim to conform with the prevailing roof form of the area. This may be dual pitched with gable or hipped.

Note: This should inform the new single storey portion of new development roof pitches however second storey roofs do not necessarily need to comply with traditional roof pitches if not **visible from the street**.

Second Storeys

a) Second storeys should be setback behind the predominant single storey street front portion of a new dwelling and additions thereto and should respect the scale of the traditional **streetscape character** of the area.

2. Materials

Traditional materials used in the Policy Area will vary depending on the period of development. New development should not seek to copy original buildings but instead draw influence from the them in the streetscape in which it's located. As a guide, the following materials should be incorporated in new development that is **visible from the street**:

Roofs

a) Galvanised corrugated iron or prefinished steel.

b) Marseilles profile terracotta tiles.

Walls

c) Painted, horizontal weatherboards of a minimum width of 175mm wide and 18mm thick.

d) Red brick (of a traditional type i.e. non uniform in colour or texture).

e) Painted render as a secondary finish.

Verandahs

f) Timber decking with timber balustrades and posts.

g) Roof form generally matching the dwelling roof. Skillion or bullnose roofs with galvanised iron, terracotta tiles or prefinished steel.

h) Simple timber brackets between posts and facia may be acceptable.

Local Housing Objectives
Windows and doors i) Timber is preferable material for all window frames and doors. j) Aluminium where frames are wider may be acceptable. k) Recessed windows with proportionate framing. Gutters and Downpipes l) Galvanised iron. m) Prefinished steel. Garages and Carports n) Timber or wrought iron gates to crossovers. Ornamentation o) Copying historic details is not permitted on new development; this might include latticework on verandahs, ornate verandah posts, decorative render or stucco corbelling to chimneys and window surrounds.

2.3 Connection to the Street

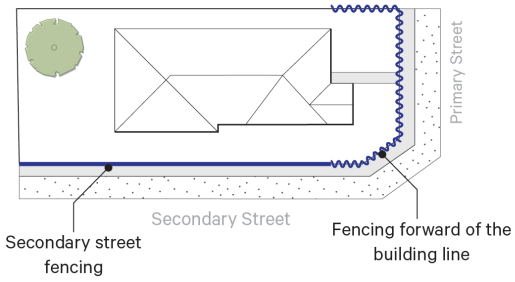
Table 2.3 Connection to the Street

The following Local Housing Objectives and R-Codes Deemed-to-Comply provisions amend, replace or augment the R-Codes in relation to Connection to the Street.

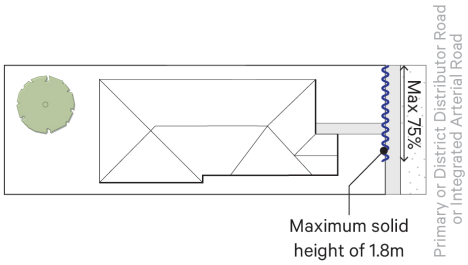
Local Housing Objectives	R-Codes Deemed-to-Comply
5.2.1 Setbacks of Garages and Carports	
With respect to the application of Design Principle P1 'The setting back of carport and garages to maintain clear sight lines along the street and not to detract from the streetscape or appearance of dwellings; obstruct views of dwellings from the street or vice versa', the following maters shall be considered: a) Provides for soft landscaping and tree planting that enhances the **streetscape character** and pedestrian amenity and improves the visual appeal and comfort of open garden areas.	Clause 5.2.1 Setback of garages and carports C1.1 and C1.2 are replaced with the following: C1.6 Carports setback forward of the **prevailing street setback and/or primary building line** provided the following is met: a) Minimum street setback of 1.5m; b) Open on all sides except to the extent it abuts a dwelling; c) Unobstructed view between the dwelling and the street; d) Reflect the style, materials and colours of existing and proposed new dwellings, especially roof form; C1.7 Garages setback behind the **primary building line.**
5.2.2 Garage Width	
With respect to the application of Design Principle P2 'Visual connectivity between the dwelling and streetscape should be maintained and the effect of the garage door on the **streetscape character** should be minimised whereby the streetscape is not dominated by garage doors', the following matters shall be considered: a) Garages which do not dominate the visual appearance of the lot having regard to the width of the lot and building frontage, the location of any upper floor relative to the garage and the general design merit.	Clause 5.2.2 Garage width C2 is replaced with the following: a) The external width of the garage structure is not greater than 50% of the frontage of the site.

Local Housing Objectives	R-Codes Deemed-to-Comply
5.2.4 Street Walls and Fences	
With respect to the application of Design Principle P4 'Front fences are low or restricted in height to permit surveillance and enhance **streetscape character'**, the following maters shall be considered: a) Maintaining open front gardens with views to the building, and across lot frontages as viewed at an oblique angle from the street. b) Fencing that is visually permeable and of materials that respect the **streetscape character.**	Clause 5.2.4 Street walls and fences C4 is replaced with the following: c) Walls and fencing within the primary street setback area that are visually permeable above 750mm from natural ground level to maximum height of 1.2m; d) Piers do not exceed 500mm in width and 1.5m in height; e) Secondary street walls and fencing that have a maximum solid height of 1.8m, setback behind building line in accordance with **Figure 7**; f) Material(s) proposed include one or more of the following selected to reflect the predominate materials of fences to **original dwellings** in the streetscape: i. Timber pickets; or ii. Brick; or iii. Limestone; or iv. Rendered masonry; or v. Wrought iron. g) For lots with frontage to a Primary or District Distributor Road or Integrated Arterial Road, walls and fencing that have a maximum solid height of 1.8m for a maximum of 75% of the length of that frontage. Refer to **Figure 7** for guidance.

Figure 7 – Primary and Secondary Street Fencing



Primary and secondary street fencing



Primary or District Distributor Road or Integrated Arterial Road

3. Development Provisions for Original Dwellings

a) The following provisions apply to **repairs** and extensions and additions to **original dwellings** in addition to those listed in Tables 2.1-2.3. Where any inconsistency occurs between Tables 2.1-2.3 and Table 3, Table 3 prevails.

Table 3: Original Dwellings

*The following Local Housing Objectives augment the R-Codes to guide judgements about the merits of proposals involving **original dwellings** with respect to the Design of Buildings through Form and Materiality.*

Local Housing Objectives
Design of Buildings
1. General a) No additions or alterations to original dwellings shall occur forward of the primary building line unless restoring an original feature e.g. verandah or as otherwise determined by the local government. b) **Repairs** to **original dwellings** shall be based on retaining the traditional materials and appearance of the building. c) Where the street front portion of an **original dwelling** has been altered in the past it is encouraged to be restored to match its original appearance using traditional materials as this will enhance its contribution to the **streetscape character.** d) Additions to **original dwellings** may be more contemporary in nature, while ensuring they are designed to respect the materiality, scale and form of the **original dwelling** and not overwhelm the streetscape presence of that dwelling. e) Design solutions are encouraged and shall balance sustainability outcomes with respecting the **streetscape character**. In particular, the retention and ongoing use of **original dwellings** is inherently sustainable as these building represent a considerable amount of embodied energy. Demotion and rebuilding entail disposing of substantial waste and using energy intensive materials.
2. Roofs a) If roof cladding requires replacement it should match the original based on physical or documentary evidence. In most cases this will be corrugated galvanised iron or terracotta tiles. Often galvanised iron was painted in colours of dark red or green and some prefinished steel can match this but its preferable to retain a 'silver or metallic' appearance.
3. Walls a) Brickwork – where brickwork is currently exposed it should remain uncoated by paint or render. It should be repointed when required with a mortar mix to match the original in composition and appearance. Where original exposed brick has been painted, restoration to original face brick is encouraged. b) Render - render was used sparingly as a decoration to brick buildings rather than predominant finish and was often painted. The presence of decorative render shall not be deemed a precedence for the surface area expansion of render. c) Weatherboards – painted hardwood horizontal weatherboards should be retained and restored where possible. Where weatherboards require replacement, they should match the type of materials (timber), width of boards and lapping of the original.
4. Verandahs a) Roofs – verandah roofs should reflect the style of the prevailing **streetscape character**. Skillion, or to a lesser extent bullnose, roofs clad in corrugated iron are common on Interwar and Gold Boom period housing. Federation period dwellings may have had continuous or separate verandah structures. Refer to Schedule 1 for examples of verandahs. b) Posts/ Balustrades – verandah posts and balusters are always timber and may be ornate or simple square posts that should be retained or restored. c) Decking – timber decking is traditional and should be retained or restored.

Local Housing Objectives	
5.	**Windows and Doors**
	a) Casement windows – usually grouped in pairs or threes and with timber frames- should be retained and restored. Aluminium or other metal frames are not suitable.
	b) Double sash windows – sliding two sash windows in timber frames – should be retained or restored. Aluminium or other metal frames are not suitable.
	c) Doors – generally located centrally in the primary frontage with timber panels and fan lights over (typically of coloured glass) should be retained or restored.
6.	**Ornamentation**
	a) Modest ornamentation was applied to some of the **original dwellings,** most commonly from the Federation Period. Where ornamentation is to be restored it should be based on evidence that it existed originally.
7.	**Services**
	a) Air conditioning, solar panels, hot water systems, meter boxes and other services should be located in areas where they cannot be seen from the primary street. Where dwellings have northern primary street frontage, solar panels will typically be permitted on the back two-thirds of a dwelling so that they do not visually dominate the streetscape.

DEVELOPMENT INCENTIVES TO RETAIN ORIGINAL DWELLINGS

In the opinion of the local government, where development on a lot containing an **original dwelling** retains and enhances that **original dwelling**, an applicant may apply to the local government for one or more of the following:

a) Waiver or refund of development application fees;

b) Subsidised access to technical knowledge (professional heritage architectural advice);

c) Subsidised sustainability retrofit package; and

d) Maintenance grant.

The above may be further detailed within a specific local planning policy and applicants are advised to liaise with the local government prior to lodging a development application to discuss the retention of an **original dwelling**.

VARIATIONS TO DEVELOPMENT PROVISIONS

a) Applications proposing variations to development provisions will be considered against the policy objectives and the **streetscape character** as identified in this policy, including *Schedule 1 Historic Estates*;

b) The local government may vary any development provision contained in this policy to facilitate the retention and enhancement of an **original dwelling**; and

c) If the local government is of the opinion that a proposed variation of a development provision is likely to affect any owners or occupiers of adjoining properties, the local government may advertise the proposed development in accordance with an adopted local planning policy on consultation or, where absent, deemed clause 64 of Schedule 2 of the *Regulations*.

VERSION CONTROL

Date Initially Adopted:	
Date(s) Amended:	

SCHEDULE 1 – HISTORIC ESTATES

Brief History and Development of The Area

The Town of Victoria Park developed as a linear urban village in accordance with the Garden City Movement of the early 20th century where verdant, self-sustaining satellite suburbs developed along transit routes to alleviate inner city urban density. In this case, Victoria Park was structured around the central spine of the tramway, Albany Highway and two railway stations. The suburb developed largely as a working-class neighbourhood as can still be demonstrated by the prevalence of modest workers housing on smaller lots built using a limited palette of materials.

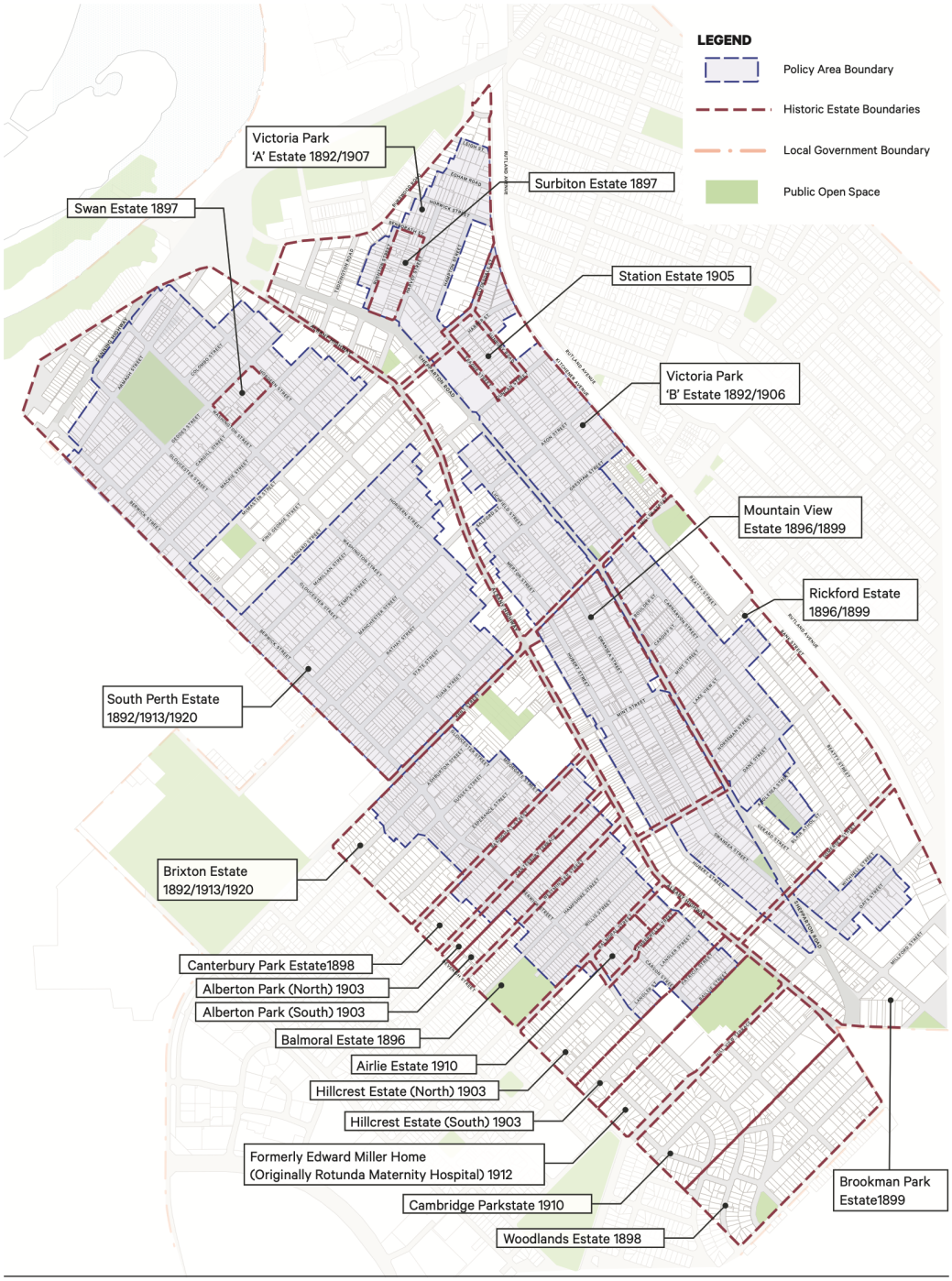
The locality was developed predominantly through the formation of large estates during the Gold Boom period (1890s) up to the years following Federation (1900s) and into the Interwar period (1918-1939). The development of this subdivision, however, took until World War II (1939-1945) to become almost fully developed although a small portion of vacant lots remained beyond 1945.

This history of development has resulted in a generally cohesive series of streetscapes that were developed over a fifty-year period which has resulted in a sequence of residential estates each containing different types of buildings relating to their period of development. It is for this reason that the character of the Policy Area can be considered as mixed across the area with individual streetscapes that are often highly cohesive.

The following table should be referred to in conjunction with Figure A, which together illustrate the location and date in which the historic estates were subdivided and the prevailing traditional styles of architecture which relate that portion of the Policy Area.

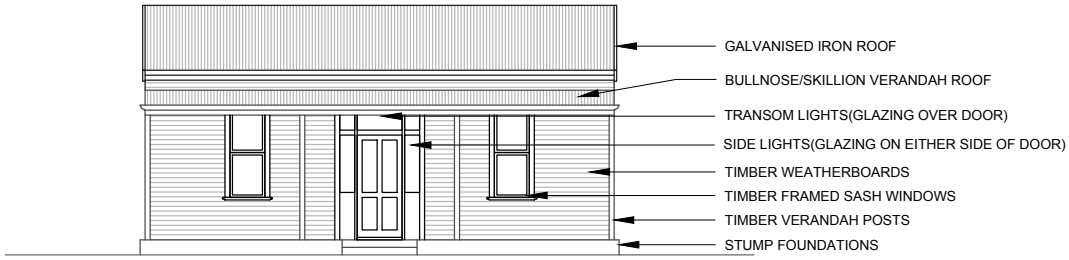
Historic Estate	Date of Subdivision	Period of Development
South Perth (North & South)	1892/1913/1920	Gold Boom/ Federation/ Interwar
Swan	1897	Gold Boom/ Federation/ Interwar
Victoria Park A	1892/1901	Gold Boom/ Federation/ Interwar
Surbiton	1897	Interwar
Station	1905	Interwar
Victoria Park B	1892/1906	Gold Boom/ Federation/ Interwar
Brixton	1897/1897/1916	Gold Boom/ Federation/ Interwar
Canterbury Park	1896	Gold Boom/ Federation/ Interwar
Alberton Park (North)	1903	Gold Boom/ Federation/ Interwar
Alberton Park (South)	1903	Gold Boom/ Federation/ Interwar
Balmoral	1898	Gold Boom/ Federation/ Interwar
Hillcrest (North & South)	1903	Gold Boom/ Federation/ Interwar
Airlie	1911	Interwar
Former Edward Millen Home	1912	Interwar
Mountain View	1896/1899	Gold Boom/ Federation/ Interwar
Bickford	1888/1896	Interwar
Cambridge Park	1910	Interwar
Woodlands	1896	Interwar
Brookman Park	1899	Interwar

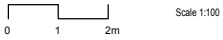
Figure A – Historic Estates



Gold Boom (1890s -1910)

The locality was subdivided following the Gold Boom of the 1890s, however much of the development did not occur until late in that decade. Despite that, the styles of residential being built during that period persisted into the early in 20th Century. Early remaining buildings from this period are characterised by simplicity of form, the uses of simple building materials, and simple decorative treatments. Typical features include simple rectangular plans, timber frame and weatherboard construction, steeply pitched roof (originally covered with short sheet galvanised iron), centrally located front doors often with fan or transom lights, two-paned vertical format window and wide verandahs with square or stop chamfered posts. Simple bracketing may have been applied but ornate decoration would have been a
rarity.



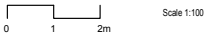


Federation (1900-1920)

The locality experienced initial growth during the Federation period with the opening of the tram service from Perth in 1905 boosting development in those historic estates that had been subdivided in the 1890s. In 1906 the population of the suburb was 1,500 and then by 1909 it had grown to 1,800.

By the Federation period the manufacture of bricks and tile in Perth had increased and became a more affordable material to use for residential construction, particularly on large scale housing developments. As a result, many of the buildings from this period largely reflect these materials but not exclusively, as weatherboards were still being used. While there are some examples of larger more exuberant buildings from this period at the northern and eastern portions of the Policy Area, the locality tends to display less ornate examples of the period. Typical details are decorative timbered and rendered gables, tall chimneys with stucco coping, render banding into face brick and ornate verandah timber posts. Windows were always timber framed, either as double hung sash or casements grouped in twos and threes, with vertical emphasis. The buildings were generally of an a-symmetrical composition on their primary street elevation.





Interwar (1920-1945)

During the 1920s and 30s the locality grew considerably to accommodate returning servicemen from World War I and their expanding young families. In 1917 the population of the suburb was 5,000 which illustrates the rapid expansion from 1906. The socio-economic make up of these new residents were generally young working-class families and the housing was reflective of both the rapid expansion and the affordability of the materials used. As a result, many of the weatherboard houses date from this period.

Most of the Interwar dwellings were similar in form to those of the preceding periods. The proportions and form were similar, with less ornate detailing used on elements such as verandahs and gables. The double hung sash window, once the prevalent window type gave way to the casement window, slightly reduced roof pitches, and eaves overhangs marginally increased. The dwellings were usually asymmetrical in plan with protruding gables.



Examples of Verandah Forms



Bullnose



Skillion

element.

the art and science of place

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Town of Victoria Park

Draft Local Planning Policy No. #

Character Retention Guidelines

Date of Adoption: #

INTRODUCTION

The Town of Victoria Park (Town) contains some of the oldest suburbs within the Perth Metropolitan Area. The original subdivision pattern and much of the original pre-1945 building fabric is still apparent in the area. While the level of intactness across the Town's Character Retention Area (as identified under the Town's Local Planning Scheme No. 1 by a Special Control Area) varies, there is an identifiable residential **streetscape character** which the community have expressed a desire to retain and enhance[1].

The purpose of this policy is to define the special residential **streetscape character** that is found within the Town's Character Retention Area and to set out how new development that is **visible from the street** should contribute positively to that character, while accommodating contemporary and sustainable designs. Contemporary development within character areas provides the opportunity to bring new life into an historic area, revitalise vacant lots, encourage innovative contextual design, attract new investment whilst maintaining the amenity for owners of **original dwellings**.

This policy is made pursuant to Schedule 2, Part 2, Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (*Regulations*) and is to be read in conjunction with Local Planning Scheme No. 1, Precinct Plans, State Planning Policy 7.3 Residential Design Codes: Volume 1 (R-Codes) and all relevant local planning policies.

This policy amends, replaces and/or augments certain clauses within the R-Codes, however development shall comply with the R-Codes in all other respects. Where an inconsistency exists between this policy and another adopted local planning policy, this policy prevails to the extent of the inconsistency.

POLICY OBJECTIVES

The objectives of this policy are to:

a) Confirm the contribution that **original dwellings** make to the **streetscape character**;

b) Retain the traditional streetscape pattern in particular the existing rhythm of front and side setbacks;

c) Avoid development that mimics styles of architecture from the past and instead encourage innovative new design that reflects the prevailing form, scale and materiality of the streetscape in which it is located, with particular reference to roof pitch, traditionally proportioned windows and the grain of existing building materials;

d) Ensure additions and extensions to **original dwellings** do not visually dominate the streetscape presence of the **original dwelling**;

e) Minimise the visual impact of car parking structures on the streetscape and in particular **original dwellings**;

f) Retain the open nature of front gardens within the streetscape, with particular reference to low, visually permeable fencing to front and side boundaries within the street setback area; and

g) Encourage the retention of mature trees wherever practical.

[1] Town of Victoria Park Review of Residential Character Study Area and Local Planning Policy 25 Streetscapes: Stage 4 Final Conclusions and Recommendations Report, element Oct 2019

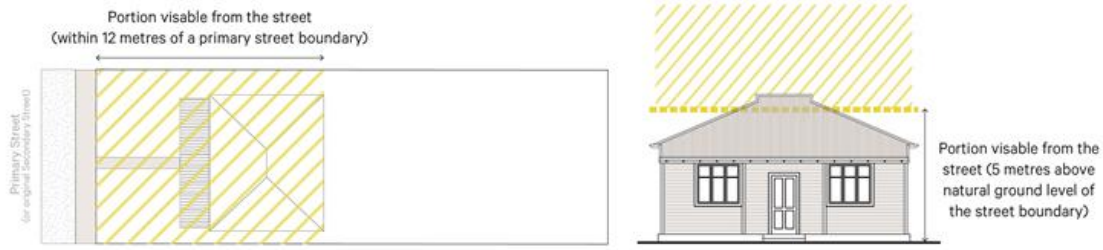
POLICY SCOPE

This policy applies to all residential development **visible from the street** on land contained within the Policy Area as shown in **Figures 1 and 2**. All other residential development is subject to the R-Codes.

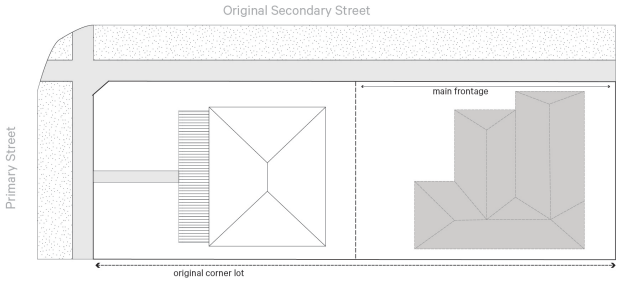
Figure 1 – Policy Area



Figure 2 – Visible from the street



Note:
For the purposes of applying this policy, '**primary street**' also includes the public street to which a grouped dwelling has it main frontage and the original secondary street from which a single dwelling results from the subdivision of an original corner lot.



DEFINITIONS

Terms used in this policy are defined as per the R-Codes unless listed below:

a) **Original dwelling** means a dwelling built prior to 1 January 1946.

b) **Plate height** means the horizontal plane where the exterior walls meet the roof rafters or trusses.

c) **Prevailing street setback** means the average street setback of the **primary building line** of five dwellings either side of the lot on that same side of the street and within the same street block, or up to five dwellings where not possible in accordance with **Figure 3**.

d) **Primary building line** means the longest vertical plane of the exterior wall to a dwelling fronting the primary street in accordance with **Figure 4**,

e) **Repairs** means minor works that are undertaken to repair, or prevent, a building, structure or place from falling into a state of disrepair and include:

   i. Painting of existing painted surfaces;

   ii. Rendering of existing rendered surfaces;

   iii. Re-roofing with like-for-like materials and where there is no change to the roof form, pitch or colour;

   iv. Replacement of cladding materials with like-for-like;

   v. Replacing or repairing materials, fittings or architectural features with like-for-like.

f) **Streetscape character** means the visible components in a street between the facing buildings, including but not limited to the form and scale of the buildings, car parking structures, setbacks, materials, fencing, gardens and street trees that together form its urban identity.

g) **Visible from the street** means development that is situated within 12m of a primary street boundary and/or exceeding 5m above the natural ground level of the primary street boundary, as determined by the local government (refer to Figure 2).

Figure 3 – Prevailing Street Setback

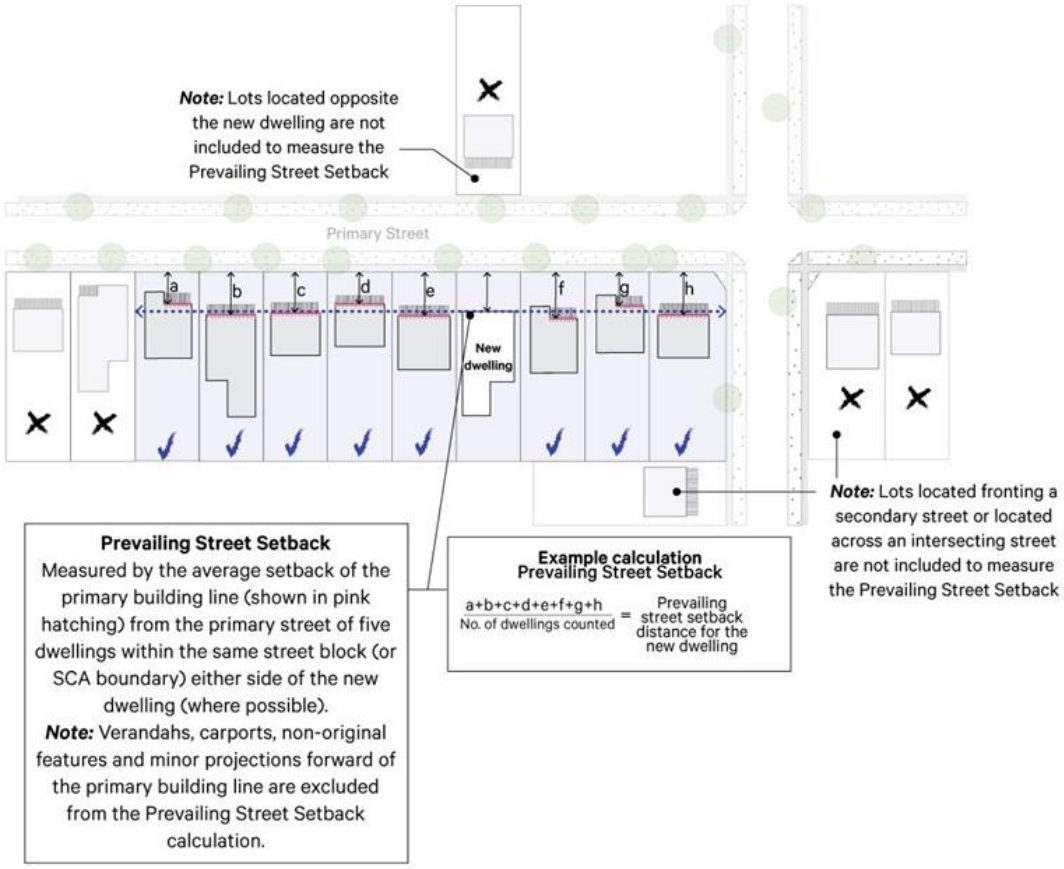
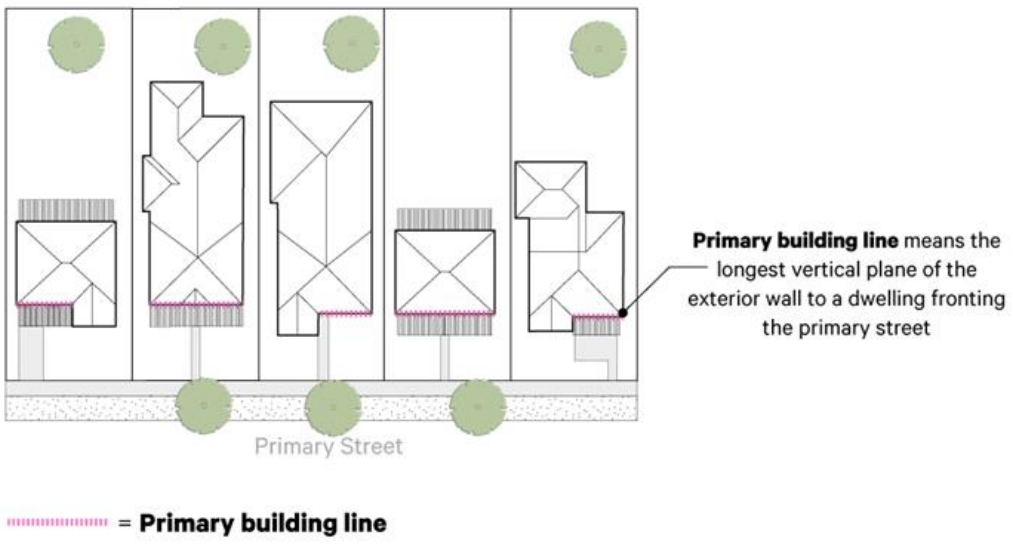


Figure 4 – Primary Building Line



THE CHARACTER OF THE POLICY AREA

The residential character of the Policy Area is defined by the relationship between original pre-1945 single storey dwellings including their form, scale and materiality, the development pattern of the historic estate lot sizes, street widths and the quality of street trees and front gardens.

A brief history and development of the area is explained within *Schedule 1 Historic Estates* of this policy and should be given due regard when considering development against the policy objectives.

The following specific characteristics have been identified[2] as making a positive contribution to the **streetscape character,** which should be protected and enhanced in future development to retain the **streetscape character** of the Policy Area.

1. **Built Form**

   a) **Original dwellings** are generally single storey in scale which forms a distinct single storey character;

   b) Corner buildings almost exclusively address the primary street (with the exception of corner shops);

   c) Styles of **original dwellings** are often grouped to reflect period of development;

   d) **Original dwellings** are characterised by steeply pitched hipped and gabled roofs, timber framed doors and windows with vertical emphasis, front verandahs and entry doors facing the street;

   e) **Original dwellings** are predominantly built of timber frame with weatherboards and galvanised metal roof cladding from the Gold Boom and Interwar periods and brick, tile and render bungalows from the Federation period (refer to *Schedule 1 Historic Estates*);

   f) Very few **original dwellings** when first constructed had vehicle parking or other roofed structures in the front setback;

   g) Front and side setbacks are generally consistent with neighbouring dwellings; and

   h) Front fences and side fencing forward of the **primary building line** are generally low, open or absent.

2. **Public Domain**

   a) Vehicular crossovers are generally restricted to one per lot;

   b) Mature street trees are located on verges creating visual avenues and natural shade; and

   c) Low front fences provide visual transparency through front gardens creating vistas along streets at oblique angles.

POLICY STATEMENT

1. Demolition

a) There is a presumption against the demolition of an **original dwelling**. Demolition approval should not be expected simply because redevelopment is a more attractive economic proposition or because the building has been neglected;

b) An application to demolish the whole or a portion of an **original dwelling** shall be considered where:

   i. evidence is provided by an independent certified structural engineer that the building is structurally unsound or uninhabitable due to unsafe levels of asbestos; or

   ii. extensions and additions proposed to an **original dwelling** involve retention and incorporation of the majority of the **original dwelling** fronting the street;

c) An application to demolish an **original dwelling** shall be accompanied by the following information:

[2] Town of Victoria Park Residential Character Study Final Report, Hocking Planning & Architecture, Sept 2003

i. an assessment by a suitably qualified heritage or architectural professional that describes why the dwelling should not be considered original and/or makes no positive contribution to the **streetscape character**; and

ii. where relevant, a report from a certified structural engineer that clearly states the building is structurally unsound or uninhabitable and the reasons why it cannot be retained and restored.

d) Upon request from the local government, an application to demolish a non-original dwelling must be accompanied by documentation that establishes the date of the construction is after the 31st December 1945, to the satisfaction of the local government;

e) Where the date of construction cannot be established, demolition shall be at the discretion of the local government having regard to the dwelling's contribution to the **streetscape character** as identified in this policy; and

f) A development approval for full demolition will only be granted where demolition forms part of a redevelopment proposal for the lot, or where subclause (b)(i) applies.

Note: The Town may engage their own professionals to undertake an independent assessment or peer review of any documentation provided to support the demolition of a dwelling in the Policy Area, at the applicant's cost in accordance with regulation 49 of the Planning and Development Regulations 2009.

2. General Development Provisions (applicable to all development)

a) Development guidance is provided with respect to the following key design elements as illustrated in Figures 5a and 5b:

- **Siting and Scale** – primary street and lot boundary setbacks, building mass and proportions;
- **Form and Materiality** – roof pitch, window style, use of traditional materials to **repair original dwellings** and to inform materials on new development; and
- **Connection to the Street** - main entry to residence, windows, front fencing, verandahs, front gardens and vehicle parking;

b) All development **visible from the street** shall demonstrate compliance with the development provisions listed in Tables 2.1 – 2.3.

Figure 5a – Key Design Elements

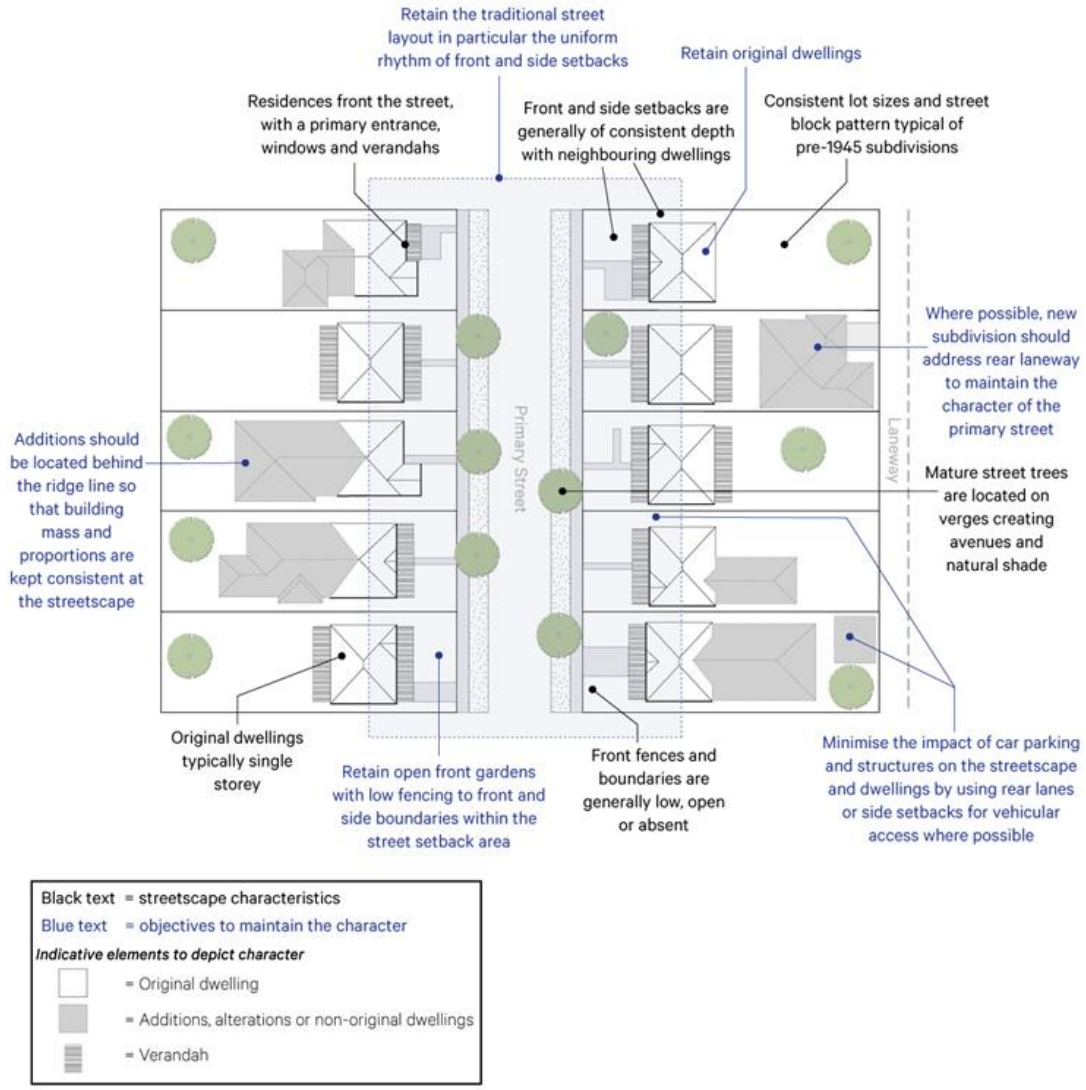
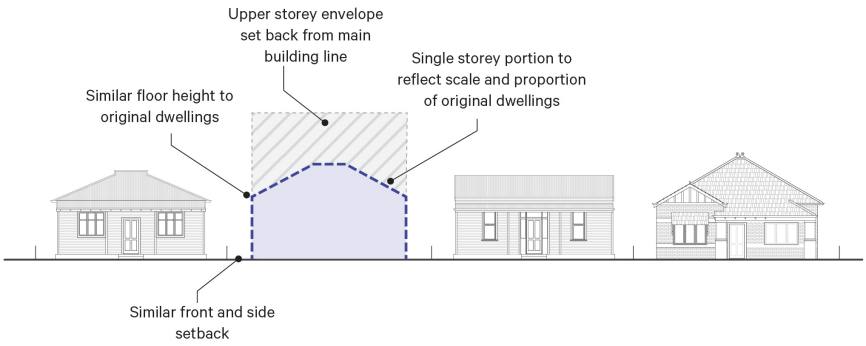


Figure 5b – Key Design (Building Envelope) Response



Example of built form design response to the streetscape character

2.1 Siting and Scale

Table 2.1 – Siting and Scale

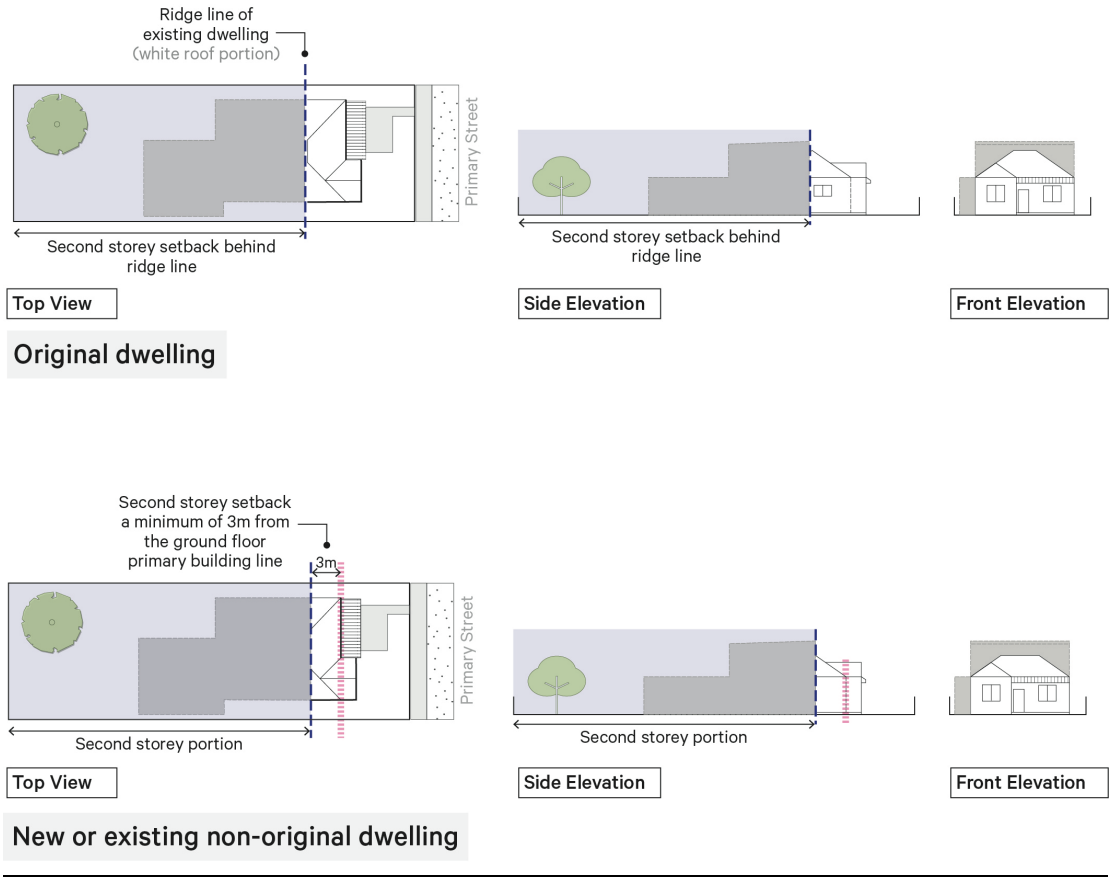
The following Local Housing Objectives and R-Codes Deemed-to-Comply provisions amend, replace or augment the R-Codes in relation to Siting and Scale.

Note: Local Housing Objectives augment the R-Codes and are used to guide judgements about the merits of proposals for aspects of residential development that does not meet the requirements or is not provided for under the R-Codes.

Local Housing Objectives	R-Codes Deemed-to-Comply
5.1.2 Streetscape	
With respect to the application of Design Principle P2.1 'Buildings setback from the street boundaries an appropriate distance', the following matters shall be considered: a) Provides for soft landscaping and tree planting that enhances the **streetscape character**; b) Improves the visual appeal and pedestrian amenity of open garden areas; and c) Retains healthy, mature trees where practical. With respect to the application of Design Principle P2.2 'Building mass and form that positively contributes to the prevailing or future development context and streetscape as outlined in the local planning framework', the following matters shall be considered: Upper level setbacks: a) The established **streetscape character**, particularly with respect to scale, massing and proportions, including verandahs and porches.	Clause 5.1.2 Street setback C2.1 (excluding (iv)) and C2.4 are replaced with the following: C2.1 Buildings setback from the primary street: a) At a distance not less than the **prevailing street setback** as illustrated by **Figure 3**; or Note: applications shall be accompanied by information demonstrating the calculation of the **prevailing street setback**, to the satisfaction of the local government. Note: Where a grouped dwelling has its main frontage to a secondary street or where a single house results from subdivision of an original corner lot and has its frontage to the original secondary street, buildings are to be setback in accordance with C2.1(iv) of the R-Codes and are not subject to a **prevailing street setback** assessment. C2.4 A second storey setback from the primary street as illustrated in **Figure 6** as follows: a) For existing dwellings, behind the ridge line of the existing dwelling; or b) For new dwellings, a minimum of 3m from the **primary building line to** ensure the dwelling has a clear single storey component as viewed from the street. Clause 5.1.2 Street Setback is modified to include the following additional deemed-to-comply requirements: C2.5 Pergolas setback in accordance with the street setback requirements applicable to buildings. C2.6 The street setback area is developed primarily as a soft landscaped garden. C2.7 Verandahs or porches that address the primary street frontage and comprise the front door of the property.
5.1.3 Lot Boundary Setbacks	
With respect to the application of Design Principle P3.1 'Buildings setback from lot boundaries or adjacent buildings on the same lot', the following matters shall be considered: Lot boundary walls: a) The established detached **streetscape character** of dwellings as viewed at an oblique angle from the street; and b) Lot frontage widths.	Clause 5.1.3 Lot boundary setback C3.2 is replaced with the following: a) Carports built up to lot boundaries forward of the **prevailing street setback** where compliant with visual truncation requirements of clause 5.2.5 of the R-Codes.

Local Housing Objectives	R-Codes Deemed-to-Comply
5.1.6 Building Height	
With respect to the application of Design Principle P6 'Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape', the following matters shall be considered: a) The established roof form, pitch and eaves height of the streetscape. b) New buildings address the primary street frontage and respond to and reinforce the existing **streetscape character** such as wall height, ridge lines and eaves overhangs.	Clause 5.1.6 Building Height is replaced with the following: a) Maximum two storeys; b) A roof pitch of between 30-35 degrees; c) The single storey portion fronting the street (and for the purposes of 5.1.2 C2.4 above) have an eaves height the average of the two adjoining properties but not less than 2.6m plate height.

Figure 6 – Second Storey Setback



2.2 Form and Materiality

Table 2.2 Form and Materiality

The following Local Housing Objectives augment the R-Codes to guide judgements about the merits of the proposal with respect to the Design of Buildings through Form and Materiality.

Local Housing Objectives
Design of Buildings

1. Form

Windows

Windows facing the primary street are to:

a) Be provided to complement the established **streetscape character**;

b) Have primarily vertical proportion;

c) Be clear-glazed; and

d) Not be floor-to-ceiling.

Eaves

a) Eaves are required to all dwellings and widths are to match the width of the existing dwelling (if an extension) or prevailing eaves style of the streetscape where **visible from the street**.

b) Eaves are to be unlined with roof rafters exposed from the underside.

Roof

a) Traditional roofs are pitched between 30 and 35 degrees. New roofs should aim to conform with the prevailing roof form of the area. This may be dual pitched with gable or hipped.

Note: This should inform the new single storey portion of new development roof pitches however second storey roofs do not necessarily need to comply with traditional roof pitches if not **visible from the street**.

Second Storeys

a) Second storeys should be setback behind the predominant single storey street front portion of a new dwelling and additions thereto and should respect the scale of the traditional **streetscape character** of the area.

2. Materials

Traditional materials used in the Policy Area will vary depending on the period of development. New development should not seek to copy original buildings but instead draw influence from the them in the streetscape in which it's located. As a guide, the following materials should be incorporated in new development that is **visible from the street**:

Roofs

a) Galvanised corrugated iron or prefinished steel.

b) Marseilles profile terracotta tiles.

Walls

c) Painted, horizontal weatherboards of a minimum width of 175mm wide and 18mm thick.

d) Red brick (of a traditional type i.e. non uniform in colour or texture).

e) Painted render as a secondary finish.

Verandahs

f) Timber decking with timber balustrades and posts.

g) Roof form generally matching the dwelling roof. Skillion or bullnose roofs with galvanised iron, terracotta tiles or prefinished steel.

h) Simple timber brackets between posts and facia may be acceptable.

Local Housing Objectives
<u>Windows and doors</u> i) Timber is preferable material for all window frames and doors. j) Aluminium where frames are wider may be acceptable. k) Recessed windows with proportionate framing. <u>Gutters and Downpipes</u> l) Galvanised iron. m) Prefinished steel. <u>Garages and Carports</u> n) Timber or wrought iron gates to crossovers. <u>Ornamentation</u> o) Copying historic details is not permitted on new development; this might include latticework on verandahs, ornate verandah posts, decorative render or stucco corbelling to chimneys and window surrounds.

2.3 Connection to the Street

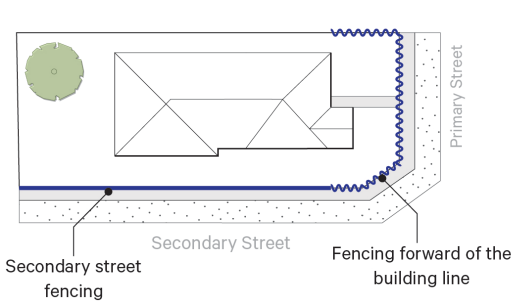
Table 2.3 Connection to the Street

The following Local Housing Objectives and R-Codes Deemed-to-Comply provisions amend, replace or augment the R-Codes in relation to Connection to the Street.

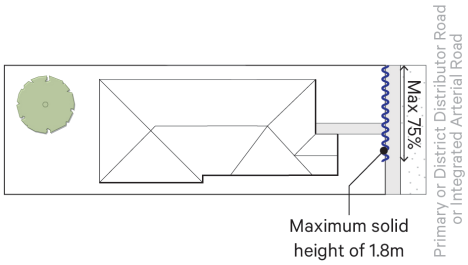
Local Housing Objectives	R-Codes Deemed-to-Comply
5.2.1 Setbacks of Garages and Carports	
With respect to the application of Design Principle P1 'The setting back of carport and garages to maintain clear sight lines along the street and not to detract from the streetscape or appearance of dwellings; obstruct views of dwellings from the street or vice versa', the following maters shall be considered: a) Provides for soft landscaping and tree planting that enhances the **streetscape character** and pedestrian amenity and improves the visual appeal and comfort of open garden areas.	Clause 5.2.1 Setback of garages and carports C1.1 and C1.2 are replaced with the following: C1.6 Carports setback forward of the **prevailing street setback and/or primary building line** provided the following is met: a) Minimum street setback of 1.5m; b) Open on all sides except to the extent it abuts a dwelling; c) Unobstructed view between the dwelling and the street; d) Reflect the style, materials and colours of existing and proposed new dwellings, especially roof form; C1.7 Garages setback behind the **primary building line.**
5.2.2 Garage Width	
With respect to the application of Design Principle P2 'Visual connectivity between the dwelling and streetscape should be maintained and the effect of the garage door on the **streetscape character** should be minimised whereby the streetscape is not dominated by garage doors', the following matters shall be considered: a) Garages which do not dominate the visual appearance of the lot having regard to the width of the lot and building frontage, the location of any upper floor relative to the garage and the general design merit.	Clause 5.2.2 Garage width C2 is replaced with the following: a) The external width of the garage structure is not greater than 50% of the frontage of the site.

Local Housing Objectives	R-Codes Deemed-to-Comply
5.2.4 Street Walls and Fences	
With respect to the application of Design Principle P4 'Front fences are low or restricted in height to permit surveillance and enhance **streetscape character'**, the following maters shall be considered: a) Maintaining open front gardens with views to the building, and across lot frontages as viewed at an oblique angle from the street. b) Fencing that is visually permeable and of materials that respect the **streetscape character.**	Clause 5.2.4 Street walls and fences C4 is replaced with the following: c) Walls and fencing within the primary street setback area that are visually permeable above 750mm from natural ground level to maximum height of 1.2m; d) Piers do not exceed 500mm in width and 1.5m in height; e) Secondary street walls and fencing that have a maximum solid height of 1.8m, setback behind building line in accordance with **Figure 7**; f) Material(s) proposed include one or more of the following selected to reflect the predominate materials of fences to **original dwellings** in the streetscape: i. Timber pickets; or ii. Brick; or iii. Limestone; or iv. Rendered masonry; or v. Wrought iron. g) For lots with frontage to a Primary or District Distributor Road or Integrated Arterial Road, walls and fencing that have a maximum solid height of 1.8m for a maximum of 75% of the length of that frontage. Refer to **Figure 7** for guidance.

Figure 7 – Primary and Secondary Street Fencing



Primary and secondary street fencing



Primary or District Distributor Road or Integrated Arterial Road

3. Development Provisions for Original Dwellings

a) The following provisions apply to **repairs** and extensions and additions to **original dwellings** in addition to those listed in Tables 2.1-2.3. Where any inconsistency occurs between Tables 2.1-2.3 and Table 3, Table 3 prevails.

Table 3: Original Dwellings

*The following Local Housing Objectives augment the R-Codes to guide judgements about the merits of proposals involving **original dwellings** with respect to the Design of Buildings through Form and Materiality.*

Local Housing Objectives
Design of Buildings
1. General a) No additions or alterations to original dwellings shall occur forward of the primary building line unless restoring an original feature e.g. verandah or as otherwise determined by the local government. b) **Repairs** to **original dwellings** shall be based on retaining the traditional materials and appearance of the building. c) Where the street front portion of an **original dwelling** has been altered in the past it is encouraged to be restored to match its original appearance using traditional materials as this will enhance its contribution to the **streetscape character.** d) Additions to **original dwellings** may be more contemporary in nature, while ensuring they are designed to respect the materiality, scale and form of the **original dwelling** and not overwhelm the streetscape presence of that dwelling. e) Design solutions are encouraged and shall balance sustainability outcomes with respecting the **streetscape character**. In particular, the retention and ongoing use of **original dwellings** is inherently sustainable as these building represent a considerable amount of embodied energy. Demotion and rebuilding entail disposing of substantial waste and using energy intensive materials.
2. Roofs a) If roof cladding requires replacement it should match the original based on physical or documentary evidence. In most cases this will be corrugated galvanised iron or terracotta tiles. Often galvanised iron was painted in colours of dark red or green and some prefinished steel can match this but its preferable to retain a 'silver or metallic' appearance.
3. Walls a) Brickwork – where brickwork is currently exposed it should remain uncoated by paint or render. It should be repointed when required with a mortar mix to match the original in composition and appearance. Where original exposed brick has been painted, restoration to original face brick is encouraged. b) Render - render was used sparingly as a decoration to brick buildings rather than predominant finish and was often painted. The presence of decorative render shall not be deemed a precedence for the surface area expansion of render. c) Weatherboards – painted hardwood horizontal weatherboards should be retained and restored where possible. Where weatherboards require replacement, they should match the type of materials (timber), width of boards and lapping of the original.
4. Verandahs a) Roofs – verandah roofs should reflect the style of the prevailing **streetscape character**. Skillion, or to a lesser extent bullnose, roofs clad in corrugated iron are common on Interwar and Gold Boom period housing. Federation period dwellings may have had continuous or separate verandah structures. Refer to Schedule 1 for examples of verandahs. b) Posts/ Balustrades – verandah posts and balusters are always timber and may be ornate or simple square posts that should be retained or restored. c) Decking – timber decking is traditional and should be retained or restored.

Local Housing Objectives	
5.	**Windows and Doors**
	a) Casement windows – usually grouped in pairs or threes and with timber frames- should be retained and restored. Aluminium or other metal frames are not suitable.
	b) Double sash windows – sliding two sash windows in timber frames – should be retained or restored. Aluminium or other metal frames are not suitable.
	c) Doors – generally located centrally in the primary frontage with timber panels and fan lights over (typically of coloured glass) should be retained or restored.
6.	**Ornamentation**
	a) Modest ornamentation was applied to some of the **original dwellings,** most commonly from the Federation Period. Where ornamentation is to be restored it should be based on evidence that it existed originally.
7.	**Services**
	a) Air conditioning, solar panels, hot water systems, meter boxes and other services should be located in areas where they cannot be seen from the primary street. Where dwellings have northern primary street frontage, solar panels will typically be permitted on the back two-thirds of a dwelling so that they do not visually dominate the streetscape.

DEVELOPMENT INCENTIVES TO RETAIN ORIGINAL DWELLINGS

In the opinion of the local government, where development on a lot containing an **original dwelling** retains and enhances that **original dwelling**, an applicant may apply to the local government for one or more of the following:

a) Waiver or refund of development application fees;

b) Subsidised access to technical knowledge (professional heritage architectural advice);

c) Subsidised sustainability retrofit package; and

d) Maintenance grant.

The above may be further detailed within a specific local planning policy and applicants are advised to liaise with the local government prior to lodging a development application to discuss the retention of an **original dwelling**.

VARIATIONS TO DEVELOPMENT PROVISIONS

a) Applications proposing variations to development provisions will be considered against the policy objectives and the **streetscape character** as identified in this policy, including *Schedule 1 Historic Estates*;

b) The local government may vary any development provision contained in this policy to facilitate the retention and enhancement of an **original dwelling**; and

c) If the local government is of the opinion that a proposed variation of a development provision is likely to affect any owners or occupiers of adjoining properties, the local government may advertise the proposed development in accordance with an adopted local planning policy on consultation or, where absent, deemed clause 64 of Schedule 2 of the *Regulations*.

VERSION CONTROL

Date Initially Adopted:	
Date(s) Amended:	

SCHEDULE 1 – HISTORIC ESTATES

Brief History and Development of The Area

The Town of Victoria Park developed as a linear urban village in accordance with the Garden City Movement of the early 20th century where verdant, self-sustaining satellite suburbs developed along transit routes to alleviate inner city urban density. In this case, Victoria Park was structured around the central spine of the tramway, Albany Highway and two railway stations. The suburb developed largely as a working-class neighbourhood as can still be demonstrated by the prevalence of modest workers housing on smaller lots built using a limited palette of materials.

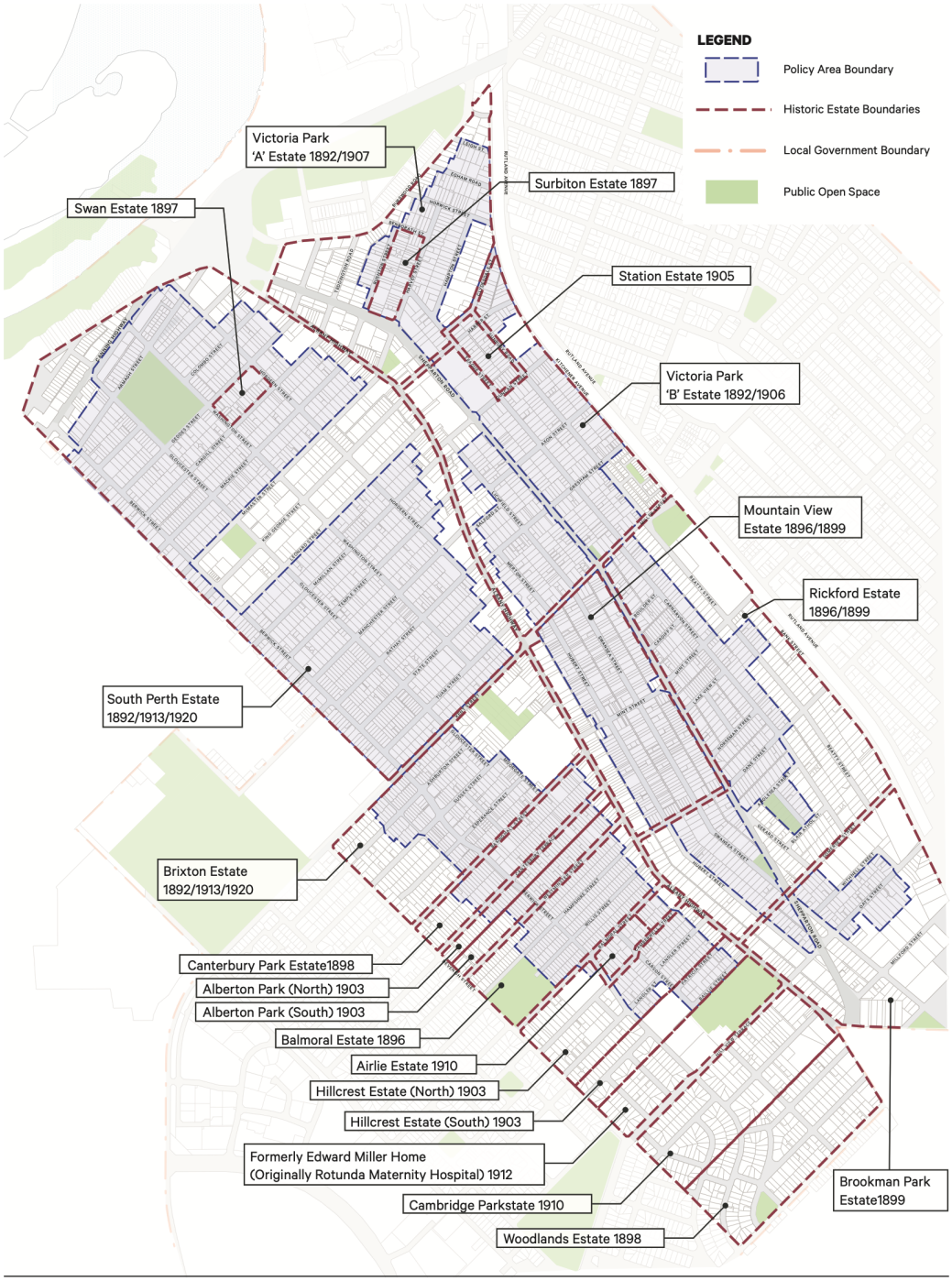
The locality was developed predominantly through the formation of large estates during the Gold Boom period (1890s) up to the years following Federation (1900s) and into the Interwar period (1918-1939). The development of this subdivision, however, took until World War II (1939-1945) to become almost fully developed although a small portion of vacant lots remained beyond 1945.

This history of development has resulted in a generally cohesive series of streetscapes that were developed over a fifty-year period which has resulted in a sequence of residential estates each containing different types of buildings relating to their period of development. It is for this reason that the character of the Policy Area can be considered as mixed across the area with individual streetscapes that are often highly cohesive.

The following table should be referred to in conjunction with Figure A, which together illustrate the location and date in which the historic estates were subdivided and the prevailing traditional styles of architecture which relate that portion of the Policy Area.

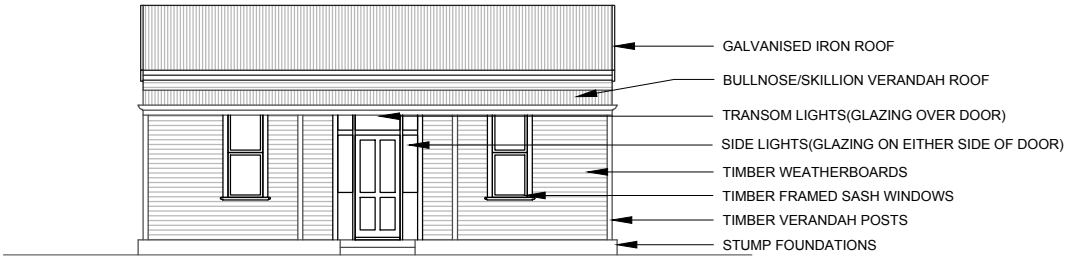
Historic Estate	Date of Subdivision	Period of Development
South Perth (North & South)	1892/1913/1920	Gold Boom/ Federation/ Interwar
Swan	1897	Gold Boom/ Federation/ Interwar
Victoria Park A	1892/1901	Gold Boom/ Federation/ Interwar
Surbiton	1897	Interwar
Station	1905	Interwar
Victoria Park B	1892/1906	Gold Boom/ Federation/ Interwar
Brixton	1897/1897/1916	Gold Boom/ Federation/ Interwar
Canterbury Park	1896	Gold Boom/ Federation/ Interwar
Alberton Park (North)	1903	Gold Boom/ Federation/ Interwar
Alberton Park (South)	1903	Gold Boom/ Federation/ Interwar
Balmoral	1898	Gold Boom/ Federation/ Interwar
Hillcrest (North & South)	1903	Gold Boom/ Federation/ Interwar
Airlie	1911	Interwar
Former Edward Millen Home	1912	Interwar
Mountain View	1896/1899	Gold Boom/ Federation/ Interwar
Bickford	1888/1896	Interwar
Cambridge Park	1910	Interwar
Woodlands	1896	Interwar
Brookman Park	1899	Interwar

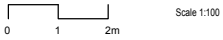
Figure A – Historic Estates



Gold Boom (1890s -1910)

The locality was subdivided following the Gold Boom of the 1890s, however much of the development did not occur until late in that decade. Despite that, the styles of residential being built during that period persisted into the early in 20th Century. Early remaining buildings from this period are characterised by simplicity of form, the uses of simple building materials, and simple decorative treatments. Typical features include simple rectangular plans, timber frame and weatherboard construction, steeply pitched roof (originally covered with short sheet galvanised iron), centrally located front doors often with fan or transom lights, two-paned vertical format window and wide verandahs with square or stop chamfered posts. Simple bracketing may have been applied but ornate decoration would have been a
rarity.



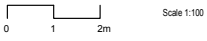


Federation (1900-1920)

The locality experienced initial growth during the Federation period with the opening of the tram service from Perth in 1905 boosting development in those historic estates that had been subdivided in the 1890s. In 1906 the population of the suburb was 1,500 and then by 1909 it had grown to 1,800.

By the Federation period the manufacture of bricks and tile in Perth had increased and became a more affordable material to use for residential construction, particularly on large scale housing developments. As a result, many of the buildings from this period largely reflect these materials but not exclusively, as weatherboards were still being used. While there are some examples of larger more exuberant buildings from this period at the northern and eastern portions of the Policy Area, the locality tends to display less ornate examples of the period. Typical details are decorative timbered and rendered gables, tall chimneys with stucco coping, render banding into face brick and ornate verandah timber posts. Windows were always timber framed, either as double hung sash or casements grouped in twos and threes, with vertical emphasis. The buildings were generally of an a-symmetrical composition on their primary street elevation.





Interwar (1920-1945)

During the 1920s and 30s the locality grew considerably to accommodate returning servicemen from World War I and their expanding young families. In 1917 the population of the suburb was 5,000 which illustrates the rapid expansion from 1906. The socio-economic make up of these new residents were generally young working-class families and the housing was reflective of both the rapid expansion and the affordability of the materials used. As a result, many of the weatherboard houses date from this period.

Most of the Interwar dwellings were similar in form to those of the preceding periods. The proportions and form were similar, with less ornate detailing used on elements such as verandahs and gables. The double hung sash window, once the prevalent window type gave way to the casement window, slightly reduced roof pitches, and eaves overhangs marginally increased. The dwellings were usually asymmetrical in plan with protruding gables.



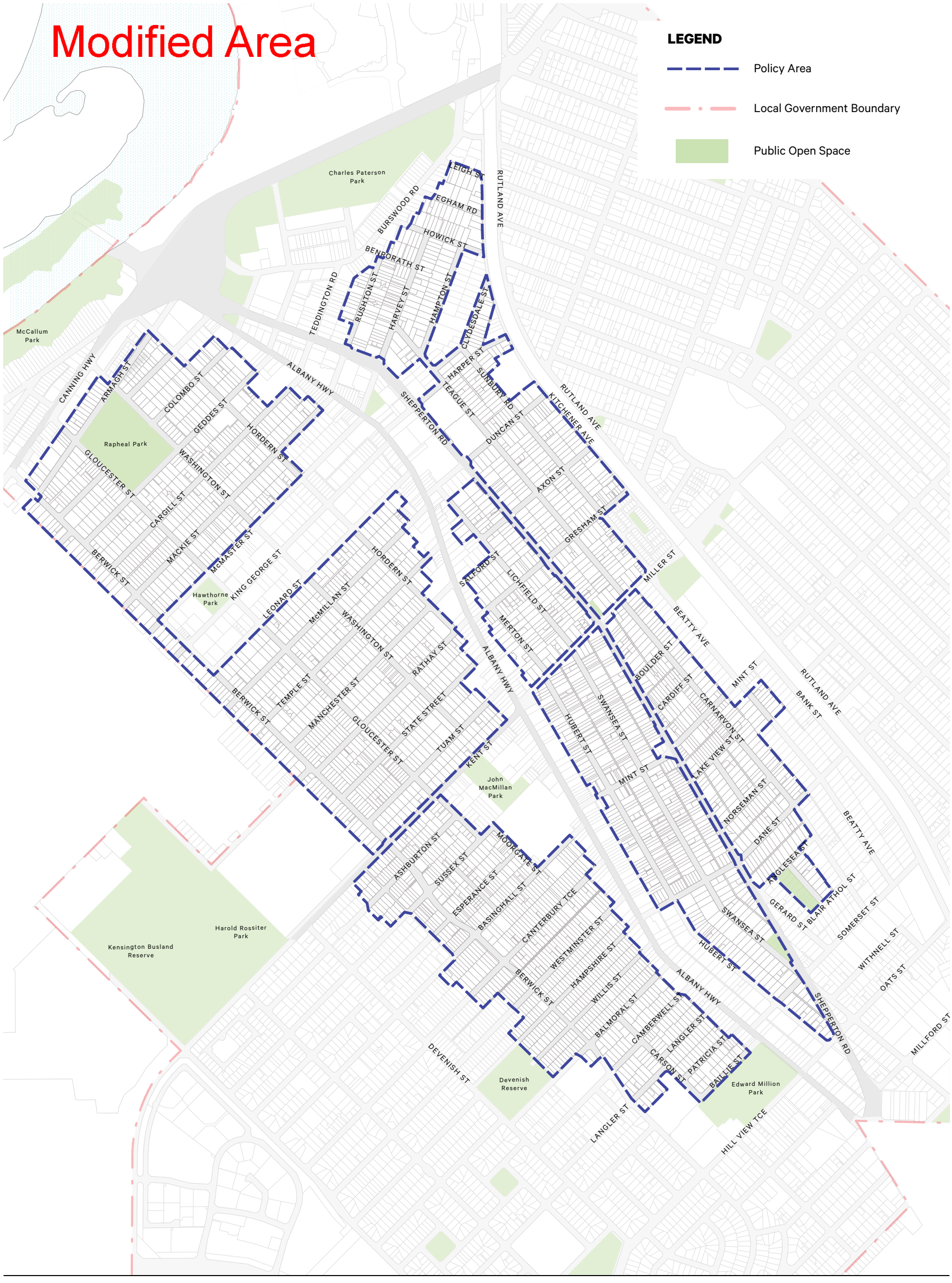
Examples of Verandah Forms



Bullnose



Skillion


Modified Area
LEGEND
Policy Area
Local Government Boundary
Public Open Space
Charles Paterson Park
McCallum Park
Rapheal Park
Hawthorne Park
John MacMillan Park
Harold Rossiter Park
Kensington Busland Reserve
Devenish Reserve
Edward Million Park
LEIGH ST
EGHAM RD
HOWICK ST
BENBORATH ST
BURSWOOD RD
RUTLAND AVE
TEDDINGTON RD
RUSHTON ST
HARVEY ST
HAMPTON ST
CLYDESDALE ST
HARPER ST
TEAGUE ST
SUNBURY RD
DUNCAN ST
KITCHENER AVE
SHEPPERTON RD
ALBANY HWY
CANNING HWY
ARMAGH ST
COLOMBO ST
GEDDES ST
HORDERN ST
WASHINGTON ST
GLOUCESTER ST
CARGILL ST
MACKIE ST
McMASTER ST
BERWICK ST
KING GEORGE ST
LEONARD ST
McMILLAN ST
RATHAY ST
TEMPLE ST
MANCHESTER ST
STATE STREET
TUAM ST
KENT ST
ASHBURTON ST
SUSSEX ST
MOORGATE ST
ESPERANCE ST
BASINGHALL ST
CANTERBURY TCE
WESTMINSTER ST
HAMPSHIRE ST
WILLIS ST
BALMORAL ST
CAMBERWELL ST
DEVENISH ST
AXON ST
GRESHAM ST
SALFORD ST
LICHFIELD ST
MERTON ST
MILLER ST
BEATTY AVE
BOULDER ST
CARDIFF ST
CARNARVON ST
LAKE VIEW ST
HUBERT ST
SWANSEA ST
MINT ST
BANK ST
NORSEMAN ST
DANE ST
ANGLESEA ST
GERARD ST
BLAIR ATHOL ST
SOMERSET ST
WITHNELL ST
OATS ST
MILLFORD ST
LANGLER ST
CARSON ST
PATRICIA ST
BAILLIE ST
HILL VIEW TCE

12.4 Amendment No. 56 to Town Planning Scheme No. 1– Lots 1003-1005 on South-Eastern Side of Roberts Road and Miller Street Adjacent to Miller's Crossing, East Victoria Park and Carlisle – Option to Purchase Land

Location	Carlisle
Reporting officer	Jess Gannaway
Responsible officer	David Doy
Voting requirement	Absolute majority
Attachments	1. Town of Victoria Park Public Open Space Strategy [**12.4.1** - 1 page] 2. To VP POS Strategy - Appendix A [**12.4.2** - 22 pages] 3. To VP POS Strategy Appendix B [**12.4.3** - 35 pages] 4. To VP POS Strategy - Appendix C [**12.4.4** - 73 pages] 5. Proposed Development Options Communication and Engagement Report June 2018 [**12.4.5** - 54 pages] 6. Options Analysis [**12.4.6** - 7 pages]

Recommendation

That Council:

(a) Resolves to not purchase Lot 1003 (No. 7) Raleigh Street, Lot 1004 (No. 6) Raleigh Street, and Lot 1005 (No. 45) Bishopsgate Street, Carlisle from the Western Australian Planning Commission as identified in Option One in the attached Options Analysis.

(b) Advises the Western Australian Planning Commission of the Town's intention to require a local development plan for the subject site to address access, landscaping and building envelopes.

(c) Advises the Western Australian Planning Commission of the decision.

Purpose

For Council to consider all options relating to the potential purchase of the land known as Miller's Crossing, considering public engagement outcomes and the strategic direction provided by the Town's Public Open Space Strategy. Once Council has endorsed an option the Town will advise the Western Australian Planning Commission of its decision.

In brief

- The Town has been given the opportunity to purchase the three lots of land known as the Miller's Crossing Open Space from the Western Australian Planning Commission (WAPC).
- Council has been presented with five (5) options to consider relating to the purchase of the subject land.
- At its Ordinary Council Meeting in August 2018, Council decided to delay its decision until the Public Open Space Strategy was complete.
- Following the adoption of the completed Public Open Space Strategy in December 2019 the Town has prepared five (5) options, including a recommended option, for Council's consideration and determination.
- The Town recommends that Council resolve to not purchase the three lots of land known as the Millers Crossing Open Space as outlined below and in Attachment 5.

Background

1. The lots the subject of this report (subject land) total 4,581m2 in area as follows:
   (a) Lot 1003 (No. 7) Raleigh Street, Carlisle – 2,081m2;
   (b) Lot 1004 (No. 6) Raleigh Street, Carlisle – 1,343m2; and
   (c) Lot 1005 (No. 45) Bishopsgate Street, Carlisle – 1,157m2.

2. The subject land is owned by the WAPC and was formerly part of the 'Other Regional Roads' reservation of Miller Street and Roberts Road. The land is surplus to the 'Other Regional Roads' reservation following construction of the Miller's crossing railway overpass.

3. The subject land is identified as partly No Zone and Residential R30 under the provisions of the Town Planning Scheme No.1 (TPS1). Despite its zoning, the land is used by the Town's residents as part of the public open space network and has been landscaped and maintained by the Town since completion of the Miller's crossing railway overpass in 2004. The subject land is known as Miller's Crossing open space.

4. Amendment 56 (as initiated by the Town in November 2011) proposed that the whole of Lots 1002, 1003, 1004 and 1005 (the land) be reserved for 'Parks and Recreation' under Town Planning Scheme No. 1, to ensure their continued use as a recreational corridor and passive open space for residents of the surrounding medium density residential area.

5. Between February and April 2012, the Amendment was advertised for 42 days with 5 submissions being received (3 supporting and 2 arguing in favour of a residential zoning of Lot 1004 by and on behalf of the owner of 8 Raleigh Street).

6. In April 2012, after considering submissions Council resolved to support the Amendment and the Amendment documents were subsequently forwarded to the WAPC for endorsement.

7. In February 2013, the WAPC requested further justification for Amendment 56 having regard to a number of matters that were considered by the Department to make the subject land preferable for Residential zoning.

8. In July 2013, Town planning staff provided the WAPC with detailed justification for the proposed "Parks and Recreation" reserve (please refer to *Appendix 4 - 14 November 2017 OCM Council Report* for details).

9. In May 2016 the Town received a letter from the WAPC advising that (summarised):
   (a) As the landowner the WAPC plans to sell the land for infill development;
   (b) The lots are not considered to have any public open space benefit;
   (c) The WAPC will not donate the land to the Town for public open space and has an obligation to sell the land at market value;
   (d) The WAPC will agree that Lot 1002 be reserved and that this lot be created a Crown Reserve to be placed under the management of the Town of Victoria Park to continue its use as part of John Bissett Park.

10. In June 2016 the Town provided the WAPC with data that indicated a lack of public open space in the Lathlain and Carlisle areas (6.65% and 5.58% respectively) and therefore the importance of the lots being retained as public open space.

11. In May 2017 the Town was advised that the Minister required modifications to the Amendment such that Lots 1003, 1004 and 1005 be rezoned Residential R30 and not reserved for "Parks and Recreation". This modification was then publicly re-advertised and a total of 97 submissions were received, with 96 of these objecting to the modified Amendment.

12. In November 2017 Council resolved to not support the Minister's request, and to reiterate Council's April 2012 resolution to rezone Lots 1003 – 1005 to "Parks and Recreation" and advised the WAPC accordingly.

13. In February 2018 the Towns' staff met with the WAPC with a view to obtaining an update on the status of the Amendment from the WAPC and to explore the option of the Town acquiring the lots from the WAPC. The WAPC advised that if the Town wanted to purchase the lots, they would need to do so at a value that represents the highest and best use of the land at Residential R30. The WAPC also provided preliminary estimated values for Lots 1003 – 1005 that ranged from approximately $2.7 to $2.9 million for the Town to consider.

14. In May 2018 Council resolved to:
    (a) "Undertake a minimum of 21 days of public advertising regarding all five (5) Development Options as detailed in the appendices of this report."
    (b) A report be presented to Council detailing the outcome of public consultation as undertaken in point one (1) above that also recommends a preferred development option.
    (c) The Council resolution regarding point two above be communicated to the Western Australian Planning Commission.
    (d) The above recommendation be forwarded to the Western Australian Planning Commission seeking a further extension of time for public consultation to occur and a report to be referred back to Council outlining the preferred development option."

    The WAPC subsequently granted an extension of time in order to allow Council to consider the matter.

15. The five (5) options considered as part of the public advertising are summarised below. A detailed analysis of each of the five (5) development options is included as Attachment 6.

Option	Summary Description
Option 1: Do not acquire lots	Council does not acquire the three lots from the WAPC.
Option 2: Acquire all lots for public open space	All three lots are acquired from the WAPC with independent valuations and retained as public open space.
Option 3: Acquire only some lots for public open space	One to two of the lots are acquired from the WAPC rather than all three and retained as public open space.
Option 4: Acquire all lots and develop into 13 housing lots for sale	All three lots are acquired from the WAPC with independent valuations and developed for 13 housing lots.
Option 5: Acquire all lots and develop into 8 housing lots and maintain a reduced linkage to green space area	The Town would acquire all lots and maintain a linkage to green space albeit a reduced area. This would help lower the cost burden whilst allowing the maintenance of a greater linkage to green space than that which would otherwise result from not acquiring the lots.

16. The estimated value of the land provided by the WAPC in February 2018 is as detailed below. It is noted that these are estimated valuations only and would likely be the subject of change should the Town enter negotiations.

Lot details	Estimated summary valuation range
Lot 1003 (No. 7) Raleigh Street, Carlisle	R30; 6 Unit development potential, dual street frontage, close to rail and bridge. Estimated valuation range: • 2,081 sqm @ $550/sqm = $1,140,000 • 2,081 sqm @ $575/sqm = $1,200,000
Lot 1004 (No. 6) Raleigh Street, Carlisle	R30; 4 Unit development potential, close to bridge, busy road. Estimated valuation range: • 1,343 sqm @ $600/sqm = $805,000 • 1,343 sqm @ $650/sqm = $875,000
Lot 1005 (No. 45) Bishopsgate Street, Carlisle	R30; 3 Unit development potential, busy street. Estimated valuation range: • 1,157 sqm @ $650/sqm = $750,000 • 1,157 sqm @ $700/sqm = $810,000

17. The Town sought updated independent valuations to better inform its decision and was given the following valuations as at January 2020. The valuer provided valuations based on two scenarios as outlined below:

    - Scenario 1 – wholly zoned at 'R30'
    - Scenario 2 – wholly reserved as Parks and Recreation

    Given the WAPC's letter from November 2016 Scenario 1 is the most likely scenario. These are independent valuations and purchase prices would need to be negotiated with the WAPC.

Lot details	Estimated summary valuation range
Lot 1003 (No. 7) Raleigh Street, Carlisle	Scenario 1 – wholly zoned 'R30' = $1,020,000 Scenario 2 – wholly reserved as POS = $105,000
Lot 1004 (No. 6) Raleigh Street, Carlisle	Scenario 1 – wholly zoned 'R30' = $725,000 Scenario 2 – wholly reserved as POS = $65,000
Lot 1005 (No. 45) Bishopsgate Street, Carlisle	Scenario 1 – wholly zoned 'R30' = $625,00 Scenario 2 – wholly reserved as POS

	= $60,000

18. At its Ordinary Council Meeting in August 2018 Council was presented with the outcomes of the public consultation (which are further detailed within the Engagement section of this report) and resolved to request an extension of time from the WAPC to consider the purchase of Lots 1003-1005 until the completion of the Towns Public Open Space Strategy.

19. In December 2019, Council adopted the Public Open Space Strategy which is included as an attachment to this report (Attachment 1, 2, 3, and 4). In relation to Miller's Crossing, the Public Open Space Strategy outlines:

(a) Background information

(i) The subject land is classified as a 'local park', being a small space that provides for the day to day recreation of the immediate residential population.

(ii) The subject land functions as passive open space with a traditional setting. This means that it is open space without organised sporting facilities and areas of open turf, trees, and places for respite.

(iii) That Carlisle as a whole suburb has gaps in the supply of accessible public open space (within a 400m walkable catchment) for its residents. The gaps in supply do not exist in the area of the subject land and would not be created in that area by removing the open space provided by the subject land. Section 3.0 and 4.5 of Appendix A of the Public Open Space Strategy outlines the current supply gaps.

(iv) Carlisle is currently undersupplied with public open space having 2ha of public open space per 1000 persons in lieu of the recommended 3.36ha per 1000 persons. It is forecast that this shortfall will increase to 0.5ha of public open space per 1000 persons by 2036.

(b) Overarching strategies

(i) The focus of recommendations of the public open space strategy is to increase the supply of public open space appropriately, improve access to public open space and to improve the quality of the Town's public open space.

(ii) In relation to increasing supply, the strategy focuses on addressing the gaps in supply in identified gaps, where residents currently have no accessible public open space. This can be achieved via the purchase of new land, transforming drainage infrastructure, creating new public open space as part of future development and advocating for the sinking of the railway line. The area in which the subject land sits does not have a gap in supply.

(c) Specific Recommendations

(i) Appendix C of the Public Open Space Strategy provides a specific recommendation for the land at Millers Crossing. It states:

"Millers Crossing was space retained by the state government for future road widening. This use is no longer required and has been offered for purchase to the Town. To assist with this decision the Public Open Space strategy has considered the retention of this space as POS.

With the development of Tom Wright Park (Zone 2X) the community will continue to have pedestrian access to local parks, i.e. no additional gaps will occur. It is noted that utilising a population calculation Carlisle is undersupplied by POS.

Millers Crossing has some significant trees, circled on map adjacent, both native and exotic species, and a good quality embankment vegetation to the north of the space. Other than bench seats there is no significant infrastructure on site. It is strongly recommended that the Town work with the State Government to advocate for the requirement to retain all mature trees on this lot should it be developed into the future.

To date Millers Park has been considered Public Open Space by the community and maintained as such by the council. It should be noted that the community may oppose the development of this site."

20. Should the Town not purchase the subject land, advice from the WAPC suggests that there are no immediate plans to sell it otherwise. It is however possible that at any time this matter may escalate in priority and the WAPC will have the right to dispose of the land in the timeframe and manner they see fit.

21. The Town can consider the implementation of a Local Development Plan (LDP) to guide future development of the site. A Local Development Plan (LDP) is a planning tool used to coordinate and facilitate the design of development on difficult lots and to streamline the development approval process. Given the subject site abuts an 'Other Regional Road' and the strong desire to ensure the retention of significant trees onsite the preparation of an LDP is well justified. Decision makers are to give 'due regard' to an approved LDP when making decisions in respect to the development of land. Once approved, an LDP is valid for a duration of ten (10) years.

22. The Town can prepare and approve an LDP once its requirement has been approved by the WAPC as part of any rezoning process, a structure plan, subdivision application or activity center plan. The Town can also require a developer (such as a private developer) to prepare an LDP for the site under the same circumstances.

23. In this instance, it is possible to require an LDP at two stages within the planning framework. These are outlined in the table below.

Stage of the planning process	Option Analysis
Impose a requirement for an LDP when the land is rezoned	*How it would work* Given that a significant portion of the land is un-zoned, it will be necessary for the land to undergo a rezoning through the Town Planning Scheme to allow for residential development to occur. The Town can build a requirement for an LDP into the rezoning approval. *Risks* The WAPC will need to support the need for an LDP for it to be required as part of the rezoning. *Strengths* Should the WAPC sell the land to a private developer they would be subject to the requirements of the scheme and therefore the need for an LDP.
Impose a requirement for an LDP when the land is subdivided	*How it would work*

	Should either the WAPC or a private developer apply for subdivision the Town could recommend a condition that requires the preparation of a LDP. Assuming that the WAPC implements the recommended condition, any subdivision could not occur without the preparation of a LDP. *Risks* The WAPC may not impose the recommended condition for a LDP. *Strengths* The land will not be able to be subdivided without the LDP being prepared and approved by the Town. This ensures that all relevant development applications will need to comply with the LDP.
Impose a requirement for an LDP when a development application is made for the development of the site.	It is not possible to require an LDP at development application stage as no statutory mechanism exists to allow for this to occur. Additionally, should the development application be for a single house on a green title lot, it would be exempt from the requirement for a development application.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 – Finances are managed appropriately, sustainably and transparently for the benefit of the community.	Depending on which option is chosen, the purchase of subject land could have nil or significant financial impact on the Town.
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Elected members have been provided with all relevant information to make their decision. This includes the Public Open Space Strategy, financial impact, community consultation outcomes and issue history.

Environment	
Strategic outcome	Intended public value outcome or impact
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	Whilst not zoned as 'Parks and Recreation' the land known as Millers Crossing has been used as passive open space since 2004. The Public Open Space strategy does not identify a shortfall in the provision of public open space in the immediate area surrounding Millers Crossing but does identify a shortfall in Carlisle as a whole.
EN07 - Increased vegetation and tree canopy.	Millers Crossing contains significant trees that contribute to the Town's urban forest, with potential to increase this with appropriate planting if the site is retained as public open space.

Engagement

Internal engagement	
Financial services	Financial services reviewed the proposed options and the proposed actions to raise funds should the Council pursue the purchase of the land.
Property Development Manager	The Property Development Manager supported the preparation of this report and the prepared the overall option development that is presented.
Parks Operations	It was reported by the Parks Operations team that the 2019/2020 budget for the maintenance of Miller's Crossing is $25,000 of which approximately 50% has been spent. The maintenance budget in recent years is as follows: • 2018/19 financial we had a budget of $26,000 and spent $31,590 (121.5%) • 2017/18 financial we had a budget of $25,500 and spent $22,467.60 (88%) • 2016/17 financial we had a budget of $27,000 and spent $29,000 (107%)
Urban Planning	Urban Planning reviewed and considered the information in the report relating to the statutory planning framework.

External engagement	
Stakeholders	• Local residents and ratepayers • Local community members
Period of engagement	28 May 2018 – 21 June 2018
Level of engagement	2. Consult
Methods of engagement	• Yourthoughts page including an online submission form (Miller's Crossing land zoning proposal) • Hard copy submission available at Town of Victoria Park Buildings • Pop up information session onsite • Flyer drop to adjacent residents
Advertising	• Emails to engaged and registered participants • On-site signage • Sponsored social media posts • Media release • Posters and flyers at local businesses and Town of Victoria Park buildings • Town of Victoria Park website

	• Your Thoughts online consultation hub • Southern Gazette advertising • Life in the Park Winter edition printed newsletter • Life in the Park eNewsletter • Your Thoughts eNewsletter • Adjacent resident's flyer drop • Pop-up onsite information session
Submission summary	A total of 199 online submissions were received, 15 hard copy submissions and approximate 40 people attended the onsite pop up event.
Key findings	Of the total 214 submissions received the preferred development option was Option 2 – Acquire all lots for public open space (148 submissions or 69.2%). The second preferred development option is Option 5 – Acquire all lots and develop into eight housing lots and maintain a reduced linkage to public space area (25 submissions or 11.7%). • Option 2 – Acquire all lots for public open space: 148 submissions • Option 5 - Acquire all lots and development into 8 housing lots for sale and maintain a reduced linkage to public open space: 25 submissions • Option 1 – Do nothing: 21 submissions • Option 3 – Acquire only some lots for public open space: 14 submissions • Option 4 – Acquire all lots and development into 13 housing lots for sale: 6 submissions Key themes mentioned in the submissions included: • Carlisle/Lathlain short of public open space • Perfect location for increasing housing density • Utilise the funds on Lathlain and Tom Wright • Increase of public open space • Green corridor and space • Cost to rate payers • Bird haven (cockatoos) • Maintain open space • Lot 1002 remained as parkland • Increase of tree canopy A detailed Community Engagement Report can be found in Attachment 5. In addition to the advertising of the public engagement that occurred in 2018, the Town has public advertised the progress of this report to council. This did not seek feedback from the community but intended to make the community aware that the matter was progressing.

Legal compliance

Depending on the Option chosen by Council, consideration should be given to the following sections of the *Local Government Act 1995*:

- Section 6.8 – Expenditure from municipal fund not included in the annual budget;
- Section 6.11 – Reserve accounts; and
- Section 6.20 – Power to borrow.

Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations) - Schedule 2, Part 6 – Local development plans.

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Reputational Negative public perception towards the Town about the perceived loss of public open space	Moderate	Likely	High	Community consultation about the project. Communications strategy to correct any misunderstandings of facts.
Reputational Negative public perception towards the Town about the spending of significant funds on the purchase of the subject site	Moderate	Likely	High	Community consultation about the project. Communications strategy to correct any misunderstandings of facts.

Financial implications

Current budget impact	The Option chosen by Council will determine the budget requirements, as shown below: (a) Option 1 – No cost to Council, estimated future annual rate revenue in the order of $21,000 if the land is developed by the WAPC into 13 residential lots; (b) Option 2 – Land acquisition cost between $2.37 million to $2.9 million, continuation of annual maintenance expense (already budgeted); (c) Option 3 – Land acquisition cost between $0.625 million to $1.6 million, continuation of some annual maintenance expense (already budgeted) and future annual rate revenue (dependent on configuration of lots acquired); (d) Option 4 – Land acquisition cost between $2.37 million to $2.9 million, estimated initial profit of $0.5 million, estimated future annual rate revenue in the order of $21,000; and

(e) Option 5 – Land acquisition cost between $2.37 million to $2.9 million, estimated initial profit of $0.3 million, estimated future annual rate revenue (dependent on final design configuration).

Sufficient funds do not exist within the annual budget to undertake any of the land acquisition options. Depending on the Option chosen, Council would need to consider one, or more of the following actions:

Action	Comment
Reduce current budget allocations on other projects	One option is for service reduction/removal of (up to) $2.9 million dollars which is a significant reduction. Another option is for a reduction in capital works which would have the impact of increasing Council's asset renewal gap.
Change the purpose of Reserve fund holdings	Council does not have a Reserve Fund specifically for this purchase (unless the purchase is for revenue generation i.e. development). Other options include a repurposing of Reserve Funds, which requires a one month advertising period during which time members of the community may be vocal of their level of support, or non-support, regarding the change of use of Reserve Funds.
Reducing transfers to Reserve Funds	Council could choose not to direct funds to Reserve and instead purchase this land.
Undertake loan borrowings	Interest rates are at the lowest they have ever been and would be fixed for the life of the loan. Council is already borrowing $10 million this year for Underground Power, although these loans should not influence the Debt Ratio as they are non-municipal funded (i.e. paid for directly by benefiters of the Underground Power).
Increase in rates	$2.9 million (worst case cost) represents and approximate six percent (6%) increase in rates. A Specified Area Rate could be applied if the likely benefiters/users of the land are able to be readily determined. This could be used to fund a loan over a number of years.
Crowd funding	One scenario for crowd funding could be that 2,900 people would need to contribute $1,000

		each. It is unclear whether this could be achieved, and Town staff do not have significant experience in the effectiveness of these schemes.
	Increased Revenue	State, Federal, Lotterywest grants may be available. How quickly they can be sourced may present an issue. Philanthropic individuals may also be an option. Fees and charges – not an option. Service Charges – not an option. Asset Disposal – Council could sell a parcel/s of land to purchase this
	Deficit Budget	Council could choose to operate a deficit budget for a period of time. Eventually though the budget should be returned to balance.
	Negotiate with WAPC on price	There is the potential for the Town to enter into discussions with the WAPC over price. Having regard to the fact that the WAPC are gifting Lot 1002 to the Town which is over 5000m2 in area, the Town is not in a strong negotiating position however the Town will certainly attempt to reduce the price and refer to the Town's maintenance costs of approximately $300,000 over the last 12 years. The WAPC's approach is likely to be to maximise the amount they can sell the land for so there is no guarantee that the Town's attempts to negotiate a reduced price will be successful. Not unlike local government, it is likely that State Government would be required to undertake some process to allow the land to be sold below market price. This would be something staff would need to discuss with the WAPC once Council have formed a position.
	Other options exist, such as seeking developer / private business partnerships, however these are not readily within the control of Council at this time.	
Future budget impact	The Option chosen by Council will determine the total asset management requirements, as shown below: (a) Option 1 – No additional asset management cost to Council (once fully developed, asset management costs will be reduced);	

[redacted]	(b) Option 2 – Continuation of current annual asset management costs (already budgeted); (c) Option 3 – No additional asset management cost to Council (once developed, asset management costs will be reduced); (d) Option 4 – No additional asset management cost to Council (once fully developed, asset management costs will be reduced); and *(e)* Option 5 – No additional asset management cost to Council (once developed, asset management costs will be reduced).

Analysis

24. The Town recommends that Council do not purchase Lot 1003 (No. 7) Raleigh Street, Lot 1004 (No. 6) Raleigh Street, and Lot 1005 (No. 45) Bishopsgate Street, Carlisle from the Western Australian Planning Commission as identified in Option One in the attached Options Analysis.

25. Although it is identified that Carlisle has an overall shortfall in the provision of public open space the subject site is in an area of Carlisle that is very well serviced by public open space. The Town has recently invested a large amount of funding into public open space in this area with the delivery of the Lathlain Park Redevelopment Project.

26. The community has expressed a strong desire to acquire all lots for public open space. As part of the consultation program gaps in supply locations and population per hectare targets contained within the now completed Public Open Space Strategy were not available.

27. Based on the findings of the Public Open Space Strategy, it is considered that the identified gaps in supply in those areas of Carlisle where residents have no access to public open space (within a 400m walkable catchment) are a higher financial priority than the purchase of the subject land.

28. The community expressed very little desire to acquire the lots for redevelopment and sale (being Options 4 and 5). These options should therefore not be further pursued.

29. Should Council support the recommended Option One, the Town will again advocate to the WAPC to retain the land as public open space, notwithstanding the direction outlined in the WAPC's letter from November 2016.

30. On the basis of the Town not acquiring the lots, the recommendation of the Public Open Space Strategy to ensure the retention of the significant tree's on site, and the WAPC's direction outlined in their November 2016 letter, the Town would seek permission from the WAPC to prepare an LDP to support the retention of significant trees and design access to and through the site. The Town would seek permission to prepare an LDP immediately following any reaffirmation of the WAPC's intent to not re-zone the land for Parks and Recreation. If the WAPC were to consent to the preparation of an LDP, the Town would immediately commence work on that LDP.

31. The Town will also commence implementation planning for the strategic purchase/development of land for POS at the properties identified below in the Public Open Space Strategy, as well as the investigation of a Cash in Lieu of Public Open Space Scheme:

    (a) 91 Planet Street, Carlisle;

    (b) 76 Planet Street, Carlisle;

    (c) 6 Paltridge Avenue, Carlisle;

    (d) 30 Satellite Place, Carlisle; and

Relevant documents

Not applicable.

Further discussion

32. The following questions were asked at the Agenda Briefing Forum at 4 February 2020 that were taken on notice. Answers are provided below:

<table>
<tr><th>Question</th><th>Answer</th></tr>
<tr><td>Does the Council own the land identified for acquisition/development in Carlisle in the Public Open Space Strategy?</td><td>There are 21 sumps located in Carlisle. The ownership details of these sumps are as follows:
<table>
<tr><th>Asset ID</th><th>Location</th><th>Ownership</th><th>Identified by POSS for development</th></tr>
<tr><td>SUMP_017</td><td>26 Raleigh Street</td><td>TOVP</td><td></td></tr>
<tr><td>SUMP_018</td><td>166 Rutland Avenue (rear)</td><td>TOVP</td><td></td></tr>
<tr><td>SUMP_021</td><td>91 Planet Street</td><td>TOVP</td><td>*</td></tr>
<tr><td>SUMP_022</td><td>76 Planet Street</td><td>TOVP</td><td>*</td></tr>
<tr><td>SUMP_023</td><td>140 Mars Street</td><td>TOVP</td><td></td></tr>
<tr><td>SUMP_049</td><td>8 Mars Street</td><td>TOVP</td><td></td></tr>
<tr><td>SUMP_050</td><td>28 Mars Street</td><td>TOVP</td><td></td></tr>
<tr><td>SUMP_051</td><td>27 O'Dea Street</td><td>TOVP</td><td></td></tr>
<tr><td>SUMP_052</td><td>6 Paltridge Avenue</td><td>TOVP</td><td>*</td></tr>
<tr><td>SUMP_053</td><td>220 Orrong Road/30 Satellite place</td><td>TOVP</td><td>*</td></tr>
<tr><td>SUMP_054</td><td>10-12 Gemini Way</td><td>TOVP</td><td></td></tr>
<tr><td>SUMP_055</td><td>39 Marchamley Street</td><td>TOVP</td><td></td></tr>
<tr><td>SUMP_056</td><td>3A Apollo Way</td><td>TOVP</td><td></td></tr>
<tr><td>SUMP_057</td><td>64-68 Star Street</td><td>TOVP</td><td></td></tr>
<tr><td>SUMP_058</td><td>53 Solar Way</td><td>TOVP</td><td></td></tr>
</table></td></tr>
</table>

	SUMP_059	57 Asteroid Way	TOVP	
	SUMP_060	45 Mercury Street	TOVP	
	SUMP_WC 13793	188 Star Street	WATER CORPORATION	
	SUMP_WC 13756	74 Jupiter Street	WATER CORPORATION	
	SUMP_063	8 Lion Street	TOVP	
	SUMP_WC 13757	91-97 Bishopsgate Street	WATER CORPORATION	

In addition to the above noted sumps, the POSS identifies 71 Oats Street for purchase/development. This land is a vacant block owned by the Town that used to be an infant health centre, and is incorrectly categorised as a drainage basin in the POSS. It is Administrations view that 71 Oats Street should not be considered for future public open space as it is identified in the Land Asset Optimisation Strategy (LAOS). Reference to 71 Oats Street has been removed from the report.

Are there any implications if Council delay a decision on the item to the March 2020 meeting?	The WAPC has indicated that should the Council defer their decision to the March 17 Ordinary Council Meeting, that they would likely still have scope to meet the June 30 2020 deadline to present their report with the Towns recommendation on the purchase of the land to the Minister for Planning. Should the WAPC not have enough time to prepare their report, it is possible that they would seek a further extension in time from the Minister on behalf of the Town to provide their recommendation. Whilst it would be in their rights to progress their decision on Amendment 56 without a recommendation from the Town on the Purchase of Miller's Crossing the WAPC have indicated that they would be unlikely to do so as they wish to have resolution from the Town on the matter.

33. At the 18 February 2020 OCM Council resolved to defer a decision with relation to the subject land until the 17 March 2020 OCM. Council resolved that the decision should be deferred until the extraordinary election for the vacant Banksia Ward seat is filled.

34. At the 17 March 2020 OCM Council resolved to defer a decision with relation to the subject land until the 21 April 2020 OCM.

AMENDMENT:

Moved: Mayor Karen Vernon **Seconder:** Cr Brian Oliver

The officer's recommendation be amended to insert the following additional paragraphs:

4. Requests the Chief Executive Officer to report to the ordinary meeting of Council in July 2020 detailing a plan, inclusive of costs and timing, for the Town to develop and deliver the following Town-owned properties for use as public open space:

   (a) 91 Planet St, Carlisle
   (b) 76 Planet St, Carlisle
   (c) 6 Paltridge Avenue, Carlisle
   (d) 30 Satellite Place, Carlisle

5. Requests the Chief Executive Officer to report to the ordinary meeting of Council in July 2020 outlining the Town's efforts to advocate to the WAPC:

   (a) for the imposition of a condition on any subdivision requiring a Local Development Plan;
   (b) for the retention of all mature trees on the subject lots as a condition of any future subdivision of the lots for development; and/or
   (c) for consideration of the transfer of ownership of a sufficient portion of Lot 1003 to the Town to enable retention of the significant tree in the corner of that lot closest to the railway underpass, and for an indication of any associated costs thereof.

6. Directs the Chief Executive Officer to continue to include an annual maintenance allowance for Miller's Crossing in the Town's budget until such time as the WAPC sells or subdivides the lots for development.

CARRIED (8 - 1)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: Cr Luana Lisandro

Reason:

The proposed amendment is sought to ensure that:

1. A positive outcome is achieved towards increasing the public open space in Carlisle in line with the Public Open Space Strategy.
2. There is a commitment to developing those properties identified in the report in a timely manner.
3. The costs of the development of those properties can be prioritised by Elected Members during the budget process for 2020/2021.
4. All efforts are made to advocate for the preservation of the significant trees on each of the lots in line with the Urban Forest Strategy.

COUNCIL RESOLUTION (369/2020):

Moved: Mayor Karen Vernon **Seconded:** Cr Vicki Potter

That Council:

1. Resolves to not purchase Lot 1003 (No. 7) Raleigh Street, Lot 1004 (No. 6) Raleigh Street, and Lot 1005 (No. 45) Bishopsgate Street, Carlisle from the Western Australian Planning Commission as identified in Option One in the attached Options Analysis.

2. Advises the Western Australian Planning Commission of the Town's intention to require a local development plan for the subject site to address access, landscaping and building envelopes.

3. Advises the Western Australian Planning Commission of the decision.

4. Requests the Chief Executive Officer to report to the ordinary meeting of Council in July 2020 detailing a plan, inclusive of costs and timing, for the Town to develop and deliver the following Town-owned properties for use as public open space:

   (a) 91 Planet St, Carlisle
   (b) 76 Planet St, Carlisle
   (c) 6 Paltridge Avenue, Carlisle
   (d) 30 Satellite Place, Carlisle

5. Requests the Chief Executive Officer to report to the ordinary meeting of Council in July 2020 outlining the Town's efforts to advocate to the WAPC:

   (a) for the imposition of a condition on any subdivision requiring a Local Development Plan;
   (b) for the retention of all mature trees on the subject lots as a condition of any future subdivision of the lots for development; and/or
   (c) for consideration of the transfer of ownership of a sufficient portion of Lot 1003 to the Town to enable retention of the significant tree in the corner of that lot closest to the railway underpass, and for an indication of any associated costs thereof.

6. Directs the Chief Executive Officer to continue to include an annual maintenance allowance for Miller's Crossing in the Town's budget until such time as the WAPC sells or subdivides the lots for development.

CARRIED (5 - 4)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Brian Oliver, Cr Bronwyn Ife, Cr Jesvin Karimi
Against: Cr Vicki Potter, Cr Ronhhda Potter, Cr Luana Lisandro, Cr Wilfred Hendriks

TOWN OF VICTORIA PARK

TOWN PLANNING SCHEME NO. 1

AMENDMENT NO. 56

PLANNING AND DEVELOPMENT ACT 2005

RESOLUTION DECIDING TO AMEND A TOWN PLANNING SCHEME.

TOWN OF VICTORIA PARK TOWN PLANNING SCHEME NO. 1

AMENDMENT NO. 56

RESOLVED that the Council, in pursuance of Section 75 of the Planning and Development Act 2005 amend the above Town Planning Scheme by:

1. Classifying No. 2-8 (Lot 1002) Beatty Avenue, East Victoria Park as Town of Victoria Park Scheme Reserve “Parks and Recreation”.

2. Modify the Town Planning Scheme No. 1 Precinct Plan P10 Shepperton Precinct accordingly.

3. Classifying Nos. 6 & 7 (Lots 1003 & 1004) Raleigh Street and No. 45 (Lot 1005) Bishopsgate Street, Carlisle as Town of Victoria Park Scheme Reserve “Parks and Recreation”.

4. Classifying the portions of the Rutland Avenue, Raleigh Street and Bishopsgate Street road reserves that were formerly part of the Roberts Road Metropolitan Region Scheme “Other Regional Roads” reservation as “Residential R30” zone.

5. Modify the Town Planning Scheme No. 1 Precinct Plan P8 Carlisle Precinct accordingly.

Dated this Eighth day of November 2011

_____

CHIEF EXECUTIVE OFFICER

PLANNING AND DEVELOPMENT ACT 2005

TOWN OF VICTORIA PARK

TOWN PLANNING SCHEME NO. 1 – AMENDMENT NO 56

SCHEME REPORT

Local Authority:	Town of Victoria Park
Town Planning Scheme:	Town Planning Scheme No. 1
Type of Scheme	Town Planning Scheme
Amendment Number	Amendment No. 56
Proposal	Amendment to Town Planning Scheme No. 1 to classify several lots which formerly comprised a portion of the Roberts Road Metropolitan Region Scheme "Other Regional Roads" reservation as Town of Victoria Park Scheme Reserve "Parks and Recreation".

BACKGROUND:

On 5 August 2011, Metropolitan Region Scheme (MRS) Amendment 1193/57 South East and South West Districts Omnibus was gazetted, which included the transfer of Lot 1002 (No. 2-8) Beatty Avenue, East Victoria Park, and the balance of Lots 1003 and 1004 (Nos. 6 & 7) Raleigh Street and Lot 1005 (No. 45) Bishopsgate Street, Carlisle from the 'Other Regional Roads' reserve to the 'Urban' zone. The remaining balance of Lots 1003, 1004 and 1005 are currently zoned 'Urban' under the Metropolitan Region Scheme and 'Residential R30' under Council's Town Planning Scheme No. 1. The MRS amendment also included the transfer of several portions of the Rutland Avenue, Raleigh Street and Bishopsgate Street road reserves to the 'Urban' zone.

The subject land was formerly part of the 'Other Regional Roads' reservation of Miller Street and Roberts Road. The land was surplus to the 'Other Regional Roads' reservation following construction of the Miller's crossing railway overpass.

The subject land is currently used by the Town's residents as part of the public open space network and has been landscaped and maintained by the Town since completion of the Miller's crossing railway overpass in 2004.

The purpose of this amendment is to reclassify the entirety of the lots which were formerly part of the Metropolitan Region Scheme "Other Regional Roads" reservation as Town of Victoria Park Scheme Reserve "Parks and

Recreation", consistent with their current use and development and so as to ensure their continued role as a recreational corridor linking major areas of public open space and recreational facilities within the Town of Victoria Park. This Amendment is referred to as Amendment No. 56.

DETAILS:

At the Ordinary Council Meeting on 8 November 2011 Council resolved the following:

"1. Council resolve pursuant to Section 75 of the Planning and Development Act 2005 to initiate Amendment No. 56 to amend the Town of Victoria Park Town Planning Scheme No. 1 as follows:

1.1 Classify No. 2-8 (Lot 1002) Beatty Avenue, East Victoria Park as Town of Victoria Park Scheme Reserve "Parks and Recreation";

1.2 Modify the Town Planning Scheme No. 1 Precinct Plan P10 Shepperton Precinct accordingly;

1.3 Classify Nos. 6 & 7 (Lots 1003 and 1004) Raleigh Street and No. 45 (Lot 1005) Bishopsgate Street, Carlisle as Town of Victoria Park Scheme Reserve "Parks and Recreation";

1.4 Classify the portions of the Rutland Avenue, Raleigh Street and Bishopsgate Street road reserves that were formerly part of the Roberts Road "Other Regional Roads" reservation as "Residential R30" zone; and

1.5 Modify the Town Planning Scheme No. 1 Precinct Plan P8 Carlisle Precinct accordingly.

2. The Chief Executive Officer and Mayor be authorised to execute the Town Planning Scheme No. 1 Amendment No. 56 documents.

3 Amendment No. 56 be referred to the Department of Environment and Conservation prior to the commencement of advertising of the Amendment."

The subject lots form part of a recreational corridor identified in the Council's Draft Local Planning Strategy linking major sports and recreation facilities within the Town via a landscaped boulevard. It is considered important to retain the landscaped character of this link in accordance with the Draft Local Planning Strategy.

Lot 1002 has frontage to Beatty Avenue and Miller Street and is located abutting John Bissett Reserve and has been landscaped and is being used in conjunction with that reserve. John Bissett Reserve is a small reserve of only 7071m^2 located adjacent to a school playground which is completely fenced off and not accessible to the public. As a result the reserve plays a significant role in the open space network of the local area.

Given the residential densities within the area of R30, R40 and R60 it is considered important that sufficient public open space is available for residents in medium density areas to compensate for the loss of traditional backyards. It is important to compensate for these areas of higher densities by providing a usable network of public open space and green links to connect them.

If Lot 1002 was to be rezoned to 'Residential' under Town Planning Scheme No. 1, the park would effectively be reduced in size by almost half, leaving less open space for nearby residents to enjoy. This would reduce a significant local amenity to a small and insignificant park which is wedged between private properties.

Other parks and recreation reserves within the area include Lathlain Oval and Tom Wright Reserve, however, Lathlain Oval has limited use by the general public as Lathlain Oval is the home ground of the Perth Demons WAFL team, which limits its use by the general public as passive open space.

Linking the existing parks and recreation facilities by a landscaped boulevard in an open and green setting along Kent Street, Miller Street and Roberts Road has been identified as an important strategy within the Draft Local Planning Strategy.

In view of the above it is considered appropriate that the whole of Lots 1002, 1003, 1004 and 1005 be reserved for 'Parks and recreation' under Town Planning Scheme No. 1, to ensure their continued use as a recreational corridor and passive open space for residents of the surrounding medium density residential area. It is also considered appropriate that the portions of the Rutland Avenue, Raleigh Street and Bishopsgate Street road reserves which were transferred from the 'Other Regional Roads' reserve to the 'Urban' zone, be zoned 'Residential R30' consistent with the zoning of the substantive portions of these roads.

PLANNING AND DEVELOPMENT ACT 2005

TOWN OF VICTORIA PARK

TOWN PLANNING SCHEME NO. 1 – AMENDMENT NO. 56

MODIFIED AMENDMENT IN ACCORDANCE WITH THE MINISTER'S DECISION DATED 2 MAY 2017

1. Classifying No. 2-8 (Lot 1002) Beatty Avenue, East Victoria Park as Town of Victoria Park Scheme Reserve "Parks and Recreation".

2. Modify the Town Planning Scheme No. 1 Precinct Plan P10 Shepperton Precinct accordingly.

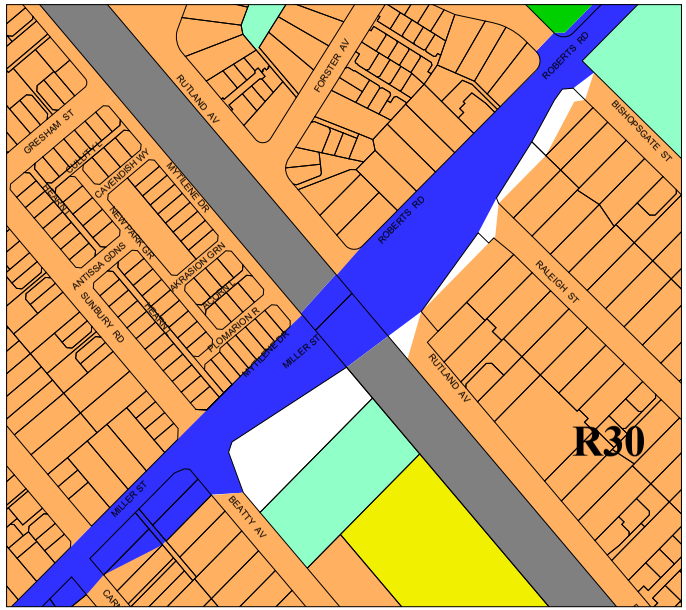
3. Nos. 6 & 7 (Lots 1003 & 1004) Raleigh Street and No. 45 (Lot 1005) Bishopsgate Street, Carlisle being transferred to the 'Residential' zone with a density coding of R30.

4. Modify the Town Planning Scheme No. 1 Precinct Plan P8 Carlisle Precinct accordingly.

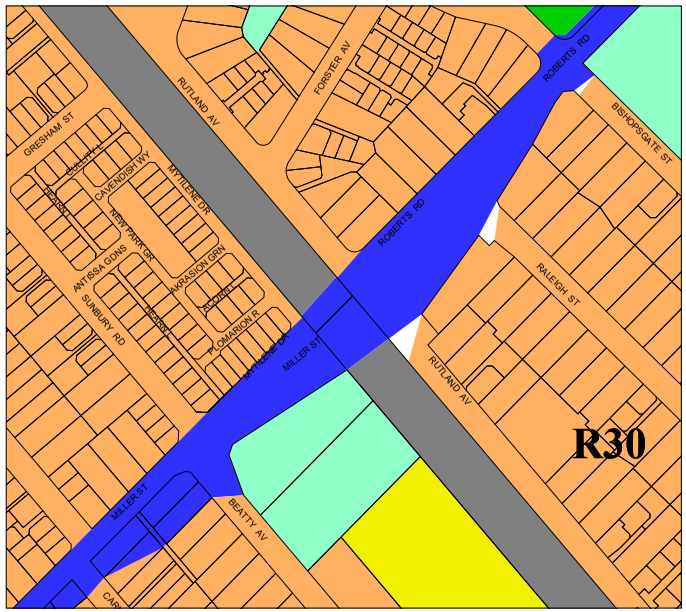
TOWN OF VICTORIA PARK

TOWN PLANNING SCHEME NO.1 AMENDMENT NO. 56 Page 1 of 1

MODIFIED AMENDMENT IN ACCORDANCE WITH THE MINISTER'S DECISION DATED 2 MAY 2017



EXISTING ZONING
Scale 1:5000



PROPOSED ZONING
Scale 1:5000

LEGEND

METROPOLITAN REGION SCHEME RESERVES

- Other Regional Roads
- Railways
- Parks and Recreation Restricted

TOWN OF VICTORIA PARK SCHEME ZONES

- Public Purpose
- Residential

TOWN OF VICTORIA PARK SCHEME RESERVES

- Parks and Recreation

MODIFIED [REGULATION 56]
Modified by the Council of the Town of Victoria Park in accordance with the Minister's decision dated the

_____ day of _____.

_____ _____
Mayor Date

_____ _____
Chief Executive Officer Date

COUNCIL RESOLUTION [REGULATION 50(3)]
The Council of the Town of Victoria Park resolved not to support the Amendment as modified by the Minister at the Ordinary Meeting of the Council held

on the _____ day of _____
and the seal of the Municipality was pursuant to that Resolution hereunto affixed in the presence of

_____ _____
Mayor Date

_____ _____
Chief Executive Officer Date

Recommendation for final approval by the Western Australian Planning Commission.

_____ _____
Delegated under S.16 of PD Act 2005 Date

Final Approval granted

_____ _____
Minister for Planning Date

This Amendment was modified by the Council of the Town of Victoria Park in accordance with the Minister's decision dated the Second day of May 2017.

_____
MAYOR

_____
CHIEF EXECUTIVE OFFICER

The Council of the Town of Victoria Park resolved not to support the Amendment as modified by the Minister at the Ordinary Meeting of the Council held on the Fourteenth day of November 2017 and the Seal of the Municipality was pursuant to that resolution hereunto affixed in the presence of:

_____
MAYOR

_____
CHIEF EXECUTIVE OFFICER

Recommended/Submitted

_____
DELEGATED UNDER S.16 OF PD ACT 2005

Date: _____

Final Approval Granted

_____
MINISTER FOR PLANNING

Date: _____

Local Planning Policy No. 39
Tree Planting and Retention

Date of Adoption: 18 February 2020 Date Amended: N/A

INTRODUCTION

This policy outlines the requirements for the provision of planting and retention of trees on private land and the street verge associated with the development of land in the Town. This policy aims to deliver outcomes consistent with the Town's Urban Forest Strategy and Strategic Community Plan (Strategic Outcome EN7 – Increased vegetation and tree canopy). The fundamental intent of the policy is to increase tree density and canopy cover to benefit residents and the Town's urban ecosystems.

The Urban Forest Strategy identifies a number of benefits of trees including:

- Providing shade and cooling the Town;
- Reducing air pollution and airborne particles;
- Reducing stormwater and nutrient loads;
- Increasing property values;
- Reduced energy costs;
- Providing a sense of place

The Town's adopted Urban Forestry Strategy (2018) indicates that tree canopy coverage is currently at approximately 10%. The Town has adopted a number of key strategies, including a commitment to increase canopy coverage to 20%.

OBJECTIVES

(a) To encourage the preservation of **'trees worthy of retention'**;

(b) To ensure appropriate '**medium**' or '**large**' trees are planted which are suited to their environment and location where '**trees worthy of retention'** have been removed or do not exist on private land;

(c) To promote and facilitate development that enables existing trees to be preserved;

(d) Provide a diverse range of tree sizes and species to enhance visual interest and to assist with providing a more resilient urban forest; and

(e) To assist with achieving the Town of Victoria Park's objective to increase tree canopy coverage to 20% by increasing tree canopy coverage on public and private land.

POLICY SCOPE

This Policy is applicable to applications for development approval. The provisions of this Policy do not and cannot be applied where a development application is not required.

Unless specified otherwise:

1. Clause 1 of this Policy 'Retention of trees on private properties' applies to all applications for development approval where there is a **'tree worthy of retention'** that exists on the subject site.

2. Clause 2 of this Policy 'Rate of trees to be provided' applies to applications for development approval as follows :

    2.1 An application involving a new Single House or Grouped Dwelling(s); or

    2.2 An application for a new non-residential development, or additions to a non-residential development which increase the existing net floor area and with a value exceeding $200,000, but excluding those only involving a change of use or internal works; or

    2.3 An application proposing the removal of a **'tree worthy of retention'**.

3. All other provisions of this policy apply to any development requiring Development Approval.

Where a provision of this Local Planning Policy is inconsistent with the landscaping or tree planting requirements of the Local Planning Scheme, a Structure Plan or an adopted Local Development Plan, the Local Planning Scheme, Structure Plan or Local Development Plan's requirements shall prevail to the extent of the inconsistency.

Note 1: This Policy does not apply to Multiple Dwellings in areas coded R40 or above, or Mixed Use Developments, which are addressed by State Planning Policy 7.3 – Residential Design Codes Volume 2 – Apartments.

DEFINITIONS

For the purpose of this policy, the following definitions apply:

'Large Tree' - a species of tree that has the potential at maturity to be a minimum height of 12m and a minimum canopy width of 7m and is a minimum size of at least 35 litres when planted.

'**Medium Tree**' – a species of tree that has the potential at maturity to be a minimum height of 5m and a minimum canopy width of 4m and is a minimum size of at least 35 litres when planted.

'**Street Tree**' - means a tree that is located within a verge or road reserve.

'**Suitably qualified landscape architect'** – means a landscape architect currently registered with the Australian Institute of Landscape Architects or a similar association.

'Tree Protection Zone' (TPZ) – means a designated zone around an existing tree, with its radius determined under AS 4970-2009 *Protection of trees on development sites*.

Note 2: see clause 2.4 for minimum dimension and depth of TPZ.

'**Tree Growth Zone' (TGZ)** - means a designated exclusion zone located around a new tree, which assist in the protection, growth and ongoing health of a tree. At and below ground level, the tree growth zone is to comprise of soil and other water permeable materials that aid in the health and growth of the tree.

*Note 3: A trafficable water permeable surface can encroach within the '**tree protection zone**' of new trees; provided that suitable provision is made to prevent ground compaction and tree root damage. If trafficable water permeable surfaces are proposed within the '**tree protection zone**' a report by a '**suitably qualified landscape architect'** or suitably qualified currently practising aborist, at the expense of the applicant, is required detailing requirements to ensure tree roots will not be compacted or damaged.*

An impermeable surface includes any hard surface, such as concrete, liquid limestone or brick paving that does not readily allow for drainage and the penetration and attaching of anchoring tree roots.

'**Tree worthy of retention'** – means existing trees on private lots which demonstrate the following:

1. Are considered by the Town to be healthy specimens with ongoing viability; and
2. Are considered by the Town to be species that are not included on an applicable weed register or are an unsuitable tree species for that location; and
3. Have a canopy width of at least 3m; and/or
4. Have a trunk diameter of at least 100mm (single trunk) or 200mm aggregate (two or more trunks), measured 1.0m above ground level.

The Town may require an arborist report to be prepared by a suitably qualified currently practicing arborist, at the expense of the applicant, in support of a development application which proposes the removal of a **'tree worthy of retention'**.

POLICY REQUIREMENTS

1. Retention of trees on private properties

1.1 The Council encourages the retention of existing trees on private properties in all instances, however this Policy does not mandate the retention of existing trees, nor is a development application required for the removal of a tree(s) on private property.

1.2 In the case of **'trees worthy of retention'**:

(a) Where it is proposed to retain a '**tree worthy of retention'**, then the rate of required new tree planting outlined in clauses 2.1(a) or 2.2(a) can be reduced in accordance with clauses 2.1(b) and 2.2(b).

(b) Variations to development standards may be supported at the discretion of the Town, in order to facilitate the retention of a **'tree worthy of retention'**.

(c) '**Trees worthy of retention'** being retained as part of the proposed development are to be protected during the demolition and/or construction phase of the development. The Town recommends referring to AS 4970-2009 *Protection of trees on development sites* for further guidance.

(d) Development is to comply with the General Provisions in Clause 2.4 (where relevant).

(e) As part of any subdivision application the Town will recommend to the Western Australian Planning Commission that any **'trees worthy of retention'** be retained so as to provide opportunity for the landowner to consider retention of the trees as part of a development application.

2. Rate of trees to be provided for development subject to this policy

2.1 Applications involving a new Single House(s) or Grouped Dwelling(s):

(a) **'Medium Trees'** are to be provided and maintained at a minimum rate of :

(i) One (1) tree for each new dwelling in addition to one (1) tree for any existing dwelling that is retained unless otherwise approved, or

(ii) One (1) tree per **'tree worthy of retention'** that is removed (whichever is the greater) unless otherwise approved; or

(iii) One (1) new tree planted on the lot of each dwelling, unless otherwise approved.

Example (i): Existing house retained and one (1) new dwelling constructed behind – one (1) medium tree is to be planted on the lot of the existing house, and one (1) medium tree is to be planted on the lot of the new dwelling at the rear.

Example (ii): Four 'trees worthy of retention' are proposed to be removed as

part of a development application for two (2) dwellings. In this instance, four (4) medium trees are required to be planted.

Example (iii): Three (3) new dwellings on a site – one (1) medium tree is to be planted on the lot of each dwelling i.e. Three (3) medium trees required.

(b) The total number of trees required in Clause (a) may be reduced by one, for each **'tree worthy of retention'** that is retained on the site, or each new '**large tree**' that is provided and maintained.

Example 1: Three (3) new dwellings on a site – if one (1) tree worthy of retention is retained, then only one (1) new medium tree required ie. Total of two (2) trees across the site.

Example 2: Three (3) new dwellings on a site – the planting of one (1) large tree and one (1) medium tree would be acceptable.

(c) In instances where site constraints, may prevent the planting of a tree on each lot at the above rates ((a) and (b)), the Town will consider approving the planting of the trees in an alternative location, preferably on the private property, or in some instances within the Council verge or in close proximity to the site (at the cost of the property owner). However, the total amount of trees to be provided is unchanged.

Note 4: Site constraints are typically classified as:

- *Heavily vegetated lots demonstrating a high number of '**trees worthy of retention**',*
- *Irregular shaped lots;*
- *Sites with extensive service utility easements; and/or*
- *Constraints which severely hinder the proposed development must be demonstrated by the applicant and accepted by the Town.*

(d) Development to comply with the General Provisions in Clause 2.4.

2.2 An application for a new non-residential development or additions to a non-residential development which increase the existing net floor area and with a value exceeding $200,000:

(a) **'Medium Trees'** are to be provided at a rate of one (1) tree for every 300m^2 of lot area (rounded to the nearest whole number), or 1 per **'tree worthy of retention'** that is removed (whichever is the greater).

Example 3: A new Office building on a lot of 1000m^2 – three (3) medium trees required.

Example 4: Six (6) 'trees worthy of retention' are to be removed as part of an application for an Office building on a lot of 1000m2 – minimum six (6) medium trees required.

(b) The total number of trees required in Clause (a) may be reduced to a rate of one (1) tree for every 500m^2 (rounded to the nearest whole number) for each **'tree worthy of retention'** that is retained on the site, or '**large tree**' that is provided.

Example 5: A new Office building on a lot of 1000m^2 - if one (1) tree worthy of retention is retained, then only one (1) new medium tree required ie. Total of two (2) trees across the site.

(c) All non-residential parking areas are to contain '**medium**' or **'large'** trees (species and planting details to be approved by the Town) at a minimum rate of one (1) tree for every four (4) bays. The provision of trees within a car parking area as per this clause (c) is credited towards satisfying the tree planting requirement of clause (a) and/or (b). Trees planted within car parking areas are to be planted within soil of a size and depth to the satisfaction of the Town.

(d) In instances where site constraints may prevent the planting of a tree on each lot at the above rates ((a) to (c)), the Town will consider approving the planting of the trees in an alternative location, preferably on the private property, or in some instances within the Council verge or in close proximity to the site (at the cost of the property owner). However, the total amount of trees to be provided is unchanged.

Note 5: Site constraints are typically classified as:

- *Heavily vegetated lots demonstrating a high number of '**trees worthy of retention**',*
- *Irregular shaped lots,*
- *Sites with extensive service utility easements; and/or*
- *Constraints which severely hinder the proposed development as demonstrated by the applicant and accepted by the Town.*

(e) Development is to comply with the General Provisions in clause 2.4.

2.3 A development application proposing the removal of a **'tree worthy of retention'**.

(a) For development types addressed by Clause 2.1 or 2.2, new tree planting is required in accordance with their associated clauses.

(b) For residential development types not covered by Clause 2.1, which propose the removal of a **'tree worthy of retention'**, new tree planting is to be provided at a minimum rate of one (1) '**Medium Tree'** for each tree removed.

(c) For non-residential development types not covered by Clause 2.2, which propose the removal of a **'tree worthy of retention'**, new tree planting is to be provided at a minimum rate of two (2) '**large trees'** for each tree removed.

Note 6: Development Applications for works involving a change of use or internal works exclusively are not subject to this policy.

2.4 General provisions:

Tree Growth Zone (TGZ) – relating to a new tree

(a) A **'Tree Growth Zone' (TGZ)** is required around the entire base of all new trees, measured at:

i. A minimum radius of 2m and a minimum depth of 1m for a **'medium tree'**; or
ii. A minimum radius of 3.5m and a minimum depth of 2m for a **'large tree'**.

(b) a **TGZ**, it is to not encroach into an adjoining lot.

(c) No structure, unless water permeable, is to encroach within the **TGZ**, above or below ground level. The **TGZ** is to be contained completely on the site.

(d) If the **TGZ** is situated on top of an impermeable surface, a report by a suitably qualified currently practicing arborist is required, at the expense of the applicant, confirming that the design of the **TGZ** is appropriate to allow the tree to grow to maturity, to the satisfaction of the Town.

(e) The trunks of all proposed new trees are to be adequately separated from the trunks of other trees, to the satisfaction of the Town.

(f) The trunks of all trees are to be located outside of any required minimum outdoor living area dimensions required in the Residential Design Codes.

Tree Protection Zone' (TPZ)

(a) A **'Tree Protection Zone' (TPZ)** is required around the entire base of all existing trees that are to be retained on the site, measured at:

i. A minimum radius of 2m and a minimum depth of 1m for a **'medium tree'**; or

ii. A minimum radius of 3.5m and a minimum depth of 2m for a **'large tree'**.

A **TPZ** can encroach into an adjoining lot.

Note 7: The radius of a TPZ may vary, applicants are advised to refer to the associated Australian Standard AS 4970-2009 *Protection of trees on development sites* (as amended).

(b) No structure, unless water permeable, is to encroach within the **TPZ**, above or below ground level.

(c) If the **TPZ** is situated on top of an impermeable surface, a report by a suitably qualified currently practicing arborist is required, at the expense of the

applicant, confirming that the design of the **TPZ** is appropriate to allow the tree to grow to maturity, to the satisfaction of the Town.

(d) The trunks of any **'trees worthy of retention'** retained on site may be located inside the required minimum outdoor living area dimensions required in the Residential Design Codes.

3. Development application considerations regarding street trees on council verges

3.1 The location and design of crossovers and driveways is to give priority to the retention of existing street trees located within the Council verge.

3.2 Any proposed removal of a street tree as part of a development proposal is to be approved by the Town's Parks Service Area, prior to a DA being submitted, having regard to Council Policy 255 'Street Trees'.

3.3 A minimum 1.5m setback is to be provided from the closest outside edge of any street tree trunk and any crossover.

4. Alternative Design Solutions

An alternative design solution that varies any of the requirements contained in this policy will only be considered in circumstances where the alternative is consistent with the objectives of the policy and is justified in a report prepared by a **'suitably qualified landscape architect'**, to the satisfaction of the Town.

5. Tree Maintenance and Replacement

In approving development applications involving the retention of trees or new tree planting, Council will impose conditions of approval relating to:

5.1 The planting and watering (via automated irrigation system or other similar method) for the first two summers by the land owner or developer); and

5.2 Adequately maintaining and keeping the tree(s) in good health, and that if a tree is in poor health and needs to be removed, it is to be replaced with an adequate replacement tree by the owner or developer.

6. Information to be submitted with a Development Application

For all development applications that are subject to this policy, a plan(s) is to be submitted indicating the following:

6.1 The location and height of all existing trees on the site, and where it is proposed to retain **'trees worthy of retention'** on the site, details of the species and height of the tree;

6.2 The location of all existing trees within the street verge, including the distance of the closest outside edge of the street tree trunk from an existing or proposed crossover;

6.3 The location and species of all proposed new trees on the site and on the street verge; and

6.4 The location and size of all proposed **TGZ or TPZ**.

7. Preferred Species

Choosing a '**Medium tree'** or **'Large tree'** species is recognised as a critical aspect to increasing the Town's tree canopy cover. A tree species list is to be developed by the Town, identifying suitable tree species as guidance to landowners and developers.

VERSION CONTROL

Date Initially Adopted :	Adopted as Local Planning Policy 39 at Ordinary Council Meeting 18 February 2020. Effective from 1 July 2020.
Date(s) Amended :	None.

TOWN OF VICTORIA PARK



WEST COAST EAGLES DEVELOPMENT APPLICATION

Communications and Engagement Overview

WE'RE OPEN
VIC PARK

About the project

The Town has received a development application to allow the West Coast Eagles (WCE) to play matches at Lathlain Park.

Lathlain Park Management Plan guides the use and development of Lathlain Park. Other than the Perth Demons FC WAFL season home games, the Management Plan doesn't make provisions for the playing of competitive football matches for crowds (spectator attendance) exceeding 2,000 people.

Background information

Legal advice obtained by the Town is that the playing of competitive matches by WCE is not permitted under the terms of the lease between the Town and WCE, unless there is agreement from the Town. Prior to considering this it is necessary for a development application to be approved permitting the playing of matches.

Purpose of engagement

To seek public comment (inclusive of support or non-support) to a development application the use of the ovals for playing matches and the attendance of spectators.

Engagement approach

Our methodology aligns with Local Planning Policy 37 and Policy 103 Communications and

Engagement and Management Practice which is founded upon IAP2 principles, spectrum and core values.

We believe it strongly aligns with the Town's vision to be Perth's most empowered and engaged community.

Our approach is unique in that:

- Allows local traders and landowners to individually express their input and concern
- It is inclusive and enables all members of the community to participate
- It is flexible with its approach and can adapt to current climate, organisational needs and community response
- Our approach to inform exceeds public advertising requirements

Non-Negotiables

- Notice to be publicly advertised in West Australian and/or Southern Gazette and/or Towns social media, community notice boards
- Submission period must be no less than 21 days – LPP37
- Submission form must be available at Library, Admin building and online
- Advertise alternative ways of submission
- Town of Victoria Park to receive and process application
- Submission report must be included as an attachment to the report
- Final decision makers are the Western Australian Planning Commission

Target audience

- Broad community
- Local residents and ratepayers
    - Lathlain
    - Carlisle
- Local businesses
    - Lathlain Place
    - Archer Street
- Elected Members
- WAPC
- Applicant

Objective

☑ Bring awareness through communication tactics
☑ Provide information
☑ Seek feedback/comments on the application
☑ Provide a number of opportunities for public to comment on specifics of the application
☑ To identify and address community concerns (most effected)
☑ To identify level of interest/stakeholders in the submission process

Method of engagement

Stage 1 - Engagement

Your Thoughts digital engagement

- Project page
- FAQs
- Document upload
- Online submission

Alternative ways to provide comment

- Email
- Letter
- Hard copy at Town buildings

Flexible approach - Localised information session (subject to COVID-19 restrictions, weather and community need and want)

Communication goals

Stage 1 - Engagement

- Inform and educate of the what and why
- Inform of the opportunity to get involved
- Redirect to Your Thoughts
- Keep participants informed of the process and close the loop

Stage 2 - Announcement

- Announce any decisions

Tools and tactics to promote

Stage 1 - Engagement

- Town website
- Your Thoughts
- Southern Gazette
- Community public notice board
- Letter drop 500m radius of site location
- eNewsletters
    - Your Thoughts
    - e-Vibe
- Sounding board participant list
    - Carlisle/Lathlain
- Facebook/Twitter organic posts
- Digital advertising
    - Facebook
    - Instagram
    - Google
- Your Thoughts dedicated page, FAQ
- Posters A3

Tools and tactics cont.

Stage 2 – Announcements post OCM and WAPC decision

- Your Thoughts
- Media release
- After council meeting video
- eNewsletters
  - Your Thoughts project update
- Direct email to participants (submissions)
- Town website update

Measure of success

- Number of informed and aware on Your Thoughts
- Quality of the input (community makes informed comments on the proposal)

TOWN OF
VICTORIA PARK



WE'RE OPEN
VIC PARK



Reflect Reconciliation Action Plan

(November 2018 – June 2020)

RECONCILIATION ACTION PLAN
REFLECT

TOWN OF VICTORIA PARK

Artist's biography

Beverley, born in 1955, in Gnowangerup, WA is a Noongar Aboriginal. She began her training in the late 1980's at Marribank, Katanning.

She is a versatile artist, who paints traditional Aboriginal stories and legends; relating in particular to the natural environment and often using animals as central subjects. The stories she tells through her paintings have been handed down to her by her Noongar Aboriginal Elders.

Animals in Aboriginal culture are a significant part of the teaching of young people. Animals and their habits provide important lessons in life. They are also an important food source and as such, are respected as sustainers of life and conveyors of knowledge.

Aboriginal people also study animals to learn about which plants and seeds are edible. Beverley often depicts the mother lizard teaching her young how to forage for food. The Aboriginal people use this symbolic narrative and image to emphasize the importance of parenting and child rearing.

The lizard and snake represent two main sources of life, food and water. The snake is believed to lead the Aboriginal people to water and the lizard to food. The lizard is also often coupled with the turtle, as the lizard is a natural predator of the turtle eggs and has come in search of them as they prepare to leave the nest and head towards the water after hatching.

Keeping the balance of the land is very important to the Aboriginal people as the natural environment is their source of food, water, shelter and spiritual well being. It is through the teaching of the animals that Aboriginal people learn to live in harmony with nature. Through committing to this vision, we hope that everyone will enjoy the benefits of a connected and thriving Victoria Park.



Beverley Pickett | Lizard and Eggs (1997)
Medium: synthetic polymer on canvas
Size: 620mm x 680mm

Welcome to Noongar culture

Kaya, Wandjoo! Nidja Noongar Boodjar noonook djinanginy. Ngalak kadadj ngaalang nedigar wer boordiya koora-koora wer yey!

Welcome! This is Noongar Country you are seeing. We acknowledge our ancestors and Elders from long ago until today.

The Town of Victoria Park acknowledges and pays respect to the original custodians of the land upon which we are located – the Whadjuk people of the Noongar nation. We owe a debt of gratitude to Aboriginal and Torres Strait Islanders who preceded us and who have a deep, spiritual connection to land and place. May we walk in reconciliation to share, learn and grow together.

Mayor's address

There is no reconciliation without acknowledging the mistakes of the past. It is with genuine reflection and ownership of the role that colonisers played in the lives of Aboriginal and Torres Strait Islanders who came before us, that allows us to build respectful relationships and opportunities for an engaged and empowered community.

This Reflect Reconciliation Action Plan (RAP) was drafted in consultation with the Town's Aboriginal Engagement Advisory Group, and outlines strategies to foster greater awareness and learning between members of our wider community and Aboriginal people. The process is a journey for the long-term, towards a shared future.

We thank all who have contributed to this Reflect RAP, which will be reviewed annually, so that we can account for our actions and achievements. Through committing to this vision, we hope that everyone will enjoy the benefits of a connected and thriving Victoria Park.



Mayor Trevor Vaughan and Simon Forrest, Curtin University Elder in Residence.

T Vaughan.

Trevor Vaughan
Mayor

Aboriginal Engagement Advisory Group Statement:

The Town of Victoria Park celebrates its first Reflect RAP.

We are pleased to see strategies in place that support opportunities to strengthen our community, and build pride and respect with the wider community.

We thank the Town for walking with us, and for recognising the importance and significance of reconciliation. We seek to grow in trust, respect and knowledge with the community of Victoria Park.

History and significant sites

Connection to Country

For thousands of years Noongar people have resided on and had cultural connection to the booja – land. Everything in our vast landscape has meaning and purpose. We speak our own language and have our own lore and customs. The lore is characterised by a strong spiritual connection to country. This means caring for the natural environment and for places of significance. Our lore relates to ceremonies, and to rituals for hunting and gathering when food is abundant and in season. Connection to booja is passed on through our stories, art, song and dance. Noongar people not only survived European colonisation but we thrived as family groups sought to assert our rights to our booja. For Noongar people, the south-west of Western Australia is ngulla booja – our country.

Kaartijin Noongar – Noongar Knowledge Website **www.noongarculture.org.au/**

Archaeological evidence dates Aboriginal culture as the oldest living culture in the world.

The Swan River (Derbarl Yerrigan) on the banks of the Town of Victoria Park plays a key part in Aboriginal spirituality and mythology, the significance of 'place' and as a provider of wkey resources.

Artefacts demonstrate the importance of the Derbal Yerrigan for fishing, shellfish gathering, meeting places and crossing points.





Lindsay Harris | Nyoomburt Flowers (2014)
Medium: Pigment & Binder on Hemp | Size: 1000mm x 1000mm

The Department of Aboriginal Affairs identifies the following significant sites as registered within the Town of Victoria Park:

- Swan River – mythological
- Burswood Island – ceremonial camp
- Burswood Island Camp – camp
- Burswood Island – artefacts/scatter and water source
- Wadjup – ceremonial, camp, meeting place, named place

In addition to registered sites, there will be others referenced in the area from oral and written stories, archives, journalism, academic and historical publications. It is this list that the Town, together with the Aboriginal Engagement Advisory Group, hopes to identify. Commencing the journey to compile and document these important sites will help to inform us and reclaim our valuable Aboriginal heritage.

Our community

The Town is located immediately south-east of Perth, approximately five kilometres from the Perth CBD.

Total land area is 18 square kilometres, comprising seven suburbs: Bentley, Burswood, Carlisle, East Victoria Park, Kensington, Lathlain, St James, Victoria Park and Welshpool.

At the 2016 Census, the Town's population was estimated at 36,755 with 525 Aboriginal and Torres Strait Islander residents (being 1.5 per cent of its total population). By 2036, the Town's total population is expected to grow to 56,000. The Town is largely residential, with some educational (including Curtin University), commercial and industrial areas.

The Town identifies as a culturally diverse and dynamic community, fast becoming a restaurant mecca that celebrates many national cuisines, quirky cafes and a unique retail environment. The Town's administration centre, Leisurelife and Aqualife centres and library employs approximately 400 staff, two of whom are Aboriginal staff members.



The Town is committed to long term sustainability and operates within a framework that guides the Town's environmental, economic, social, civic and cultural impact in terms of growth. In 2016 the Town launched a collaborative community project known as Evolve – one of the largest community consultation and engagement projects the Town has undertaken. Evolve's two-year process of engaging with community sought to inform what should be contained within our Strategic Community Plan to best service the needs of our community and to outline its future direction for the next 20 years.

The Town's Strategic Community Plan 2017–2032 sets our future vision as a dynamic place for everyone. This vision seeks to ensure that we:

- are Perth's most empowered and engaged community
- are Perth's premier place for entertainment and entrepreneurship
- lead in sustainability
- put people first in urban design and safety
- are inclusive and connected with a thriving community.

Underpinning this vision are our values that we will:

- be proactive
- have integrity
- be caring
- be innovative.

A key pillar of our mission is to promote sustainable, safe, connected and diverse places for everyone. We are committed to establishing positive relationships that engage in a meaningful way with Aboriginal and Torres Strait Islander people and foster the Town's Strategic Community Plan to work towards:

- a healthy community
- an informed and knowledgeable community
- an empowered community with a sense of pride, safety and belonging
- a place where all people have an awareness and appreciation of arts, culture, education and heritage.

The Town established an Aboriginal Engagement Advisory Group in 2013 to build relationships and respect between other Australians and Aboriginal and Torres Strait Islander people. This group informs and advises the Town on ways in which we can work together to identify opportunities that meet individual and shared aspirations, drive equality, and build sustainability in our local community.

In 2016 the Aboriginal Engagement Advisory Group embarked on the development of an inaugural Reconciliation Action Plan (RAP) to provide a framework for the Town to build further on respect, relationships and opportunities.

Our Reflect RAP

This Reflect RAP is a document that outlines actions to build strong relationships and enhance respect between Aboriginal and Torres Strait Islander peoples and other Australians. A RAP impacts the whole of the Town, and directly affects all service delivery areas.
Our Reflect RAP enables us to work together to achieve individual and shared aspirations, and to drive greater equality and sustainability within the local community.

The rich cultural heritage that the Town represents provides opportunities for residents to engage with, promote and learn from these cultures – this engagement further enhances the bonds and vibrancy of the community. In 2011, 27 per cent of people in the Town came from countries where English is not their first language, resulting in Council establishing the new role of Community Development Team. The 2016 Census continues to reflect this figure, and demonstrates our diverse population. The Community Development team seeks to establish links with Aboriginal and Torres Strait Islanders in order to foster inclusivity and a greater sense of community.



Our partnerships/current activities

The Mayor, Deputy Mayor and Chief Executive Officer of the Town champion the Reflect RAP, sitting as active members on the Aboriginal Engagement Advisory Group, as well as two Councillors. The Community Development Team facilitates the delivery of initiatives in combination with the Aboriginal Engagement Advisory Group.

The Town's Aboriginal Engagement Strategy Group is instrumental in delivering diverse projects in partnership with a range of stakeholders to acknowledge and celebrate Aboriginal and Torres Strait Islander and other cultures. These include (but are not limited to):

- Aboriginal flags are flown in front of the Administration building and in the Memorial Gardens of the Town. Welcome to Country is performed at key events in the Town.
- In celebration of NAIDOC Week 2016 the Town through our local Aboriginal Engagement Strategy Group partnered with RUAH Community Services, Victoria Park Centre for the Arts, Richmond Wellbeing, and start-up enterprise Know Your Nation to deliver a three-phase program of story-telling, exhibition and public forums.
- The Know Your Nation project invited older community members from Aboriginal and Torres Strait Islander and the many different cultures that make up our Town, to share and record their stories and anecdotes of their past, across the generations. These stories were recorded in audio and print, culminating in a photographic exhibition and public launch with participants at the Victoria Park Centre for the Arts. This exhibition is able to continue to be used across the Town to foster ongoing opportunities for recognition and celebration.
- Know Your Community sprang from the 2016 Know Your Nation project that included a six-week program for the community to come together at the Victoria Park Centre for the Arts in the evenings with a fire pit, yarning circle, story-telling, free Rotary barbeque (including Halal food), guest performers from a variety of cultures, art activities, and educational speakers.
- Know Your Community's success is now providing a broad range of services for the community. Victoria Park Centre for the Arts, Richmond Wellbeing and the Town are partnering to provide a range of Know Your Community branded workshops, initiatives and events which are community led and inclusive.
- Other partnerships have included a photo reconciliation project in the Town with a photographic poster displayed in businesses and organisations across the Town (including McDonald's, Curtin University and the West Coast Eagles). The posters featured an Aboriginal and non-Aboriginal person across a variety of industries (e.g. WA Police Force, sports and the arts), displaying a shared statement on why they believe in reconciliation.



- In 2017 local schools participated in a tree planting and bush medicine tour at local Kensington bushland, with Aboriginal Elders, the Mayor, Friends of Kensington Bushland group and Town staff to foster greater understanding and celebration of Aboriginal culture and respect for the land, followed by an Aboriginal themed lunch.
- Links to primary and secondary schools were further developed in 2017 and beyond, through projects that focus on Aboriginal arts, workplace tours, development of a bush medicine community garden and the production of a NAIDOC video Our Languages Matter with Elders and Aboriginal youth. This video is hosted on the Town's website and can be used at community events, and has been made available to schools for educational purposes.

Relationships			
Action	**Deliverable**	**Timeline**	**Responsibility**
• Evaluate the Town's Aboriginal Engagement Advisory strategy	• Embed the Aboriginal Engagement Advisory evaluation recommendations to consult and engage with Aboriginal and Torres Strait Islander community in the Town	June 2019	• Curtin University • Aboriginal Engagement Advisory Group • Community Development Team
• Ensure Aboriginal and Torres Strait Islander consultation for the Evolve project	• Review Evolve workshop findings for Aboriginal and Torres Strait Islander people in the delivery of the Town's Strategic Community Plan (SCP) outcomes	April 2019	• Community Development Team • Aboriginal Engagement Advisory Group • Strategic Project Management Officer
• Participate in and celebrate National Reconciliation Week (NRW)	• Participate in NRW with the support of local business and organisations in the Town for the Reconciliation Banner Project • Promote NRW throughout the Town via media articles, website and the organisation to increase its significance and profile	July 2019	• CEO • Community Development Team • Economic Development Officer • Communications Advisor • Aboriginal Engagement Advisory Group
• Establish a RAP working group	• Review and update the RAP working group to support the development of our RAP, comprising of Aboriginal and Torres Strait Islander people and organisations, as well as decision-making staff from across our organisation (including the CEO and Mayor) • Encourage representation on Council and working groups of Aboriginal and Torres Strait Islander people • RAP working group to meet quarterly to support the development, implementation and ongoing management of the Town's ongoing RAP deliverables	May 2019	• Community Development Team • Mayor • CEO • Aboriginal Engagement Advisory Group

Relationships			
Action	**Deliverable**	**Timeline**	**Responsibility**
• Build internal and external relationships	• Develop a list of Aboriginal and Torres Strait Islander peoples, communities and organisations within our local area or sphere of influence that we could approach to connect with on our reconciliation journey • Develop a list of RAP organisations and other like-minded organisations that we could approach to connect with on our reconciliation journey • Conduct internal mini-audit with the Town's senior management on current practices and opportunities for engaging Aboriginal and Torres Strait Islander people in Victoria Park	May 2019	• Community Development Team • Aboriginal Engagement Advisory Group
• Raise awareness of our RAP	• Liaise with Reconciliation WA on implementing the RAP • Develop and implement a plan to raise awareness among all staff across the organisation about our RAP commitments • Develop and implement a plan to engage and inform key internal stakeholders of their responsibilities within our RAP • Develop a plan to inform residents in the Town about the existence of our RAP, and provide an avenue for residents to assist in the implementation of our RAP deliverables and initiatives • Invite the Town of Victoria Park community and staff to the RAP launch event	June 2019	• Community Development Team • Aboriginal Engagement Advisory Group
• Develop and continue Aboriginal and Torres Strait Islander partnerships in the Town	• Continue to maintain and build partnerships with Aboriginal and Torres Strait Islander people and organisations through Aboriginal Engagement Advisory Group meetings • Engage our senior leaders in the delivery of RAP outcomes • Collaborate with business and community service providers to support and/or deliver initiatives	June 2019	• CEO • Mayor • Chief Community Planner • Community Development Team • Aboriginal Engagement Advisory Group

Respect			
Action	**Deliverable**	**Timeline**	**Responsibility**
• Consider and review 26 January as day of celebration	• Review and update findings from conversations with Council Elected Members and Management Team about the meaning of 26 January • Discuss thoughts with the Aboriginal Engagement Advisory Group about Australia Day being celebrated on 26 January • Consider the conservation to amend the date Australia Day is celebrated within the Town of Victoria Park	June 2019	• Council Elected Members • CEO • Senior Management Team • Community Development Team • Human Resources • Aboriginal Engagement Advisory Group
• Raise internal understanding of Aboriginal and Torres Strait Islander cultural protocols	• Explore who the traditional owners are of the lands and waters in our local area • Scope and develop a list of local traditional owners of the lands and waters within the Town • Develop and implement a plan to raise awareness and understand the meaning and significance behind Acknowledgement of Country and Welcome to Country protocols (including any local cultural protocols)	June 2019	• Aboriginal Engagement Advisory Group • Community Development Team
• Celebrate and recognise Aboriginal and Torres Strait Islander Cultures	• Deliver the Know Your Community project in collaboration with Richmond Wellbeing and the Vic Park Centre for the Arts • Include and promote Aboriginal and Torres Strait Islander peoples and cultures throughout the year at community events with staff and the broader community • Engage Aboriginal and Torres Strait Islander youth and Elders to foster the sharing of stories, values and their engagement in sport, music and the arts	July 2019	• Aboriginal Engagement Advisory Group • Community Development Team • Communications Advisor • Library Manager

Respect			
Action	**Deliverable**	**Timeline**	**Responsibility**
• Participate in and celebrate NAIDOC Week	• Raise awareness and share information amongst our staff and community of the meaning of NAIDOC Week which includes information about the local Aboriginal and Torres Strait Islander peoples and communities • Introduce our staff to NAIDOC Week by promoting community events in our local area • Encourage our RAP working group participates in an external NAIDOC Week event	July 2018 and July 2019	• CEO • Community Development Team • Communications Advisor • Aboriginal Engagement Advisory Group
• Aboriginal and Torres Strait Islander signage and display	• Investigate a Noongar name for Aboriginal Engagement Advisory Group in the Town • Investigate Aboriginal and Torres Strait Islander naming of Town Administration meeting rooms • Investigate foyer acknowledgement plaques in Administration reception and out centres • Ensure Aboriginal and Torres Strait Islander flags are on display at Administration and out centres • Investigate displaying Aboriginal and Torres Strait Islander Acknowledgment of Country in the Town's email signatures • Investigate entry and exit art statement at Town borders (consider six seasons, including new Perth Stadium art installation) • Investigate Aboriginal and Torres Strait Islander naming of parks and reserves in the Town • Investigate Noongar acknowledgement plaque in the Town	June 2019	• Aboriginal Engagement Advisory Group • Park Life Officer • Administrative Improvement Coordinator

Respect			
Action	**Deliverable**	**Timeline**	**Responsibility**
• Investigate Aboriginal and Torres Strait Islander cultural learning and development	• Commence cultural awareness training for senior management, Councillors and staff • Coordinate cultural awareness training for the community • Post the delivery of cultural awareness training internally, develop and implement with HR staff induction and ongoing refresher cultural awareness training programs • Explore Human Library project with Curtin University for inclusion at Town events and initiatives • Deliver staff lunch 'n' learn opportunities • Provide opportunities to develop community understanding	May 2019	• Aboriginal Engagement Advisory Group • Human Resources • Town Administration & Out centres
• Ensure that all documents of the Town are inclusive and consider and reflect Aboriginal and Torres Strait Islander people	• Update and review existing publications relating to library/ citizenship ceremonies to increase awareness and the community contribution of Aboriginal and Torres Strait Islander peoples • Collaborate with Town staff to ensure that Aboriginal and Torres Strait Islander engagement and consultation is included within Strategic Community Plan	May 2019	• Community Development Team • Aboriginal Engagement Advisory Group • Library Manager • Communications Team

Respect			
Action	**Deliverable**	**Timeline**	**Responsibility**
• Raise awareness of Aboriginal and Torres Strait Islander people within our Town	• Recognition and inclusion of Aboriginal and Torres Strait Islander people at all Town events and initiatives • Perform Acknowledgement of Country at all Council meetings, internal Town meetings (where relevant) and monthly citizenship ceremonies • Perform Welcome to Country at significant events in the Town • Acknowledge Aboriginal and Torres Strait Islander soldiers in Remembrance Day and ANZAC Day ceremonies • Encourage Southern Gazette profiles positive stories on Aboriginal and Torres Strait Islander people or projects in conjunction with the Aboriginal Engagement Advisory Group • Access Aboriginal and Torres Strait Islander books for inclusion in free little libraries around Town	May 2019	• CEO • Mayor • Community Development Team • Aboriginal Engagement Advisory Group • Communications Advisor • Library Manager
• Enhance community understanding of Aboriginal and Torres Strait Islander cultures and protocols	• Provide opportunity for Aboriginal and Torres Strait Islander Cultural Awareness sessions within English Conversation Classes (ECC) delivery in the Town twice a year • Provide opportunity for Aboriginal and Torres Strait Islander Cultural Awareness session during Library Buzz Week and other Town events where appropriate	May 2019	• Aboriginal Engagement Advisory Group • Community Development Team • Library Manager

Opportunities			
Action	**Deliverable**	**Timeline**	**Responsibility**
• Engage with the West Coast Eagles to ensure Aboriginal and Torres Strait Islander peoples are included in community initiatives	• Liaise to ensure Community Benefit Strategy for the West Coast Eagles 99-year lease is aligned to Aboriginal and Torres Strait Islander ideas and requirements	2019	• Chief Community Planner • Aboriginal Engagement Advisory Group
• Investigate Aboriginal and Torres Strait Islander Walking Trail in Victoria Park	• Liaise with Victoria Park library, State Reference Library and National Trust to identify significant sites • Collaborate with Project Management Office, Economic Development Officer and WA Tourism to identify school education and tourism opportunities • Identify grant opportunities for walking trails within the town	June 2019	• Aboriginal Engagement Advisory Group • Economic Development Officer • Strategic Project Management Officer
• Investigate Aboriginal and Torres Strait Islander supplier diversity	• Develop an understanding of the mutual benefits of procurement from Aboriginal and Torres Strait Islander owned businesses • Liaise with Harlequin Business Training to explore business enterprise development training program in local schools • Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses	April 2019	• Human Resources • Aboriginal Engagement Advisory Group • Procurement Officer

Opportunities			
Action	**Deliverable**	**Timeline**	**Responsibility**
• Develop Aboriginal and Torres Strait Islander employment opportunities	• Continue to promote the Town as a inclusive place for anyone to work • Engage or work with current Aboriginal and Torres Strait Islander staff to inform future employment and development opportunities • Explore and develop with the Town's HR team employment targets and recruitment strategies for Aboriginal and Torres Strait Islanders • Work with schools to develop an understanding of opportunities	2019	• Community Development Team • Human Resources • Aboriginal Engagement Advisory Group • Project Management Office • Economic Development Officer
• Conduct Aboriginal and Torres Strait Islander youth projects	• Liaise with Millen Primary School on delivering an Aboriginal and Torres Strait Islander project with their students • Investigate potential for Aboriginal Engagement Advisory Group to establish a schools sponsorship award • Host service provider meetings and facilitate grant opportunities to establish a youth sports hub in the Town • Investigate potential for implementing school cultural awareness and education programs • Foster YouthCAN awareness of needs for Aboriginal and Torres Strait Islander people at a local level • Explore early learning literacy program delivery (under five years of age) • Support engagement of youth (12 to 25 years) in sport, music and the arts • Support opportunities for the development of early intervention Aboriginal and Torres Strait Islander programs	June 2019	• Community Development Team • Aboriginal Engagement Advisory Group

Opportunities			
Action	**Deliverable**	**Timeline**	**Responsibility**
• Liaise with the Australian Indigenous Mentoring Experience (AIME) to facilitate provision of educational support for Aboriginal and Torres Strait Islander students where required	• Liaise with Curtin University and local schools on establishing mentoring opportunities for Aboriginal and Torres Strait Islander youth through AIME	June 2019	• Community Development Team • Aboriginal Engagement Advisory Group

Tracking and progress			
Action	**Targets**	**Timeline**	**Responsibility**
• Review and refresh Reflect RAP	• Liaise with Reconciliation Australia to develop a new Innovate RAP based on learnings, challenges and achievements • Submit draft Innovate RAP to Reconciliation Australia for formal review and endorsement	June 2019 December 2019	• Community Development Team • Aboriginal Engagement Strategy Group
• Build support for the Innovate RAP	• Define systems and capability needs to track, measure and report on Innovate RAP activities • Complete the annual RAP Impact Measurement Questionnaire and submit to Reconciliation Australia	December 2019	• Community Development Team • Aboriginal Engagement Strategy Group



Contact details for public enquiries about our Reflect RAP:

Community Development

(08) 9311 8111
communitydevelopment@vicpark.wa.gov.au

Town of Victoria Park
Administration Centre
99 Shepperton Road, Victoria Park
9311 8111
admin@vicpark.wa.gov.au
victoriapark.wa.gov.au

This information is available in an alternative format to people with a disability on request 9311 8132.

The information in the document was correct at time or printing.

Reflect Reconciliation Action Plan Review

June 2020

RELATIONSHIPS KEY ACTION	DELIVERABLE	RESPONSIBILITY	TIMING	PROGRESS	COMMENT
Evaluate the Town's Aboriginal Engagement Advisory Strategy	• Embed the Aboriginal Engagement Advisory evaluation recommendations to consult and engage with Aboriginal and Torres Strait Islander community in the Town	• Community Development • Curtin University Aboriginal Engagement Advisory Group	June 2019	Completed	
Ensure Aboriginal and Torres Strait Islander consultation on the Evolve Project	• Review Evolve workshop findings for Aboriginal and Torres Strait Islander people in the delivery of the Town's Strategic Community Plan (SCP) outcomes	• Community Development • Aboriginal Engagement Advisory Group • Strategic Project Management Officer	April 2019	Completed	
Participate in and celebrate national Reconciliation Action Week	• Participate in NRW with the support of local businesses and organisations In the Town for the Reconciliation Banner Project	• CEO • Community Development • Economic Development Officer • Communications Advisor • Aboriginal Engagement Advisory Group	July 2019	Completed	
	• Promote NRW throughout the Town via media articles, website and the organsitions to increase its significance and role	• CEO • Community Development	July 2019	Completed	

		• Economic Development Officer • Communications Advisor • Aboriginal Engagement Advisory Group			
Establish a RAP working group	• Review and update the RAP working group to support the development of our RAP, comprising of Aboriginal and Torres Strait Islander people and organisations, as well as decision-making staff from across our organisation (including the CEO and Mayor)	• Community Development Team • Mayor • CEO • Aboriginal Engagement Advisory Group	May 2019	Completed	
	• Encourage representation on Council and working groups of Aboriginal and Torres Strait Islander people	• Community Development Team • Mayor • CEO • Aboriginal Engagement Advisory Group	May 2019	Completed/ Ongoing	
	• RAP working group to meet quarterly to support the development, implementation and ongoing management of the Town's ongoing RAP deliverables	• Community Development Team • Mayor • CEO • Aboriginal Engagement Advisory Group	May 2019	Completed	
Build internal and external relationships	• Develop a list of Aboriginal and Torres Strait Islander peoples, communities and organisations within our local area or sphere of influence that we could approach to connect with on our reconciliation journey	• Community Development Team • Aboriginal Engagement Advisory Group	May 2019	20/21	
	• Develop a list of RAP organisations and other like-minded organisations that we could approach to connect with on our reconciliation journey	• Community Development Team • Aboriginal Engagement Advisory Group	May 2019	20/21	

	• Conduct internal mini-audit with the Town's senior management on current practices and opportunities for engaging Aboriginal and Torres Strait Islander people in Victoria Park	• Community Development Team • Aboriginal Engagement Advisory Group	May 2019	20/21	
Raise awareness of our RAP	• Liaise with Reconciliation WA on implementing the RAP	• Community Development Team • Aboriginal Engagement Advisory Group	June 2019	Completed/ Ongoing	
	• Develop and implement a plan to raise awareness among all staff across the organisation about our RAP commitments	• Community Development Team • Aboriginal Engagement Advisory Group	June 2019	20/21	
	• Develop and implement a plan to engage and inform key internal stakeholders of their responsibilities within our RAP	• Community Development Team • Aboriginal Engagement Advisory Group	June 2019	20/21	
	• Develop a plan to inform residents in the Town about the existence of our RAP, and provide an avenue for residents to assist in the implementation of our RAP deliverables and initiatives	• Community Development Team • Aboriginal Engagement Advisory Group	June 2019	Completed/ Ongoing	
	• Invite the Town of Victoria Park community and staff to the RAP launch event	• Community Development Team • Aboriginal Engagement Advisory Group	June 2019	Completed	
Develop and continue Aboriginal and Torres Strait Islander partnerships in the Town	• Continue to maintain and build partnerships with Aboriginal and Torres Strait Islander people and organisations through Aboriginal Engagement Advisory Group meetings	• CEO • Mayor • Chief Community Planner • Community Development Team • Aboriginal Engagement Advisory Group	June 2019	Completed/ Ongoing	

	• Engage our senior leaders in the delivery of RAP outcomes	• CEO • Mayor • Chief Community Planner • Community Development Team • Aboriginal Engagement Advisory Group	June 2019	Completed/ Ongoing	
	• Collaborate with business and community service providers to support and/or deliver initiatives	• CEO • Mayor • Chief Community Planner • Community Development Team • Aboriginal Engagement Advisory Group	June 2019	Completed/ Ongoing	
RESPECT **KEY ACTION**	**DELIVERABLE**	**RESPONSIBILITY**	**TIMING**	**Progress**	
Consider and review 26 January as day of celebration	• Review and update findings from conversations with Council Elected Members and Management Team about the meaning of 26 January	• Council Elected Members • CEO • Senior Management Team • Community Development Team • Human Resources • Aboriginal Engagement Advisory Group	June 2019	Completed	
	• Discuss thoughts with the Aboriginal Engagement Advisory Group about Australia Day being celebrated on 26 January	• Council Elected Members • CEO	June 2019	Completed	

		• Senior Management Team • Community Development Team • Human Resources • Aboriginal Engagement Advisory Group			
	• Consider the conservation to amend the date Australia Day is celebrated within the Town of Victoria Park	• Council Elected Members • CEO • Senior Management Team • Community Development Team • Human Resources • Aboriginal Engagement Advisory Group	June 2019	20/21	
Raise internal understanding of Aboriginal and Torres Strait Islander cultural protocols	• Explore who the traditional owners are of the lands and waters in our local area	• Aboriginal Engagement Advisory Group • Community Development Team	June 2019	20/21	
	• Scope and develop a list of local traditional owners of the lands and waters within the Town	• Aboriginal Engagement Advisory Group • Community Development Team	June 2019	20/21	
	• Develop and implement a plan to raise awareness and understand the meaning and significance behind Acknowledgement of Country and Welcome to Country protocols (including any local cultural protocols)	• Aboriginal Engagement Advisory Group • Community Development Team	June 2019	Completed	
Celebrate and recognise Aboriginal and Torres Strait Islander Cultures	• Deliver the Know Your Community project in collaboration with	• Aboriginal Engagement Advisory Group	July 2019	Completed	

	Richmond Wellbeing and the Vic Park Centre for the Arts	• Community Development Team • Communications Advisor • Library Manager			
	• Include and promote Aboriginal and Torres Strait Islander peoples and cultures throughout the year at community events with staff and the broader community	• Aboriginal Engagement Advisory Group • Community Development Team • Communications Advisor • Library Manager	June 2019	Completed/ Ongoing	
	• Engage Aboriginal and Torres Strait Islander youth and Elders to foster the sharing of stories, values and their engagement in sport, music and the arts	• Aboriginal Engagement Advisory Group • Community Development Team • Communications Advisor • Library Manager	June 2019	Completed/ Ongoing	
Participate in and celebrate NAIDOC Week	• Raise awareness and share information amongst our staff and community of the meaning of NAIDOC Week which includes information about the local Aboriginal and Torres Strait Islander peoples and communities	• CEO • Community Development Team • Communications Advisor • Aboriginal Engagement Advisory Group	July 2019	Completed	
	• Introduce our staff to NAIDOC Week by promoting community events in our local area	• CEO • Community Development Team • Communications Advisor • Aboriginal Engagement Advisory Group	July 2019	Completed	
	• Encourage our RAP working group participates in an external NAIDOC Week event	• CEO • Community Development Team • Communications Advisor	July 2019	Completed	

		• Aboriginal Engagement Advisory Group			
Aboriginal and Torres Strait Islander signage and display	• Investigate a Noongar name for Aboriginal Engagement Advisory Group in the Town	• Aboriginal Engagement Advisory Group • Park Life Officer • Administrative Improvement Coordinator	June 2019	Completed	
	• Investigate Aboriginal and Torres Strait Islander naming of Town Administration meeting rooms	• Aboriginal Engagement Advisory Group • Park Life Officer • Administrative Improvement Coordinator	June 2019	In progress	
	• Investigate foyer acknowledgement plaques in Administration reception and out centres	• Aboriginal Engagement Advisory Group • Park Life Officer • Administrative Improvement Coordinator	June 2019	In progress	
	• Ensure Aboriginal and Torres Strait Islander flags are on display at Administration and out centres	• Aboriginal Engagement Advisory Group • Park Life Officer • Administrative Improvement Coordinator	June 2019	Completed	
	• Investigate displaying Aboriginal and Torres Strait Islander Acknowledgment of Country in the Town's email signatures	• Aboriginal Engagement Advisory Group • Park Life Officer • Administrative Improvement Coordinator	June 2019	Completed	
	• Investigate entry and exit art statement at Town borders (consider	• Aboriginal Engagement Advisory Group • Park Life Officer	June 2019	20/21	

	six seasons, including new Perth Stadium art installation)	• Administrative Improvement Coordinator			
	• Investigate Aboriginal and Torres Strait Islander naming of parks and reserves in the Town	• Aboriginal Engagement Advisory Group • Park Life Officer • Administrative Improvement Coordinator	June 2019	Completed	
	• Investigate Noongar acknowledgement plaque in the Town	• Aboriginal Engagement Advisory Group • Park Life Officer • Administrative Improvement Coordinator	June 2019	Completed	
Investigate Aboriginal and Torres Strait Islander cultural learning and development	• Commence cultural awareness training for senior management, Councillors and staff	• Aboriginal Engagement Advisory Group • Human Resources • Town Administration & Out centres	May 2019	In progress	
	• Coordinate cultural awareness training for the community	• Aboriginal Engagement Advisory Group • Human Resources • Town Administration & Out centres	May 2019	20/21	
	• Post the delivery of cultural awareness training internally, develop and implement with HR staff induction and ongoing refresher cultural awareness training programs	• Aboriginal Engagement Advisory Group • Human Resources • Town Administration & Out centres	May 2019	In progress	
	• Explore Human Library project with Curtin University for inclusion at Town events and initiatives	• Aboriginal Engagement Advisory Group • Human Resources • Town Administration & Out centres	May 2019	Completed	

	• Deliver staff lunch 'n' learn opportunities	• Aboriginal Engagement Advisory Group • Human Resources • Town Administration & Out centres	May 2019	20/21	
	• Provide opportunities to develop community understanding	• Aboriginal Engagement Advisory Group • Human Resources • Town Administration & Out centres	May 2019	Completed/ Ongoing	
Ensure that all documents of the Town are inclusive and consider and reflect Aboriginal and Torres Strait Islander people	• Update and review existing publications relating to library/ citizenship ceremonies to increase awareness and the community contribution of Aboriginal and Torres Strait Islander peoples	• Community Development Team • Aboriginal Engagement Advisory Group • Library Manager • Communications Team	May 2019	Completed	
	• Collaborate with Town staff to ensure that Aboriginal and Torres Strait Islander engagement and consultation is included within Strategic Community Plan	• Community Development Team • Aboriginal Engagement Advisory Group • Library Manager • Communications Team	May 2019	Completed	
Raise awareness of Aboriginal and Torres Strait Islander people within our Town	• Recognition and inclusion of Aboriginal and Torres Strait Islander people at all Town events and initiatives	• CEO • Mayor • Community Development Team • Aboriginal Engagement Advisory Group • Communications Advisor • Library Manager	May 2019	Completed/ Ongoing	
	• Perform Acknowledgement of Country at all Council meetings, internal Town meetings (where relevant) and monthly citizenship ceremonies	• CEO • Mayor • Community Development Team	May 2019	Completed	

		• Aboriginal Engagement Advisory Group • Communications Advisor • Library Manager			
	• Perform Welcome to Country at significant events in the Town	• CEO • Mayor • Community Development Team • Aboriginal Engagement Advisory Group • Communications Advisor • Library Manager	May 2019	Completed	
	• Acknowledge Aboriginal and Torres Strait Islander soldiers in Remembrance Day and ANZAC Day ceremonies	• CEO • Mayor • Community Development Team • Aboriginal Engagement Advisory Group • Communications Advisor • Library Manager	May 2019	Completed	
	• Encourage Southern Gazette profiles positive stories on Aboriginal and Torres Strait Islander people or projects in conjunction with the Aboriginal Engagement Advisory Group	• CEO • Mayor • Community Development Team • Aboriginal Engagement Advisory Group • Communications Advisor • Library Manager	May 2019	Ongoing	
	• Access Aboriginal and Torres Strait Islander books for inclusion in free little libraries around Town	• Library Manager	May 2019	Completed/ Ongoing	
Enhance community understanding of Aboriginal and Torres Strait Islander cultures and protocols	• Provide opportunity for Aboriginal and Torres Strait Islander Cultural Awareness sessions within English	• Library Manager	May 2019	Completed	

	Conversation Classes (ECC) delivery in the Town twice a year				
	• Provide opportunity for Aboriginal and Torres Strait Islander Cultural Awareness session during Library Buzz Week and other Town events where appropriate	• Library Manager	May 2019	Completed	

OPPORTUNITIES KEY ACTION	DELIVERABLE	RESPONSIBILITY	TIMING	PROGRESS	COMMENT
Engage with the West Coast Eagles to ensure Aboriginal and Torres Strait Islander peoples are included in community initiatives	• Liaise to ensure Community Benefit Strategy for the West Coast Eagles 99 year lease is alighted to Aboriginal and Torres Strait Islander ideas and requirements	• Chief community planner • Aboriginal Engagement Advisory Group	June 2019	Completed	
Investigate Aboriginal and Torres Strait Islander Walking Trail in Victoria Park	• Liaise with Victoria Park library, State Reference Library and National Trust to identify significant sites	• Aboriginal Engagement Advisory Group • Economic Development Officer • Strategic Project Management Officer	June 2019	Completed	
	• Collaborate with Project Management Office, Economic Development Officer and WA Tourism to identify school education and tourism opportunities	• Aboriginal Engagement Advisory Group • Economic Development Officer • Strategic Project Management Officer	June 2019	20/21	
	• Identify grant opportunities for walking trails within the town	• Aboriginal Engagement Advisory Group • Economic Development Officer	June 2019	Completed	

		• Strategic Project Management Officer			
Investigate Aboriginal and Torres Strait Islander supplier diversity	• Develop an understanding of the mutual benefits of procurement from Aboriginal and Torres Strait Islander owned businesses	• Human Resources • Aboriginal Engagement Advisory Group • Procurement Officer	April 2019	Completed	
	• Liaise with Harlequin Business Training to explore business enterprise development training program in local schools	• Human Resources • Aboriginal Engagement Advisory Group • Procurement Officer	April 2019	20/21	
	• Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses	• Human Resources • Aboriginal Engagement Advisory Group • Procurement Officer	April 2019	Completed	
Develop Aboriginal and Torres Strait Islander employment opportunities	• Continue to promote the Town as an inclusive place for anyone to work	• Community Development Team • Human Resources • Aboriginal Engagement Advisory Group • Project Management Office • Economic Development Officer	June 2019	Completed/ Ongoing	
	• Engage or work with current Aboriginal and Torres Strait Islander staff to inform future employment and development opportunities	• Community Development Team • Human Resources • Aboriginal Engagement Advisory Group • Project Management Office • Economic Development Officer	June 2019	In progress	
	• Explore and develop with the Town's HR team employment targets and	• Community Development Team	June 2019	20/21	

	recruitment strategies for Aboriginal and Torres Strait Islanders	• Human Resources • Aboriginal Engagement Advisory Group • Project Management Office • Economic Development Officer			
	• Work with schools to develop an understanding of opportunities	• Community Development Team • Human Resources • Aboriginal Engagement Advisory Group • Project Management Office • Economic Development Officer	June 2019	Completed/ Ongoing	
Conduct Aboriginal and Torres Strait Islander youth projects	• Liaise with Millen Primary School on delivering an Aboriginal and Torres Strait Islander project with their students	• Community Development Team • Aboriginal Engagement Advisory Group	June 2019	Completed	
	• Investigate potential for Aboriginal Engagement Advisory Group to establish a schools sponsorship award	• Community Development Team • Aboriginal Engagement Advisory Group	June 2019	20/21	
	• Host service provider meetings and facilitate grant opportunities to establish a youth sports hub in the Town	• Community Development Team • Aboriginal Engagement Advisory Group	June 2019	Completed	
	• Investigate potential for implementing school cultural awareness and education programs	• Community Development Team • Aboriginal Engagement Advisory Group	June 2019	Completed	
	• Foster YouthCAN awareness of needs for Aboriginal and Torres Strait Islander people at a local level	• Community Development Team	June 2019	20/21	

		• Aboriginal Engagement Advisory Group			
	• Explore early learning literacy program delivery (under five years of age)	• Community Development Team • Aboriginal Engagement Advisory Group	June 2019	20/21	
	• Support engagement of youth (12 to 25 years) in sport, music and the arts	• Community Development Team • Aboriginal Engagement Advisory Group	June 2019	Completed/ Ongoing	
	• Support opportunities for the development of early intervention Aboriginal and Torres Strait Islander programs	• Community Development Team • Aboriginal Engagement Advisory Group	June 2019	In progress	
Liaise with the Australian Indigenous Mentoring Experience (AIME) to facilitate provision of educational support for Aboriginal and Torres Strait Islander students where required	• Liaise with Curtin University and local schools on establishing mentoring opportunities for Aboriginal and Torres Strait Islander youth through AIME	• Community Development Team • Aboriginal Engagement Advisory Group	June 2019	20/21	

TRACKING AND PROGRESS KEY ACTION	DELIVERABLE	RESPONSIBILITY	TIMING	PROGRESS	COMMENT
Review and refresh Reflect RAP	• Liaise with Reconciliation Australia to develop a new Innovate RAP based on learnings, challenges and achievements	• Community Development Team • Aboriginal Engagement Strategy Group	December 2019	In progress	

	• Submit draft Innovate RAP to Reconciliation Australia for formal review and endorsement	• Community Development Team • Aboriginal Engagement Strategy Group	December 2019	20/21	
Build support for the Innovate RAP	• Define systems and capability needs to track, measure and report on Innovate RAP activities	• Community Development Team • Aboriginal Engagement Strategy Group	December 2019	Completed	
	• Complete the annual RAP Impact Measurement Questionnaire and submit to Reconciliation Australia	• Community Development Team • Aboriginal Engagement Strategy Group	December 2019	Completed	

individuals – application for donations

For further information call **9311 8111**
or email admin@vicpark.wa.gov.au

Individuals – Application for donation

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Community Development
tel (08) 9311 8111
fax (08) 9311 8181
abn 77 284 859 739

Administration Centre
99 Shepperton Road
Victoria Park WA 6100

Locked Bag No. 437
Victoria Park WA 6979

admin@vicpark.wa.gov.au
www.victoriapark.wa.gov.au

Edition: July 2019

1.0 Introduction

The aim of the individual donation programme is to support individuals in striving towards developing potential in their chosen pursuit.

Donations are assessed in accordance with the Town of Victoria Park *Policy FIN 7, Financial Assistance*.

2.0 General guidelines

2.1 Donations – Individuals

Policy FIN 7 recognises the following three categories tabled below whereby a donation can be sought by persons residing within the Town.

Category	Maximum Donation
State representation at national level for sport, academic & educational achievement	$200 per person or $500 per group.
Youth leadership and development	$300 per individual or $500 per group at no more than 50% of total event cost and up to $300 or $500 respectively.
Note: a group relates to more than two people going to the same event at the same time.	

3.0 Donations – Individual categories

There are three key areas that Individuals can apply for a donation as listed below:

3.1 Sport

Individuals between the ages of 12–25 years selected by an accepted sporting governing body to represent the State or Commonwealth in recognised sporting event who require financial assistance to participate in the event.

3.2 Youth leadership and development

Individuals between the ages of 12–25 years to undertake education achievement, youth leadership or opportunities for self and professional development.

4.0 Examples of successful applications

Category	Application
Sport	State representation in national titles
Youth leadership and development	Leeuwin Ocean Adventure

5.0 Assessment of application

- Applications will be assessed in accordance with *Policy FIN7, Financial Assistance.*
- Donation will not be approved if it is considered to be for profit or financial gain to the individual.
- All applicants will be advised in writing the outcome of their application.
- Funding of applications is not guaranteed.
- Funds will not be offered retrospectively.
    - Individuals must accept the following conditions for the application to be successful:
    - Individuals seeking donation funding through the Town must be prepared to have the application endorsed by the recognised governing body.
    - Donations will not be considered for persons travelling for administration, training or coaching.
    - Agrees not to represent the Town in an official capacity without prior consent from the Town.
    - All applications will be signed by the individual or in instances where the individual is under the age of eighteen years written consent from a parent or guardian must be provided.
    - Agree to return the donation to the Town within four weeks of the stated end date in the event that participation is cancelled or does not take place.
    - The donation must be used for the approved purpose only.
    - Agree that the Town may choose to promote successful applications in any of its publications or through the media.
    - Accepts that there can only be one application per financial year.
    - Applicants must not have outstanding debts or acquittals with the Town of Victoria Park.

5.1 GST and Tax information

The Australian Tax Office (ATO) considers a donation to be income, which may be subject to the Goods and Services Tax (GST). In instances where the individual or organisation indicates that they are liable for GST a tax invoice will be requested.

Where the individual or organisation is not required to register for GST, the Town will request that a signed 'Statement by supplier' to this effect is supplied. Failure to do so will require the Town to withhold 48.5% PAYG tax.

6.0 Application checklist

Please use this list to ensure that your application is complete:

- ☐ Have you checked that you are eligible to apply?
- ☐ Have you completed the correct application form?
- ☐ Have you signed the statutory declaration?
- ☐ Have you sought all required signatures?
- ☐ If you do not have an ABN please complete a 'Statement by supplier' form
- ☐ Have you kept a copy for your records?
- ☐ Do you have any outstanding acquittals?

Individual – Donation Application

The completed application and relevant documentation is to be forwarded to:

- **Mail** to:
  Town of Victoria Park, Neighbourhood Enrichment, Locked Bag 437, Victoria Park WA 6979
- **In person** to:
  Town of Victoria Park, Administration Centre, 99 Shepperton Rd, Victoria Park WA
  Business hours: 8.30am - 5pm, Monday to Friday
- **Email** applications to:
  admin@vicpark.wa.gov.au

Category and Level of Assistance (please check one box only)

☐ Sport		
State travel (up to $200)	$	(exc. GST)
International travel (up to $300)	$	(exc. GST)
☐ Youth leadership and development		
50% of the total event cost (up to $300)	$	(exc. GST)

Contact Details

Name of applicant:		
Parent/guardian name (if applicant under 18yrs):		
Address:		
Suburb:		Postcode:
Postal address:		
Contact numbers: Home:	Office:	Mobile:
Fax:	Email:	

Event Details

Name of event:
Event dates:
Place of event:
Sport / activity type:
Category: ☐ Junior ☐ Senior ☐ Open
1. What are the objectives of your participation in the event?
2. What will the event involve?

3. If your application is successful, how will you acknowledge the contribution of the Town?

☐ Written letter to the Town of Victoria Park and receipt of donation expenditure

☐ Within speech acknowledgement and receipt of donation expenditure

4. How many other individuals residing in the Town from your club /group have been selected for the same event?

Tax Information

Do you have an ABN? ☐ Yes ☐ No

- If yes, please supply your ABN
- If you are not registered for an ABN, do you agree to sign a 'Statement by supplier' form?
  ☐ Yes ☐ No

Note: if you do not sign the 'Statement by supplier' form, 48.5% of your donation shall be withheld as determined by the Australian Taxation Office.

Are you registered for GST? ☐ Yes ☐ No

Note: it is a requirement that an invoice (inclusive of GST if applicable) is supplied to the Town should the donation application be successful.

Budget

Please supply a breakdown of the proposed income and expenditure for the project (ex.GST). Include additional categories that you consider relevant to your project in the table below. The Town must be advised of any variations to information supplied in this application.

Income	Amount
Applicant's contribution:	
Town of Victoria Park donation request amount:	
Grants and sponsorship (please list sources):	
Total income	**$**

Expenditure	Amount
Airfare:	
Uniform:	
Accommodation:	
Transport:	
Other (eg. competition entry fees, equipment) please list:	
Total expenditure	**$**

Statutory declaration (please check one category only)

Statutory declaration A

I, the applicant, certify that the information provided in the *Individuals – Donation application* is correct and agree to abide by the conditions outlined in the donation application guidelines.
Name:
Signature: Date:

Or

Statutory declaration B

I, the parent / guardian, of the applicant under the age of 18 years understand that if the Town approves the application, my child / charge will abide by the donation conditions.
Name:
Signature: Date:

Statutory declaration

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959.
Name:
Signature: Date:

Endorsement

This section is to be completed by the relevant governing body of the sport or the umbrella organisation supporting the activity.
I certify that the information contained in this application is correct and that the applicant/s has been selected to represent an official Western Australia or Australian team.
How many other individuals residing in the Town of Victoria Park from your club or group have been selected to compete in the same event?:
Contact name:
Position / title:
Postal address:
Phone (office):
Email:
Signature: Date:

Office use only

Donation approved?	☐ Yes	☐ No	Donation amount: $
Approving officer:			Application number:
Unpaid debtor invoices	☐ Yes	☐ No	
Unpaid rate debts	☐ Yes	☐ No	
Outstanding acquittals	☐ Yes	☐ No	

school donation guidelines

For further information call **9311 8111**
or email admin@vicpark.wa.gov.au

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Community Development
tel (08) 9311 8111
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abn 77 284 859 739

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99 Shepperton Road
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www.victoriapark.wa.gov.au

Guidelines

1.0 Introduction

The Town's *School Donations* aim to support the school community to undertake initiatives for the benefit of students and / or the wider community that does not fall under the authority of the Department of Education.

Donations are assessed in accordance with the Town of Victoria Park *Policy FIN 7, Donations – Financial Assistance*.

2.0 School welfare category

Objective: To support students who reside in the Town with the provision of necessary educational and personal development items.

The school welfare donations are to assist students that reside within the Town of Victoria Park whose family is experiencing financial difficulty paying for cost of school curriculum related items such as text books, uniforms, school incursions or excursions including camps.

The conditions set out in the *Policy FIN 7, Donations – Financial Assistance* are stated below:

1. The student/s must reside in the Town of Victoria Park.
2. Only two (2) student welfare submissions may be accepted per financial year from each School on the approval of the principal.
3. Maximum of $200 per student for the provision of educational related provisions.

3.0 Assessment of application

- Applications will be assessed in accordance with Policy FIN 7- Financial Assistance.
- Donation will not be approved if it is considered to be for direct profit or financial gain.
- All applicants will be advised in writing the outcome of their application.
- There is no guarantee of funding for any application.
- Funds will not be offered retrospective of project commencement.

Schools must accept the following conditions for the application to be successful:

- The application must be approved and signed off by the Principal
- Donations will not be made for projects, capital works, activities and educational services that fall under the recognised authority of the DET.
- Accepts that there can only be two (2) applications per financial year for donations for School Welfare.
- Agrees not to represent the Town in an official capacity without prior consent from the Town of Victoria Park.
- Agrees to return the donation to the Town within four (4) weeks of the stated end date if the project is cancelled or does not take place.
- Agrees that the Town may choose to promote successful applications in any of its publications or through the media.

4.0 GST and tax information

The Australian Tax Office (ATO) considers donation to be income, which may be subject to the Goods and Services Tax (GST). If liable to pay GST on a donation received from the Town of Victoria Park the organisation will be required to provide the Town with a tax invoice and be liable for GST on the payment.

Where the individual or organisation is not required to register for GST, the donation will not be deducted from the delegated funding allocation but will be required to provide a signed 'Statement by Supplier' to this effect.

Failure to do so will require the Town of Victoria Park to withhold 48.5% PAYG tax.

5.0 Assessment of Application

Please use this list to ensure that your application is complete:

- ☐ Have you checked that your school is eligible to apply?
- ☐ Have you completed the correct application form?
- ☐ Have you signed the statutory declaration?
- ☐ Have you included all required signatures?
- ☐ Have you kept a copy for your records?

Sponsorship Assessment Matrix

Scoring scale:
A minimum score of 70/100 must be obtained to proceed with Sponsorship.

The Town has the option of seeking additional information if the score falls below 70.
<10/25 = Unacceptable return on investment
>15/25 = Acceptable return on investment
25/25 = Significant return on investment

Criteria	Available Score out of 100	Score & evidence.
1. Does the application complement Councils Strategic Objectives? *How many SCP outcomes? Has evidence been provided as to how they will be achieved?*	25	**Score: /25**
2. Does the application increase economic vibrancy and raise the profile of the Town? *Has evidence been provided as to how the Town's profile will be raised? What is the level of branding or profile exposure? Local, Regional, Radio, Television, branding opportunities.* **Does it achieve the Town's Marketing and communications objectives?** *Has a dollar value been attributed to the benefits? i.e. return on investment for the Town. For example, 2 x radio advertisements which mentions the Town of Victoria Park is valued at $XX.*	25	**Score: /25**
3. Does the application present opportunities to build	25	**Score: /25**

relationship with key stakeholders? *Are there clear opportunities to leverage off the sponsorship and develop relationships with key stakeholders?*		
4. Does the Town/ Community receive reciprocal benefit from the Sponsorship beyond modest acknowledgment? *Do the benefits exceed the sponsorship amount in dollar value, and social outcomes?* *Anticipated return on investment in dollar value: i.e. 10 free tickets for community members valued at $xx*	25	**Score: /25**
Total:		**/100**

Operating Subsidy – Assessment Matrix

Does the applicant meet the eligibility criteria for an operating subsidy?		
Incorporated not-for-profit organisation or social enterprise located within the Town	**Yes**	**No**
The applicant is Established and Solvent a. operating a business for all or part of the income year b. cash reserve and/or guaranteed income to cover three months worths of operating costs at any time c. has an aggregated turnover less than $10 million annually d. has demonstrated capacity to deliver upon Funding Agreements	**Yes** (proof two most recent Audited Financial Statement)	**No**
The Applicants Mission/ Purpose is stated in the organsitions constitution, details of incorporate or similar statement of purpose.	**Yes**	**No**
The impact of the operating subsidy upon competition and economic efficiency are minimized as far as practicable and evidenced by the applicant.	**Yes**	**No**

Criminal Convictions

The respondent must disclose whether the applicant or any other specified personnel directly involved with the applying party has been convicted or a criminal offence that is punishable by imprisonment or detention. Spent convictions under the Spent Convictions Act 1998 (WA) or equivalent legislation of another State or Territory of Australia are not required to be disclosed.

Has any person described in above been convicted of a criminal offence that requires disclosure under this section?	
Yes	No
If yes, provide details:	

Conflict of Interest

The applicant must declare and provide details of any actual, potential or perceived conflicts of interest.

Are there any circumstances, arrangements or understandings which constitutes, or may reasonably be perceived to constitute, an actual or potential conflict of interest with either the applicant's obligations to adhere to the Funding Agreement or which may unduly impact the application? **If an Elected Member works for or resides on an applicant's Board of Management or similar governing body, this must be declared as a conflict of interest, as Operating Subsides will be considered by Council.**	
Yes	No
Sufficient details as to how the actual or perceived conflict of interest arises.	

Qualitative Criteria

To ensure economic efficiency, applications will be evaluated against the extent to which they satisfy the following criteria. Responses to the Qualitative Criteria are designed to demonstrate the applicants operating capacity to deliver services to the community and to meet the requirements of the funding agreements.

The Operating Subsidy will support the operating capacity of the applicant to deliver programs and services to a specific community cohort, or the 'broad community'.

- An example of a specific community cohort would be seniors aged 55+, or people with a disability, or people experiencing or at risk of homelessness.
- The 'broad community' may be a community center which provides services to a range of diverse community groups/ cohorts.
- In circumstances where similar applications are received, resources will be allocated to their most productive use. This will be determined through a cost-effectiveness analysis between the similar applications.

The following evaluation criteria will be used:

1. Demonstrated evidence-based need (25% weighting)
2. Individual or community outcomes aligned to the Town's SCP (25% weighting)
3. Outcomes are relative/ proportionate to the funding amount requested (value for money) (25% weighting)
4. Demonstrated sound governance and risk management procedures (25% weighting)

5 marks- Minimal evidenced provided.	**15 marks- Adequate evidence provided**	**25 marks -Strong evidenced provided**
• **Did not respond to selection criteria** • **Unable to discern information provided** • **Failed to draw upon a range of data sources**	• **Provided an adequate response to the criteria.** • **Provided adequate evidence from limited data sources to substantiate claims**	• **Provided strong responses to the criteria** • **Provided high quality evidence from a variety of data sources to substantiate claims**

1) Evidenced-based Need (weighting 25%- total available marks 25)

- *The need for the service you provide within the community i.e.*
  - *Are you addressing a service gap in the community? If so how can you demonstrate this? How is your service unique?*
  - *How many people (approximately) will benefit from your service?*
  - *Have you undertaken human centred-design and developmental evaluation (consultation and engagement with stakeholders in program design, monitoring and evaluation)*
  - *Is there secondary data sets to support the need for your service in the local community?*
  - *Is your service a duplication of a service that already exists in the community?*
- *How is your service value for money (it is really important to evidence efficient use of ratepayer's funds and to demonstrate industry standard bench marking).*
  - *Are you able to demonstrate a significant return on the ratepayer's investment in your service?*
- *Staff capacity and capability (experience and qualifications) to deliver services/ program in the chosen community/communities*

2) Individual and Community Outcomes: Alignment to the Town's SCP (weighting 25%- total available marks 25)

Use the following as prompters

- *How will these outcomes be achieved and what evidence do you have to prove that you can achieve these outcomes? i.e*
  - *you can provide evidence of past outcomes achieved at an individual and/or community level, and how they were measured.*
  - *do you have a monitoring, evaluation and outcome measurement framework in place? If so, provide details as to how you will collect data for the Annual Outcome Report.*
  - *provide evidence of the skill set, capabilities and capacity of staff to measure outcomes*
  - ***hot tip**- do not over claim attribution (i.e do not make unsupported claims; do not take credit for an outcome when in reality the outcome may have occurred regardless of your intervention or service. Refer to the CSI- The Compass, for additional information)*

3) Outcomes are relative/ proportionate to the funding amount requested (value for money) (weighting 25%- total available marks 25)

Use the following as prompters to explain how you will deliver value for money.
For example provide examples of your industry benchmark price points.

- If you are seeking a staff salary, provide examples of similar positons and the average wage. Clearly explain why that role/ salary is required.
- If you are seeking funds for an ongoing program, provide examples of similar programs and their operational costs.
- Hot-tip- ensure that the funding you request is propionate to the benefits (tangible and intangible) you intended to achieve. For example if you are requesting $100,000 for an employee's salary to design and deliver six language classes a year, for 10 people, with the intended outcome of 'a sense of belonging (aligned to S3)', this would not be considered value for money.

- On the other hand, should you be requesting $120,000 to contribute towards the operational costs of a social inclusion programs for 180 people aged 55+ per year, which includes 40 social activities, over 200 meals to be provided, amongst other actives, this may be considered value for money.

4. Demonstrated sound governance and risk management procedures (weighting 25%- total available marks 25)

- *Provide details of the Board of Management structure*
- *Staff skills, experience and capabilities*
- *Provide details of risk mitigation strategies*

Insurance

The applicant must confirm and provide details for the following insurances;

- Public Liability Insurance not less than $20 million for any one occurrence and unlimited in the aggregate
- Workers Compensation Insurance (if required)
- Personal Accident for Volunteers Insurance not less than $100,000 per person for death or permanent total disablement and weekly compensation entitlements for employment and self-employed volunteers of an amount up to 1% of the capital sum
- Personal Accident for Volunteers Insurance of an amount no less than $30million for any one occurrence or accident

Type	Insurer	ABN	Policy No.	Insured amount	Expiry date	Exclusions if any
Public Liability						
Workers Compensation Insurance						
Personal Accident for Volunteers Insurance						
Personal Accident for Volunteers Insurance						
Other						

Town of Victoria Park

your street verge

Sustainable Landscaping Guide





Verge landscaping

Street verges account for a surprising amount of land within our Town and play an important role allowing room for public services such as water and power, increasing public space, providing a food source and habitat for wildlife, and connecting the streetscape.

The Town's mission is to be creative, attractive, friendly and environmentally sustainable and aware of the changing environment in which we work, live and recreate. To help achieve this, the Town encourages verge landscaping which is [1]waterwise, aesthetically pleasing and reflective of the natural heritage environment of the Town.

The majority of the Town's verges are irrigated lawn and, while water-efficient turf will be the minimum standard (there are several new varieties available), attractive, user-friendly verges can be created with planted designs.

The Town's preferences for plant varieties are for those which are waterwise, reduce the need for fertilisers, provide a habitat for birds and insects, and include indigenous (local) plants. Planted verges can help develop the Town's individual character and form a sense of place.

1 **Note:** waterwise is used to indicate that once a plant is established in improved soil it will only need watering once a week during summer and less frequently, if at all, during cooler months. For further information visit **watercorporation.com.au**

Use of this guide

This guide is intended for Town of Victoria Park residents and developers wanting to install or upgrade verges. The information enclosed is provided in good faith by the Town as a general guide. For advice on your individual situation please contact the Town on **9311 8111**.

Whose responsibility is the verge?

The Town is responsible for street trees, approving verge landscaping proposals and enforcing verge requirements in the case of hazardous or unsuitable installations in accordance with the relevant local laws.

The Town encourages a level of ownership in relation to verges by property owners. Maintenance of the verge is generally the property owner's responsibility. The choice of what to do with your verge is yours, provided it meets the Town's requirements and all verge landscaping treatments have approval.

What are the Town requirements?

The Town's requirements for verge landscaping treatments include:

- no plant is to be more than 750mm when mature, or of hazardous nature (eg. thorny or poisonous);
- paving material (pavers only) is limited to 25% of the verge area, excluding the crossover, and, if used, is to be integrated into the soft landscaping so as not to provide an area for vehicle parking;
- artificial turf or synthetic grass is not permitted as a verge treatment;
- loose pea gravel, crushed brick or other stone aggregates are generally not permitted as verge treatments;
- the verge treatment is not to impede pedestrian access;
- the general level and grade of the verge is not to be altered;
- all irrigation pipework and associated fittings are to be laid at a depth of not more than 300mm, nor less than 150mm, below ground level;
- mulch is to be woodchips or large-particle vegetative mulch material;
- existing street trees are to be protected and not to be pruned or interfered with in any way without approval from the Town; and
- for verges without a footpath, all verge treatments are to be set back 1.5m from the road frontage (see page 15).

What are the Town requirements? (continued)

Installing verge plantings or treatments of any type (except for natural lawns) requires permission from the Town so that we can ensure that designs are not hazardous and do not interfere with pedestrian safety or motorists' line-of-sight.

Please complete and submit the ***Verge Landscaping Installation Request Form*** (see page 15) prior to undertaking any works.

Officers are available for assistance and there is no application fee.

Remember: Decorative items such as children's play equipment, garden ornaments, rockeries, etc. will generally not be permitted.

Quick Guide to Verge Landscaping Treatments

Acceptable Material	Unacceptable Material
Brick, tactile or decorative paving to 25% of the area excluding crossover	Any treatments which encroach on to the road
Compacted, fixed permeable materials as above, e.g. aggregate, gravel, limestone	Artificial or synthetic turf
Edging, finishing flush with ground level and kerb	Bollards, kerbing, garden stakes or physical barriers above ground level
Groundcovers and shrubs to a maximum mature height of 0.75m	Children's play equipment
Irrigation systems installed at or below ground level	Garden ornaments
Large particle bark chip or vegetative mulch, finishing flush with kerb	Hazardous, poisonous or thorny plants, or parts of plants
Local native plant species to a maximum mature height of 0.75m	Irrigation parts installed above ground level
Street furniture e.g. seating, litter bins	Loose materials, e.g. pea gravel, crushed brick or stone aggregate
Turf	Mounding or trenching of soil or other materials
Vegetable garden	Rockeries
Waterwise plant species	Walls or built structures



Landscaping considerations:

- Verge designs can be imaginative and add value to your home
- Choosing waterwise plants reduces the need for irrigation and saves money. Visit www.watercorporation.com.au or page 8 - 13 in this booklet for information on waterwise plants
- Don't limit your choice of plants – local native plants can look unique and stunning planted in a properly designed format.
- Local native plants require much less fertiliser than non-native or exotic plants as they are adapted to our low-nutrient conditions. Fertilising once a year with a native fertiliser is sufficient.
- Native plants can be pruned similarly to common landscaping plants to maintain a desired shape and promote new growth.
- Artificial or synthetic turf is not permitted.
- Allocate room on your verge for your waste and recycling bins.

Handy hint: Before planting, place your potted plants in the positions you would like them – you can then see how the arrangement will look before placing them in the ground.

Where can I see a demonstration verge?

The Town has installed a demonstration verge at 199 Star Street Welshpool, outside the Town's Operations Depot for your viewing and consideration.

Verge design examples

© **Copyright Town of Victoria Park 2006.** These scaled designs are available for resident use – please call **9311 8111**.

- 1. Shrub and groundcover surrounding an existing street tree
- 2. Hopscotch shrubbery with groundcovers
- 3. A native knot garden
- 4. Hedge with groundcover and waterwise lawn

Plants recommended for verge use

Note: annuals are not recommended

The following lists of plants recommended by the Town are all selected to grow to less than 0.75m in height. However, growth habits of plants will vary with soil condition and irrigation, therefore some may require pruning to remain below the 0.75m height required for motorists' line of sight on verges.

The Town strongly encourages the use of local Western Australian plants over plants from other states and exotic species.

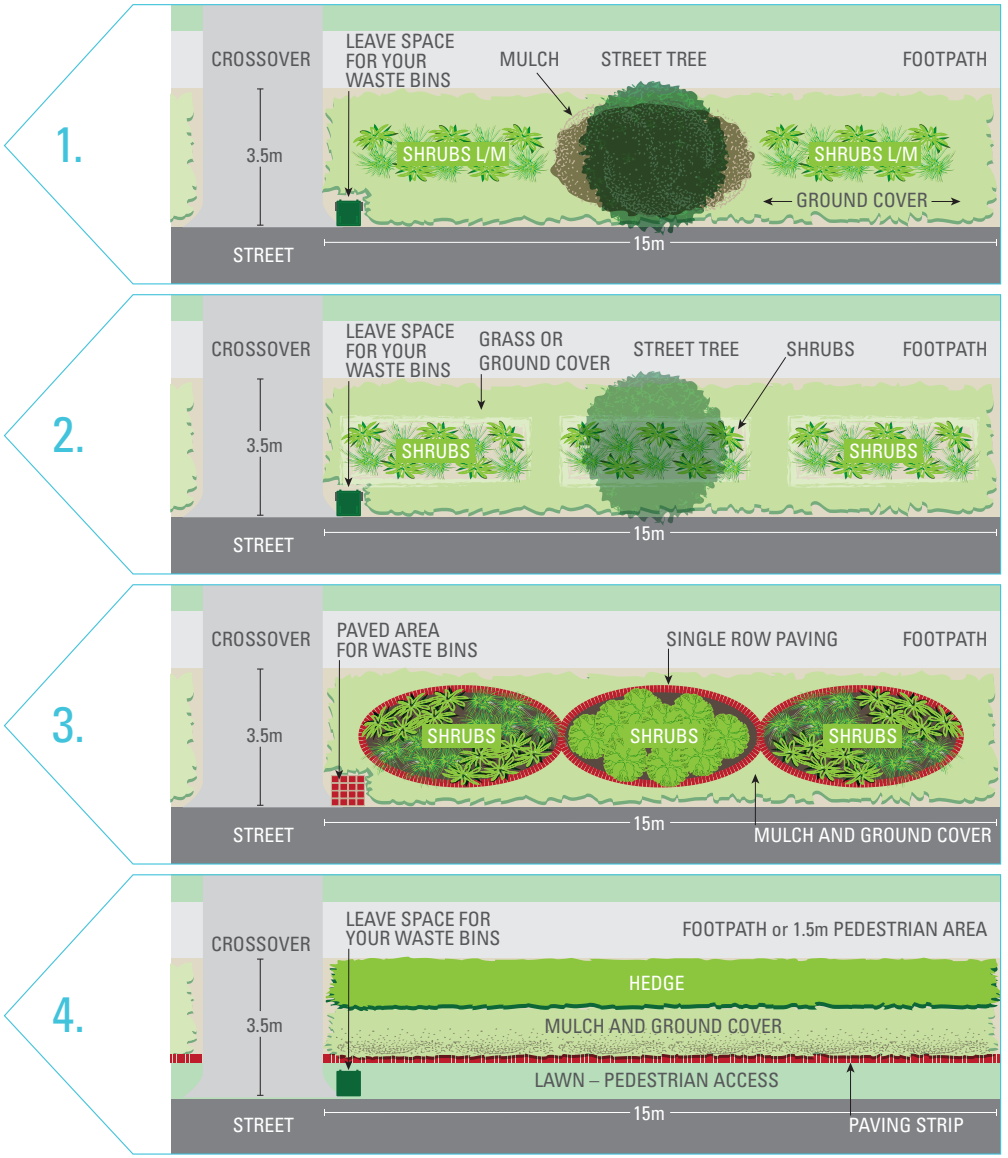
Using the following plant tables

Choose the plants which have the most stars for a waterwise, local native planting scheme.

Information is from various wholesale, retail and revegetation nursery price lists, stock lists, catalogues, websites and vegetation surveys from Kensington Bushland.

Further information can be found at the Department of Environment and Conservation's Florabase website **www.florabase.dec.wa.gov.au** and the Water Corporation's website **www.watercorporation.com.au**

The following plants are examples of suitable plants for Town of Victoria Park gardens, and this is not intended to be a restrictive or exclusive list.



Plant tables

Table legend

H x W	Average height and width or spread of particular plant, in metres
Supplier	A = Apace B = Benara D = Domus E = Environmental Management Systems L = Lullfitz M = Muchea Tree Farm Me = Men of the Trees, Fremantle Z = Zanthorrea
Note:	Some of these nurseries are wholesale supply only, though their stock is generally seasonally available at many metropolitan retail nurseries
Flowers	colour; season
Origin	VP = Victoria Park WA = Western Australia Aus = Australia E = Exotic/other countries
Dry	Indication of drought tolerance based on plant's origin *** = excellent ** = very good * = good
Type	A = annual Cl = climber HP = herbaceous perennial Sh = shrub

Local Supplier – Carlisle Soil Yard
14 Downing Street, Carlisle WA 6101
Ph: 9361 2177
Soils, mulches, blocks, compost, excavator & bobcat work.

Town of Victoria Park Local Native Plants — 0.75 m height and less

Botanic name	Common name	H x W (m)	Supplier	Flowers	Origin	Dry	Type	Notes
Acacia stenoptera	Narrow-winged wattle	to 0.7m	E Me	Crm-yllw, au-sp	VP	***	Sh	Scrambling shrub with creamy yellow ball flowers
Acacia willdenowiana	Grass wattle	to 0.6m	E	Wht-crm, au-sp	VP	***	Sh	Slender shrub with deep yellow ball-like flowers
Austrostipa semibarbata	Bearded spear grass	0.5 x 0.5m	A	Grn-prpl, sp	VP	***	HP	Tufted grass with green-purple flower heads
Bossiaea eriocarpa	Common brown pea	0.6 x 0.6m	A L	Brwn-yllw, w-sp	VP	***	Sh	Spreading, yellow-brown-red pea shaped flowers
Calytrix angulata	Yellow starflower	0.4 x 0.4m	A L	Yllw, sp	VP	***	Sh	Fine foliage, yellow-cream flowers. Some shade
Conostylis aculeata	Prickly conostylis	to 0.5m	A B E L M Me Z	Yllw, sp	VP	***	HP	Strap-leafed, clusters of bell-shaped yellow flowers
Conostylis aurea	Golden conostylis	to 0.4m	L	Yllw, sp	VP	***.	HP	Tufted, green strappy foliage, yellow flowers
Dampiera linearis	Common dampiera	to 0.6m	B L Z	Blu, w-sp	VP	***	HP	Suckering, spreading, loose heads of blue flowers
Hardenbergia comptoniana	Native wisteria	climber	A E D L M Me Z	Blu-prpl, w-sp	VP	***	Sh/Cl	Twiner, divided green foliage, purple-blue flowers
Hibbertia racemosa	Stalked guinea flower	to 0.7m	L	Yllw, w-sp	VP	***	Sh	Spreading shrub, greyish foliage and yellow flowers
Hovea trisperma	Common hovea	to 0.7m	M E Me Z	Prpl-blu, w-sp	VP	***	Sh	Sparse trailer, brilliant purple-blue pea shape flowers
Kennedia prostrata	Scarlet runner	Prostrate	A B E L M Me Z	Red, au-sp	VP	***	Sh	Slender pale green twiner with scarlet blooms
Laxmannia squarrosa		to 0.1m	A	Wht, sp	VP	***	HP	Tufted grass with sprays of small white flowers
Neurachne alopecuroidea	Foxtail mulga grass	to 0.5m	A L	Grn-wht, sp	VP	***	HP	Tufted grass with fluffy green-grey flower heads
Opercularia vaginata	Dog weed	to 0.4m	A	Grn-yllw, w-sp	VP	***	Sh	Spreading-upright, round green-yellow flower heads
Patersonia occidentalis	Purple flag	to 0.4m	A B L Z	Prpl, sp-su	VP	***	HP	Strap-leaved, tufted plant with purple iris like flowers
Philotheca spicata	Pepper and salt	to 0.6m	A L Z	Pnk-blu, w-sp	VP	***	Sh	Dainty shrub, fine foliage, star-shaped waxy flowers
Rytidosperma caespitosum	Ringed wallaby grass	0.5 x 0.5m	A	Sp-su	VP	***	HP	Tufted perennial grass, purple-green-grey flowers

Botanic name	Common name	HxW (m)	Supplier	Flowers	Origin	Dry	Type	Notes
Acacia lasiocarpa	Sand heath wattle	0.5 x 1m	A B L Z	Yllw, w-sp	WA	***	Sh	Mat forming, lime green foliage, fluffy gold flowers
Acmena smithii 'Allyn Magic'	Allyn Magic lilly pilly	0.5 x 0.5m	B Z	Wht, su au	A	*	Sh	Resistant to psyllids, green, pink-bronze new growth
Adenanthos meisneri	Prostrate woolly bush	0.5 x 2m	B D L Z	Red, sp-su	WA	**	Sh	Grey-green foliage, red-mauve flowers attract birds
Banksia blechnifolia	Southern blechnum banksia	0.5 x 3-4m	D L Z	Red-pnk, crm, sp	WA	**	Sh	Phosphorous sensitive, large flowers at ground level
Banksia nivea	Couch honeypot	0.3 x 1m	A L	Yllw-orng, sp-su	WA	**	Sh	Phosphorous sensitive, suckering, red-brown flowers
Callistemon 'Matthew Flinders'	Matthew Flinders bottlebrush	0.75 x 0.5m	B Z	Red, w-sp	A	*	Sh	Coastal, suit hedging, green foliage with red flowers
Dampiera teres	Terete-leaved dampiera	to 0.6m	L M Z	Blu/prpl, sp	WA	**	Sh	Beautiful suckering shrub, purple flowers, very hardy
Darwinia oldfieldii		0.5 x 1m	L Z	Red, w-sp	WA	**	Sh	Grey-blue foliage with dense deep red flower heads
Gastrolobium praemorsum	Purpurea	0.6 x 1m	D L	Red-grn, sp	WA	**	Sh	Prostrate shrub, burgundy foliage, red pea flowers
Grevillea bipinnatifida prostrate	Fuchsia grevillea	0.2 x 1m	L Z	Red, w-sp	WA	**	Sh	Bird attracting orange-red flowers and fine green foliage
Grevillea obtusifolia 'Gingin Gem'	Grevillea Gingin Gem	0.25 x 3m	B L Z	Red, w-sp	WA	**	Sh	Weed suppressing growth, arching stems, red flowers
Grevillea preissii 'Sea Spray'	Grevillea Sea Spray	0.5 x 3m	B L Z	Red, w-sp	WA	**	Sh	Arching stems of grey-green foliage and red flowers
Grevillea thelemanniana	Spider net grevillea	0.3 x 1m	B L Z	Red, w-sp	WA	**	Sh	Dark green foliage, cascading branches, red flowers
Hemiandra pungens	Snakebush	0.3 x 1m	A B L Z	Mve, su	WA	**	Sh	Spreading and suckering, stiff leaves, mauve flowers
Jacksonia sericea	Waldjumi	0.6 x 1m	A Me	Orng, sp/su	WA	**	Sh	Low densely spreading shrub, orange pea flowers
Lechenaultia formosa	Red leschenaultia	0.3 x 0.4m	L Z	Orng, sp-w	WA	**	Sh	Short lived 3-6yrs, grey green leaf, orange-red flowers
Olearia lanuginosa 'Ghost Town'	Olearia Ghost Town	0.7 x 1m	B D	Wht, su-au	WA	**	Sh	Striking silver-grey foliage, inconspicuous flowers
Pimelea ferruginea 'Bonne Petite'	Pink rice flower	0.7 x 0.7m	B L	Pnk, sp	WA	**	Sh	Shiny green foliage, pink flower heads, hardy
Scaevola albida 'Mauve Clusters'	Scaevola Mauve Clusters	0.2 x 1.2m	B Z	Mve, sp-su	A	*	Sh	Heavy flowering in autumn, spreading groundcover
Scaevola 'Blue Print'	Scaevola Blue Print	0.25 x 0.6m	B D	Lav-blu, rpt	WA	**	Sh	Short lived 2-4yrs, trailing mound forming plant
Thryptomene saxicola 'Supernova'	Thryptomene Supernova	0.7 x 1.5m	B L	Wht, au-w	WA	**	Sh	Cascading form, tiny leaves, dainty pink flowers

Botanic name	Common name	H x W (m)	Supplier	Flowers	Origin	Dry	Type	Notes
Anigozanthos 'Bush Ballad'	Bush Ballad kangaroo paw	0.6 x 0.5m	B D	Red, sp-w	A	*	HP	Pot or garden, tufted, green strappy foliage, red flowers
Anigozanthos 'Bush Blitz'	Bush Blitz kangaroo paw	0.7 x 0.5m	B	Orng-burg, sp-au	A	*	HP	Disease tolerant, green foliage, burgundy-orange flowers
Anigozanthos 'Bush Pearl'	Bush Pearl kangaroo paw	0.5 x 0.4m	B D	Pink, sp-w	A	*	HP	Pot or garden, tufted, strappy foliage, candy pink flowers
Anigozanthos 'Bush Pizzazz'	Bush Pizzazz kangaroo paw	0.7 x 0.8m	B D	Mgnta, sp-w	A	*	HP	Pot or garden, tufted, strap foliage, deep magenta flowers
Arthropodium cirratum	Renga lily	0.5 x 0.5m	B	Wht, sp-su	E	*	HP	Shade, watch for snails, green-grey foliage
Burchardia multiflora	Dwarf burchardia	0.3 x 0.3m	A	Pnk-wht, w-sp	WA	**	HP	Bulb, narrow foliage, white summer flowers
Carex petriei	Rusty carex	0.3 x 0.2m	B	Brwn, su	E	*	HP	Fine, arching coppery red-brown foliage
Carex testacea	Orange sedge	0.4 x 0.6m	B	Brwn, su	E	*	HP	Fine arching, olive green-orange yellow foliage
Conostylis candicans	Grey cottonheads	0.4 x 0.4m	A E L M Me Z	Yllw, w-sp	WA	**	HP	Grey strappy foliage, yellow flowers attract butterflies
Dianella caerulea 'Breeze'	Dianella Breeze	0.6 x 0.6m	B	Blu, sp	A	*	HP	Some shade, dark green foliage, purple berries
Dianella caerulea 'Little Jess'	Dianella Little Jess	0.3 x 0.3m	B	Blu-prpl, sp	A	*	HP	Some shade, glossy green foliage, purple berries
Dianella tasmanica 'Blaze'	Dianella Blaze	0.4 x 0.4m	B	Blu, sp	A	*	HP	Some shade, bronze-purple foliage, dark purple berries
Lepidosperma squamatum	Sticky sword sedge	0.15 x 1m	B	Brwn, au-sp	WA	**	HP	Sharp-edged glossy green leaves, brown flower heads
Liriope muscari 'Just Right'	Liriope Just Right	0.5 x 0.5m	B	Wht-prpl, su	E	*	HP	Sterile compact variety, some shade, hardy
Lomandra confertifolia 'Seascape'	Seascape lomandra	0.5 x 0.7m	B	Yllw, su	A	**	HP	Mound forming blue-grey foliage, non-invasive
Lomandra cylindrica 'Lime Wave'	Lime Wave lomandra	0.6 x 0.6m	B	Yllw, sp-su	A	**	HP	Cascading lime green foliage, mass plant
Ophiopogon japonicus	Mondo grass	0.2 x 0.4m	B	Wht mve, su w	E	*	HP	Some shade, glossy green foliage, tiny flowers, purple berry
Ophiopogon japonicus nanus	Dwarf mondo grass	0.1 x 0.2m	B	Wht mve, su w	E	*	HP	Some shade, glossy green foliage, tiny flowers, purple berry
Orthrosanthus laxus	Morning iris	0.5 x 0.5m	A L	Blu, sp	WA	**	HP	Grassy-leafed clump, stems of pale sky blue flowers
Orthrosanthus multiflorus	Morning iris	0.6 x 0.5m	B L Z	Blu, sp	WA	**	HP	Grassy-leafed clump, stems of sky blue flowers
Thysanotus multiflorus	Many-flowered fringe lily	0.5 x 0.5m	A L M Z	Prpl, sp/su	WA	**	HP	Green strappy foliage, three-petalled purple flowers
Tulbaghia violacea 'Silver Lace'	Variegated society garlic	0.3 x 0.4m	B	Lilac-pnk, sp-su	E	**	HP	Silver-grey and cream foliage, aromatic, lilac flowers

A note on mulch

Mulch is any material that is spread over a garden to help reduce weed growth, retain moisture, provide a cool root run for plants and add humus or topsoil for plant nutrients.

There are many types of mulch to purchase or you can make your own. Large-particle vegetative mulch is preferred, especially if made from native species as it allows water to penetrate and doesn't break down as quickly as fine mulch. Mulches containing peat or fine particles are not suitable as they retain moisture on the surface of the soil, which can promote surface rooting and subsequent reliance on irrigation. Some commercial mulches have extra nutrients added, so check that these are suited to your plants.

If you prefer not to use mulch, there are other ways of reducing the need for irrigation, e.g. ground covers. Ground covers can be thickly planted to provide a barrier against weeds and to offer a cool root run for all the plants. Ground covers have the benefit of producing flowers and attracting fauna to your garden.

A note on irrigation

When striving to be waterwise, it is preferable to avoid reticulation altogether. However to establish plants and to maintain them in the best of health some irrigation may be needed. Make sure you design your reticulation to match your plants' needs and avoid waste. A nursery or reticulation specialist can give you advice.

Want more information?

Phone the Town on **9311 8111**, visit the Administration Centre at 99 Shepperton Road Victoria Park, or see our website at **victoriapark.wa.gov.au**

The following websites provide great information on waterwise gardening:

watercorporation.com.au
greatgardens.info
beyondgardens.com.au
plantsman.com.au

Specialist native plant nurseries grow plants local to the Victoria Park area. Local soils of the area are known as Central Coastal Plain soils or Bassendean Sand Plain soils. Further information soil types and their associated plant life is available from **fertilisewise.com.au**



TOWN OF VICTORIA PARK

Town of Victoria Park
Administration Centre
99 Shepperton Road, Victoria Park
9311 8111
admin@vicpark.wa.gov.au
victoriapark.wa.gov.au

This information is available in an alternative format to people with a disability on request 9311 8132

CCTV Partnership Program

Town of Victoria Park

Closed circuit television (CCTV) is a useful tool in the detection and investigation of community safety and crime problems. The Town of Victoria Park has developed this partnership program with WA Police Force to increase the number of CCTV systems in the Town in strategic locations. The intent of the CCTV Partnership Program is to assist private residences, businesses or community groups to install an effective CCTV system and create a partnership between the applicant, WA Police Force, and the Town to address crime and safety problems through visual surveillance.

Terms and conditions

1. CCTV must be provided and installed by a registered business with a Security Agents Licence Number.
2. CCTV must be installed within the Town of Victoria Park.
3. This Partnership Program is applicable to either new installed systems, or upgrades to improve the quality of an existing system.
4. Before installation or upgrade, the applicant must contact the Town to arrange a site visit to confirm camera field of view and playback capabilities.
5. CCTV systems must be installed and this form completed in full and submitted no more than three months after the site visit with the Town.
6. One application per project will be considered.
7. CCTV must include a public angle field of view overlooking the road, footpath, front verge, or any other applicable public area.
8. The CCTV system must meet the Face Recognition (50 per cent) requirement of the WA State CCTV Strategy Resolution Test Chart within 10 metres of the public facing camera.
9. The operator of the CCTV system must agree to provide footage to WA Police Force when requested. Failure to do so will result in the Town retrieving any payments it has made to the applicant.
10. The Town provides no guarantee that a rebate can be provided to all applicants if the allocated budget is fully expended prior to the end of the financial year.
11. Feedback form needs to be completed before payment is issued.
12. There must be adequate lighting to capture quality footage (see Sensor Lighting, Security Incentive Scheme).
13. Applicants must provide high quality screenshots showing the field of view of their camera system.
14. Applicants must consent to their details being provided to WA Police Force for the location and fields of view of the CCTV system.
15. Applicants must maintain the CCTV system in working order. Failure to do so will result in the Town retrieving any payments it has made to the applicant.
16. The Town will rebate half of the total cost of the CCTV system, up to $750 per project.
17. The Town reserves the right to cancel the rebate arrangements at any time if any of the above conditions have not been met to the satisfaction of the Town. The Town will not be liable for any cost incurred by the applicant.
18. Applicants must not have a current outstanding debt with the Town.
19. Rear properties of developments, or properties with limited fields of view of a public area, are not eligible for funding.
20. Allocating funding to a project remains the discretion of the Town.



Closed circuit television (CCTV) camera rebate scheme

Total rebate amount available	Half the cost, up to $750 per CCTV project

Application instructions

STEP 1 – Contact the Town of Victoria Park

A Town officer will meet with you on site to discuss your CCTV plans and to identify the best field of view for your camera system. The officer will meet you on site to discuss where the cameras will be facing.

The quick retrieval and provision of footage must be made available to WA Police Force upon request. During the initial meeting with the officer, you will be required to detail how you will actively accommodate and meet such requests, including your process for retrieving and providing footage to WA Police Force upon request.

STEP 2 – Notify your neighbours

You will be required to notify their adjacent neighbours regarding the CCTV installation and let them know that cameras will be appearing on their property.

STEP 3 – Confirmation

The Town will advise the applicant in writing of the outcome from the site visit meeting and confirm eligibility for the CCTV Partnership Program.

STEP 4 – Install and pay for CCTV system

The applicant will be required to have the CCTV system installed by a registered business with a Security Agent Licence Number. The applicant is responsible for engaging and procuring the services of the registered business.

The system must be installed no more than three months after the site visit with the Town

Local Recommended providers:

- Smart Security – 9470 2887 or info@smartsecurity.com.au
- Alarm-Tec & Audio – 0481 380 981 or sales@alarm-tec.com.au

Recommended providers:

- RAC Home Security – 1300 360 504 or security@rac.com.au
- Crown Security – 9400 6000 or enquiries@crownsecurity.com.au

The system needs to be installed as agreed at the site visit or as per registered businesses recommendations. The applicant is responsible for fully paying the total invoiced amount to the registered business. The Town is not liable, nor will it provide any payment to the registered business as engaged by the applicant.

STEP 5 – Complete and submit the application form

The applicant is required to complete all sections of the application form. Applicants must include a copy of the invoice and receipt for full payment of the CCTV system, undertaken by a registered business. Screenshots of the field of view of the cameras need to be included showing that the CCTV System meets the Face Recognition (50 per cent) requirement of the WA State CCTV Strategy Resolution Test Chart within 10 metres of the public facing camera.

STEP 6 – Payment

The Town will review the application and advise in writing of the outcome of the application. In the event the Town requires more information an Officer will contact the applicant. Funds will be transferred electronically to the account nominated on the application form.

CCTV Partnership Program - all sections need to be completed

Application details	
Applicant name:	
Address (of location for CCTV system):	
Suburb:	Postcode:
Contact number:	Email:
Have you contacted the Town to discuss the CCTV system? ☐ Yes ☐ No Please contact the Town immediately on 9311 8111 or by email admin@vicpark.wa.gov.au	
Payment details:	
Account name:	
BSB:	Account number:

CCTV system details	
Number of cameras in the system:	
Property type: ☐ Residential ☐ Business ☐ Community group	
Total cost of installation (amount on invoice):	

Installation Authority	
Are you the property owner? ☐ Yes ☐ No	
If no, the details of the owner/landlord/property manager are required below.	
Name:	
Contact number:	
Address:	
Declaration:	
I approve the installation of the security device to the above mentioned property.	
Signature:	Date:

WA Police Force footage request agreement

The applicant agrees that by receiving the rebate funds from the Town, the applicant is agreeing to provide CCTV footage to WA Police Force upon request. The applicant agrees that failure to do so will deem this rebate void, and the Town will seek the return of the full rebate amount from the applicant. The applicant acknowledges that their details and the fields of view of the camera systems will be provided to WA Police Force to inform them of this agreement and their ability to request footage from the applicant.

Invoice included ☐
Feedback form complete ☐
Camera fields of view included ☐
I, the undersigned, confirm that I have read and agree to all the terms and conditions of the Town of Victoria Park's Closed Circuit Television (CCTV) Partnership Program.
Signature:
Name:
Date:

Local recommended security providers:

ALARM-TEC Security and Audio

Smarter Security for People & Property

Recommended security providers:

RAC Security For the better

CROWN SECURITY

Home Security Devices Rebate – feedback form

In order for the Town to ensure high standards in the provision of its services and to evaluate the success of the CCTV Partnership Program, please take a minute to complete this feedback form.

How did you find out about the CCTV Partnership Program?

- ☐ Local/community newspaper
- ☐ Council/community meeting
- ☐ Community display
- ☐ Social media (Facebook/Twitter/Instagram)
- ☐ Town of Victoria Park website
- ☐ Newsletter
- ☐ Word of mouth/friend
- ☐ Other:

How safe do you feel in the Town?

☐ I feel very safe ☐ I feel safe ☐ Neutral ☐ I feel unsafe ☐ I feel very unsafe

Are there any areas in the Town where you feel unsafe (please be very specific)?

☐ No ☐ Yes (If yes, please specify)

How did you find the application process for the CCTV Partnership Program?

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

Any other feedback regarding the CCTV Partnership Program?

Thank you for completing the feedback form.
Please return the feedback form and your application form to:

Mail: Town of Victoria Park
Community Development
Locked Bag 437
Victoria Park WA 6979

Email: admin@vicpark.wa.gov.au

In person: Town of Victoria Park Administration Centre,
99 Shepperton Road, Victoria Park 6100
8.30am to 5pm – Monday to Friday

TOWN OF VICTORIA PARK

Security incentive scheme

To support residents in taking an active role to deter burglaries, the Town of Victoria Park is offering a partial subsidy to owners / occupiers for the installation of home security devices.

Conditions:

1. Security devices must be provided and installed by a registered business with a Security Agents License, and sensor lights by a registered electrician.
2. Applications are not eligible for improvements, repairs or additions to existing devices.
3. Property investors are restricted to claim a maximum security rebate of $200 per financial year.
4. One application per residence considered each financial year.
5. The Town provides no guarantee that a security rebate can be provided to all applicants if the allocated budget is fully expended prior to the end of the financial year.
6. Feedback form needs to be completed before payment is issued.
7. Applicants must not have outstanding debts or acquittals with the Town of Victoria Park.

Rebates

The following table lists items available for the rebate and the rebate amount claimable:

Item / Device	Rebate	Rebate + Discount for Pensioner Concession, Health Care or WA Senior Card holders only
Home intruder alarm	$200	$250
Door deadlocks (per lock)	$30	$50
Keyed window locks (per lock)	$25	$30
Security sensor light	$40	$55
Security screen door (per door)	$70	$110
Security window screen (per window)	$35	$50
Maximum home security rebate	$200	$250

WE'RE OPEN
VIC PARK

TEL (08) 9311 8111 **FAX** (08) 9311 8181 **ABN** 77 284 859 739
EMAIL admin@victoriapark.wa.gov.au **VISIT** victoriapark.wa.gov.au
Administration Centre, 99 Shepperton Road, Victoria Park WA 6100
Lock Bag No. 437, Victoria Park WA 6979

TOWN OF VICTORIA PARK

Step-by-step application instructions

STEP 1 – Claiming a Security Incentive Scheme rebate:

Forward the completed Security Incentive Scheme Application to the Town along with:

1. A copy of the written quote for the required security item / s, from a registered business with a Security Agents License.

   or

2. A copy of the invoice and receipt for full payment of the installed security item / s, undertaken by a registered business with a Security Agent License and within 12 months of the receipt date.

   and

3. A copy of the Home Occupier's valid Pensioner / Health Care / Seniors Concession card (where applicable).

STEP 2 – Lodge your application:

Mail to:
Town of Victoria Park
Neighbourhood Enrichment
Locked Bag 437, Victoria Park WA 6979

In person to:
Town of Victoria Park
Administration Centre
99 Shepperton Rd
Victoria Park WA

Business hours:
8.30am - 5pm, Monday to Friday

Email applications to:
admin@vicpark.wa.gov.au

STEP 3 – Confirmation:

1. Application with written quote:

   The Town will review your application and advise you in writing of the outcome of your application, Funds will be transferred electronically.

or

2. Application with a copy of the invoice and receipt:

   The Town will review your application and advise you via email of the outcome of your application.Funds will be transferred electronically.

Helpful hints:

- To ensure that you get the best price, obtain a minimum of three quotes.
- Ensure that your supplier is a registered business with a Security Agents License. This information should be found on the quote / invoice from your chosen supplier.
- Don't be pressured to sign a contract on the day.
- Ask your insurance company if they offer security item discounts to members.

TEL (08) 9311 8111 **FAX** (08) 9311 8181 **ABN** 77 284 859 739
EMAIL admin@victoriapark.wa.gov.au **VISIT** victoriapark.wa.gov.au
Administration Centre, 99 Shepperton Road, Victoria Park WA 6100
Lock Bag No. 437, Victoria Park WA 6979

Security incentive scheme application – all sections need to be completed

Applicant details

Applicant name:	
Address (of location for security device):	
Suburb:	Postcode:
Contact number:	Email:
Do you have a valid Concession Card? (tick applicable): ○ Pensioner ○ Health Care Card ○ Seniors Card	
Have you previously claimed a Security Rebate? ○ Yes ○ No	
Payment details: Account Holder Name: BSB:	Account No.:

Security device details

Reason for installation (please tick one): ○ New Home ○ Increase Security ○ Victim of Crime

Security items for installation	Quantity	Total Quote
○ Home Intruder Alarm		
○ Door Deadlock		
○ Keyed Window Lock		
○ Security Sensor Light		
○ Security Screen Door		
○ Security Window Screen		

Security Company License Number:

Installation Authority	
Do you live in the property? ○ Yes ○ No	
Are you the property owner? ○ Yes ○ No (if No, the details of the Owner / Landlord / Property Manager are required below)	
Name:	
Contact number:	
Address details:	
Declaration by Owner/Landlord/Property Manager: I approve the installation of the security device to the above-mentioned property.	
Signature:	Date:

Office Use Only			
Rebate approved?	○ Yes	○ No	Rebate amount: $
Assessment Number:			
Applicant notified	○ Phone	○ Email	Date:
Unpaid debtor invoices Unpaid rate debts Outstanding acquittals	○ Yes ○ Yes ○ Yes	○ No ○ No ○ No	

TOWN OF VICTORIA PARK

Home Security Devices Rebate – Feedback Form

In order for the Town of Victoria Park to ensure high standards in the provision of its services and to evaluate the success of the Security Incentive Scheme, please take a few minutes to complete this feedback form. Please tick one answer for each question.

How did you find out about the Security Incentive Scheme?

- ○ Local/Community Newspaper
- ○ Community display
- ○ Town of Victoria Park website
- ○ Word of mouth/friend
- ○ Council/Community meeting
- ○ Brochure
- ○ Newsletter
- ○ Other:

How safe do you feel in your home?

- ○ I feel very safe
- ○ I feel safe
- ○ I feel unsafe
- ○ I feel very unsafe

Are there any areas in the Town of Victoria Park where you feel unsafe (please be very specific)?

○ Yes (If yes, please specify) ○ No

Did you know about the Security Incentice Scheme before you installed your security items?

○ Yes ○ No

Thank you for completing the Feedback Form. Please return the Feedback Form and your Application Form, to:

Mail to:
Town of Victoria Park, Neighbourhood Enrichment,Locked Bag 437,
Victoria Park WA 6979

In person to:
Town of Victoria Park, Administration Centre, 99 Shepperton Rd, Victoria Park WA
Business hours: 8.30am - 5pm, Monday to Friday

Email applications to: admin@vicpark.wa.gov.au

STREET Meet 'n' Greet

Town of Victoria Park

mini-grant application form 2019/20

The Town of Victoria Park is pleased to support local residents and groups who want to build neighbourhood connections and develop a strong community. The Street Meet 'n' Greet mini-grants aim to assist and empower neighbourhoods to do this through either neighbourhood get-togethers or street celebrations.

Terms and conditions

1. Applicants must complete the Street Meet 'n' Greet application form and this terms and conditions form.
2. Applicants must not be Elected Members, staff of the Town, or their immediate family members.
3. Applicants must not have a current outstanding debt with the Town.
4. Funds must be used for the organisation and delivery of a Street Meet 'n' Greet only.
5. Funds must not be spent on alcohol, high sugar content food or drink, or medicines and other drugs.
6. Funds must not be spent on goods and services to prepare a location or household for an event (e.g. lawn mowing services, purchasing a new barbeque, purchasing table and chairs).
7. Funds can be spent on goods and services that enable a Street Meet 'n' Greet to be delivered at a location (e.g. barbeque gas bottle refill, balloons, party games, disposable plates, cups and cutlery, food and drink, live music).
8. Mini-grants are available to one recipient per Street Meet 'n' Greet event, in the event that multiple individuals apply for a grant for the same street or location they will be asked to collaborate on a combined event.
9. The full amount for the mini-grant will be paid to the applicant after the Town receives receipts of purchases, a feedback form and is satisfied the applicant has met the agreed terms and conditions.
10. Organisers of street celebrations must comply with relevant regulations and requirements for hosting a public event and road closure.
11. Organisers of street must sign off on the traffic management plan and traffic management diagram before the event takes place.
12. Receipts of purchases and feedback form must be returned to the Town within 10 business days of the date of the Street Meet 'n' Greet event.
13. The Town reserves the right to cancel funding and grant arrangements at any time. The Town will not be liable for any cost incurred by the grant recipient.

Applicant details

Name:	
Address:	
Phone:	Email:

Payment details

Account name:	Account number:
Bank:	BSB:

Event details

Estimated number of attendees:	Planned date of event:
Address of event:	

I have read and agree to all of the terms and conditions for the Street Meet 'n' Greet mini-grants program for the 2019/20 financial year.

Name:	Signature:	Date:

victoriapark.wa.gov.au

Attachment One

Community and Safety Grant - Assessment Matrix

Applications for Community and Safety Grants will be assessed against the following criteria. Applications which provide detailed information and justification addressing the grant criteria will be considered more favourably by the assessment panel.

Grant Assessment Criteria	1	2	3	4	Score
Outline of the funding required and how it is intended to be spent	No explanation of the funding required and/or how the funding will be spent	Some explanation of the funding required and/or how it is intended to be spent	A detailed explanation of the funding required and how its intended to be spent	A detailed explanation of the funding required and how it is intended to be spent including an itemised breakdown of the expenditure and estimated timeframes	
Outline how the initiative will directly contribute to the Town of Victoria Park community	Little to no explanation of how the initiative contributes to Town of Victoria Park community	Provides some explanation of the initiative and how the it will have a positive impact Town of Victoria Park community	Provides a clear outline of how the initiative will have a positive impact on the Town of Victoria Park community with a clear link to an evaluation strategy	Provides a clear outline of how the initiative will have a positive impact on the Town of Victoria Park community, with clear alignment to the strategic community plan	
Outline how the initiative is suitable, accessible and inclusive of all members of the community	Little to no explanation of how the initiative is suitable, accessible and inclusive of all members of the community	Some explanation of how the initiative is suitable, accessible and inclusive of all members of the community	Comprehensive explanation of how the initiative is suitable, accessible and inclusive of all members of the community	Comprehensive explanation of how the initiative is suitable, accessible and inclusive of all members of the community	
Demonstrate support from local residents and business community	Little to no relevance to the local resident and business community	Moderate relevance to the local resident and business community –some demonstration of	Strong relevance to the local resident and business community – demonstration of	Strong relevance to the local resident and business community – demonstrated of	

		community support or explanation of relevance	community support or comprehensive explanation of relevance	community support and comprehensive explanation of relevance	
Demonstrate how performance of the initiative will be measured, including the performance targets which need to be met in order for the initiative to be considered a success. Outline method of measurement	Has not demonstrated an evaluation strategy. Outcomes not measurable	Has provided a brief evaluation strategy, but outcomes are not measurable	Has identified measurable outcomes able to be supported by data	Has an evaluation strategy with at least three measurable outcomes. Data collection methods have also been outlined	
Demonstrate the applicant's capacity to deliver proposed initiative within the specified period	Organisation has no experience delivering similar initiatives, has no other funding income, and is unlikely to be able to deliver the initiative	Organisation has some capacity although doubts remain about ability to deliver the initiative	Organisation has strong capacity to deliver the initiative	Organisation has a history of delivering similar initiatives, has other funding sources, and has strong capacity to deliver the initiative	
The project / initiative aligns with the Town's Strategic Community Plan 2017-32 objectives and priorities	Has not demonstrated alignment with any of the Town's Strategic Community Plan 2017-2032 objectives and priorities	Has provided a brief outline of project alignment with one of the Town's Strategic Community Plan 2017-2032 objectives and priorities	Has identified alignment with one or more of the Town's Strategic Community Plan 2017-2032 objectives and priorities	Has identified and demonstrated alignment with at least four of the Town's Strategic Community Plan 2017-2032 objectives and priorities	
				Total score	**/ 28**

Grant Assessment Criteria		**Score**
i.	Outline of the funding required and how it is intended to be spent	/ 4
ii.	Outline how the initiative will directly contribute to the Town of Victoria Park community	/ 4

iii.	Outline how the initiative is suitable, accessible and inclusive of all members of the community	/ 4
iv.	Outline how the initiative will provide opportunities for local residents and businesses to be involved	/ 4
v.	Demonstrate how the performance of the initiative will be measured, including the performance targets which need to be met in order for the initiative to be considered a success. Outline method of measurement	/ 4
vi.	Demonstrate the applicant's capacity to deliver proposed initiative within the specified period	/ 4
vii.	Demonstrate how the project / initiative aligns with one or more of the Town's Strategic Community Plan 2017-32 objectives and priorities	/ 4
	Total	**/ 28**

A minimum score of ≥ 22 is required in order to obtain the requested funding. Where scores less than 22 are achieved, the applicant is encouraged to request assistance and resubmit in line with the table below:

Score	**Available Assistance**	**Application**
22 - 28	No assistance needed	Grant application approved
18 - 21	Panel to provide guidance – areas to improve / additional information required	Applicant to provide the additional information required / resubmission of application with additional supporting information
< 17	Panel to provide high level feedback	Applicant to review validity of the grant application / withdraw grant application

Creative Art Grant - Assessment Matrix

Applications for Creative Art Grants will be assessed against the following criteria. Applications which provide detailed information and justification addressing the grant criteria will be considered more favourably by the assessment panel.

Grant Assessment Criteria	1	2	3	4	Score
Outline of the funding required and how it is intended to be spent	No explanation of the funding required and/or how the funding will be spent	Some explanation of the funding required and/or how it is intended to be spent	A detailed explanation of the funding required and how its intended to be spent	A detailed explanation of the funding required and how it is intended to be spent including an itemised breakdown of the expenditure and estimated timeframes	
Outline how the initiative will directly contribute to the Town of Victoria Park community	Little to no explanation of how the initiative contributes to Town of Victoria Park community	Provides some explanation of the initiative and how the it will have a positive impact Town of Victoria Park community	Provides a clear outline of how the initiative will have a positive impact on the Town of Victoria Park community with a clear link to an evaluation strategy	Provides a clear outline of how the initiative will have a positive impact on the Town of Victoria Park community, with clear alignment to the strategic community plan	
Outline how the initiative is suitable, accessible and inclusive of all members of the community	Little to no explanation of how the initiative is suitable, accessible and inclusive of all members of the community	Some explanation of how the initiative is suitable, accessible and inclusive of all members of the community	Comprehensive explanation of how the initiative is suitable, accessible and inclusive of all members of the community	Comprehensive explanation of how the initiative is suitable, accessible and inclusive of all members of the community	
Demonstrate support from local residents and business community	Little to no relevance to the local resident and business community	Moderate relevance to the local resident and business community –some demonstration of community support or explanation of relevance	Strong relevance to the local resident and business community – demonstration of community support or comprehensive explanation of relevance	Strong relevance to the local resident and business community – demonstrated of community support and comprehensive explanation of relevance	
Demonstrate how performance of the initiative will be measured, including the	Has not demonstrated an evaluation strategy. Outcomes not measurable	Has provided a brief evaluation strategy, but outcomes are not measurable	Has identified measurable outcomes able to be supported by data	Has an evaluation strategy with at least three measurable outcomes.	

performance targets which need to be met in order for the initiative to be considered a success. Outline method of measurement				Data collection methods have also been outlined	
Demonstrate the applicant's capacity to deliver proposed initiative within the specified period	Organisation has no experience delivering similar initiatives, has no other funding income, and is unlikely to be able to deliver the initiative	Organisation has some capacity although doubts remain about ability to deliver the initiative	Organisation has strong capacity to deliver the initiative	Organisation has a history of delivering similar initiatives, has other funding sources, and has strong capacity to deliver the initiative	
The project / initiative aligns with the Town's Strategic Community Plan 2017-32 objectives and priorities	Has not demonstrated alignment with any of the Town's Strategic Community Plan 2017-2032 objectives and priorities	Has provided a brief outline of project alignment with one of the Town's Strategic Community Plan 2017-2032 objectives and priorities	Has identified alignment with one or more of the Town's Strategic Community Plan 2017-2032 objectives and priorities	Has identified and demonstrated alignment with at least four of the Town's Strategic Community Plan 2017-2032 objectives and priorities	
				Total score	**/ 28**

Grant Assessment Criteria		**Score**
i.	Outline of the funding required and how it is intended to be spent	/ 4
ii.	Outline how the initiative will directly contribute to the Town of Victoria Park community	/ 4
iii.	Outline how the initiative is suitable, accessible and inclusive of all members of the community	/ 4
iv.	Outline how the initiative will provide opportunities for local residents and businesses to be involved	/ 4

v.	Demonstrate how the performance of the initiative will be measured, including the performance targets which need to be met in order for the initiative to be considered a success. Outline method of measurement	/ 4
vi.	Demonstrate the applicant's capacity to deliver proposed initiative within the specified period	/ 4
vii.	Demonstrate how the project / initiative aligns with one or more of the Town's Strategic Community Plan 2017-32 objectives and priorities	/ 4
	Total	**/ 28**

A minimum score of ≥ 22 is required in order to obtain the requested funding. Where scores less than 22 are achieved, the applicant is encouraged to request assistance and resubmit in line with the table below:

Score	Available Assistance	Application
22 - 28	No assistance needed	Grant application approved
18 - 21	Panel to provide guidance – areas to improve / additional information required	Applicant to provide the additional information required / resubmission of application with additional supporting information
< 17	Panel to provide high level feedback	Applicant to review validity of the grant application / withdraw grant application

Healthy Communities Grant - Assessment Matrix

Applications for Healthy Community Grants will be assessed against the following criteria. Applications which provide detailed information and justification addressing the grant criteria will be considered more favourably by the assessment panel.

Criteria	Max points	Scoring	Points scored	Comment
1.0 The applicant organisation and the event/activity align with the Town's mission, vision & corporate values.	5	Fully aligned - 5	/5	

Vision: a dynamic place where people want to be. ***Mission:*** *Social* – To create connected, safe and inclusive places for everyone. *Economic* – To create diverse, resilient and prosperous places for everyone. *Environment* – To create liveable, healthy and green places for everyone. *Leadership* – To communicate with, empower and support citizens. ***Values:*** Caring, Daring, Exciting, Honest and, Open • No conflict between the mission, vision and values of the sponsored agency and those of the sponsor. • The project must be consistent with the Sponsorship Policy objectives (building strategic partnerships; enhancing the town image; and, economic vibrancy).		Fairly aligned - 3 Not aligned - 0 To qualify, the application must pass this criterion, (score a minimum of 50%)		
2.0 The activity must advance the Town's Strategic Community Plan 2017-22 objectives and priorities. The extent to which the event/program contributes to building one or more of the following: • The local economy and businesses; • Tourism and attracting visitors; • The Town's image and reputation; • Activating places and precincts; • Strategic and sustainable relationships and partnerships; • Arts and cultural development; • Community capacity building and wellbeing; and, • Environmental sustainability.	10	Objectives are well addressed - 10 Fairly addressed - 5 Minimally addressed - 2 Not addressed - 0 To qualify, the application must score a minimum of 50% on this criterion.	/10	

3.0 The extent to which the activities and outcomes reach the Town's target markets. • There is a clearly demonstrated need for the event, program, activity. • The audience, involvement, or participation should reach one or more of the Town's target markets: o Visitors and tourists; o Business community; o Arts industry; o Community groups and organisations; o Economic advocacy groups. o Youth development (16-24 years) with economic imperative; or, o Indigenous economic participation. • Encourages involvement of Victoria Park businesses and community. • Applies principles of access and inclusion for all persons. • Requests for sponsorship should be for an event, program, activity located within the Town of Victoria Park district (or if outside, it delivers benefits for the Victoria Park community) and one which provides a significant return to the general and/or business community.	15	Reach to priority markets is: Excellent - 20 Very good - 15 Good - 10 Fair - 7 Poor - 3	/15	
4.0 The extent to which significant outcomes and benefits are returned to the Town, by the event, program, activity. **The extent to which the event program, activity demonstrates sufficient tangible benefits for the Town, its residents and/or local businesses, to warrant The Town entering into a formal Agreement with the applicant. That is, there is a satisfactory 'return on investment' for the level of sponsorship provided by the Town?**	40	For the level of sponsorship funds the outcomes, benefits and return to the Town is: Very significant return - 40 *(In the 'Positive exposure' area plus 2 other areas)*	/40	

The project demonstrates **positive exposure f**or the Town and its corporate brand and enhances the image and reputation of the town, locally and regionally, through: • Profile and reputation of the event, program, activity and applicant. • Naming rights; participation at launch. • Promotion – digital marketing, media releases, social media, forums, promotional display, merchandise distribution. • Advertising opportunities – newsletters, radio, publication. • Logo on event/program materials, website, local advertising, signage. • Public Relations. Promotes **economic development** • Increases the number of events in the Town. • Increases the number of new and return visitors. • Promotes tourism. • Activates places and precincts. • Attracts and promotes business, business innovation & business events. • Increases positive Town interaction with traders; supporting street events. • Provides opportunity for local businesses to get involved in the event/activity. • Creates investment attraction. • Benefits local businesses from increased walk through traffic. Promotes the **arts and cultural development** • Builds local arts economy/ arts businesses. • Develops unique cultural tourism. • Builds Victoria Park's cultural character. • Attracts and develops professional artists.		Significant return - 30 *(In the 'Positive exposure' area plus 1 other area)* Very good return - 20 *(Return in 2 areas)* Acceptable return - 10 *(Return provided in 1 substantial area)* No return - 0 To qualify, the application must pass this criterion, (score a minimum of 50%)		

• Provides cultural celebration or community recreation. Builds **community capacity and wellbeing and enhances lifestyle** • Builds the capacity of community organisations. • Encourages learning and skill development. • The event, program, activity builds relationships, connections and partnerships, thereby strengthening Victoria Park community groups and organisations, coming together in endeavour. • Provides digital based training and enhances digital access. • Addresses accessibility of the event, program, activity for all persons, enhancing social inclusion, cultural diversity and harmony. Promotes **environmental sustainability** • Demonstrates environmentally sustainable practices for the event, program, activity such as, water usage, waste disposal, protection of the asset and surrounds. • Promotes increased use of underutilised spaces. Builds **strategic and sustainable partnerships** and relationships. • Influences major stakeholders and developers. • Builds relationships amongst those in the arts industry. • Builds the relationship and sharing, with the University. • Strengthens business and cultural connections. The event or activity, empowers the community and promotes community wide **engagement, and participation**. • Encourages community involvement as audience and participants, the majority being Town of Victoria Park residents and rate payers. • Encourages volunteer involvement.				

5.0 The extent to which the event, program, activity provides a "value added" component, leveraging opportunities, or additional opportunities for the Victoria Park community. • The proposal contains a 'value added' activity component that delivers benefits, additional to the prescribed direct benefits, into the Victoria Park community. • The proposal provides opportunities for the Town to leverage additional funding. • Where the Town of Victoria Park sponsorship is for supporting a particular product, the Town has evaluated that product for its 'fitness for purpose' against objective criteria that are relevant to the Town's needs.	5	Additional opportunities for leverage are: Excellent - 5 Very good - 4 Good - 3 No opportunity - 0	/5	
6.0 The extent to which the management, budget and operations of the event, program, activity, promote safe and successful completion of the project. • An innovative and creative approach is used in carrying out the event, program, activity. • A well planned and achievable event, program, activity, is outlined in an event/project plan, which contains: o aims and measurable objectives; o key activities and milestones; o clear and detailed timelines; o demonstrating the proposal can be delivered successfully. • A realistic and achievable budget is presented, together with suitable facilities and resources provided.	10	Project management and organisation are: Excellent - 10 Very good - 7 Good - 5 Fair - 4 Poor - 2 To qualify, the application must pass this criterion, (score a minimum of 50%)	/10	

• A project evaluation plan is provided against which to measure results. • It is an event, program, activity that works in partnership with community or business organisations. • Safety and security are ensured and emergency services have been put in place. • A fee affordable entry (if applicable) is established. • Approved licenses and permits have been obtained. • Signage has been planned to maximise the Town of Victoria Park brand exposure. • Evidence is provided of adherence to waste reduction practices. • Evidence is provided of compliance with the Disability Services Act, by referring to the document 'Accessible Events: A guide for Organisers' found at the WA Disability Services Commission website.				
7.0 Applicant experience and applicant suitability to deliver results. **The extent to which the applicant has the capability to deliver the event, program, activity, to meet the Town's requirements.** • The applicant has demonstrated it has the organisational and financial capacity to manage and carry out the event, program, activity.	10	Excellent capability - 10 Very good - 8 Good - 6 Fair - 4	/10	

• The applicant has the ability to obtain additional resources if the Town's sponsorship forms only part of the funding required. • There is community/key stakeholder agreement, support and appropriate involvement in the activity. • A risk management assessment has been undertaken to determined risks posed, if they are acceptable and can be managed. • Assessment of the applicant and activity reveal no potential or actual conflict between the applicant and the Town.		Poor - 1 To qualify, the application must pass this criterion, (score a minimum of 50%)		
8.0 Sustainability of results. **The event, program, activity has the potential to establish positive long term outcomes and long term value for the Town, residents and/or businesses.** • There is an identified means by which the proposed event, program, activity can be sustained after the funding period ceases. • A realistic and achievable budget is presented. • The event, program, activity is safe for participants and the public. • The proposed event, program, activity will not provide a service currently available through a Government program. • The overall arrangement between the Town and the applicant is determined to be both suitable and feasible and all resources needed have been determined. • The sponsorship opportunity represents good value for money.	5	Long term value is: Excellent - 5 Good - 3 Poor - 1	/5	

Total	**100**			

Town Teams Grant - Assessment Matrix

Applications for Town Team Grants will be assessed against the following criteria. Applications which provide detailed information and justification addressing the grant criteria will be considered more favourably by the assessment panel.

Grant Assessment Criteria	1	2	3	4	Score
Outline how the initiative will directly contribute to the Town of Victoria Park community	Little to no explanation of how the initiative contributes to Town of Victoria Park community	Provides some explanation of the initiative and how the it will have a positive impact Town of Victoria Park community	Provides a clear outline of how the initiative will have a positive impact on the Town of Victoria Park community with a clear link to an evaluation strategy	Provides a clear outline of how the initiative will have a positive impact on the Town of Victoria Park community, with clear alignment to the strategic community plan	
Outline how the funding will be used to work collaboratively	Little to no explanation of how the initiative collaborative	Some explanation of how the initiative is collaborative	Comprehensive explanation of how the initiative collaborative	Comprehensive explanation of how the initiative is collaborative	
The project / initiative aligns with the Town's Strategic Community Plan 2017-32 objectives and priorities	Has not demonstrated alignment with any of the Town's Strategic Community Plan 2017-2032 objectives and priorities	Has provided a brief outline of project alignment with one of the Town's Strategic Community Plan 2017-2032 objectives and priorities	Has identified alignment with one or more of the Town's Strategic Community Plan 2017-2032 objectives and priorities	Has identified and demonstrated alignment with at least four of the Town's Strategic Community Plan 2017-2032 objectives and priorities	
Demonstrate the applicant's capacity to deliver proposed initiative within the specified period	Organisation has no experience delivering similar initiatives, has no other funding income, and is unlikely to be	Organisation has some capacity although doubts remain about ability to deliver the initiative	Organisation has strong capacity to deliver the initiative	Organisation has a history of delivering similar initiatives, has other funding sources, and has strong capacity to deliver the initiative	

	able to deliver the initiative				
				Total	**/100**

Grant Assessment Criteria		**Score**
i.	Outline how the initiative will directly contribute to the Town of Victoria Park community	/ 40
ii.	Outline how the funding will be used to work collaboratively	/ 25
iii.	The project / initiative aligns with the Town's Strategic Community Plan 2017-32 objectives and priorities	/ 25
iv.	Demonstrate the applicant's capacity to deliver proposed initiative within the specified period	/ 10
	Total	**/ 100**

Urban Forest Strategy Grant - Assessment Matrix

Applications for Urban Forest Strategy Grants will be assessed against the following criteria. Applications which provide detailed information and justification addressing the grant criteria will be considered more favourably by the assessment panel.

Grant Assessment Criteria	**1**	**2**	**3**	**4**	**Score**
Project costs Successful projects will represent "good value for money" in both their implementation and ongoing maintenance.	No explanation of the funding required and/or how the funding will be spent for project implementation and ongoing maintenance.	Some explanation of the funding required and/or how the funding is intended to be spent through project implementation and maintenance.	A detailed explanation of the funding required and how it's intended to be spent through project implementation and maintenance. Project	A detailed explanation of the funding required and how it is intended to be spent including an itemised breakdown of the expenditure, estimated timeframes	/4 /4 /4 /4

			"good value for money" demonstrated.	and good value for money.	
Community support Projects should have community support and can directly involve members of the community. Projects will have strong social outcomes and communicate the value of the urban forest.	Little to no explanation of how the project outcomes are supported and /or involves community members.	Provides some explanation of how the project outcomes are supported and /or involves community members.	Provides a detailed explanation of how the project outcomes are supported by and includes community members.	Provides a detailed explanation of how the project outcomes are supported by and community inclusive to deliver strong social outcomes and the benefits of the Urban Forest.	/4 /4 /4 /4
Place impact The scale to which the project positively influences the experience of a place will be considered when determining the grant.	Little to no explanation of how the project positively influences the experience of place.	Some explanation of how the project will positively influence the experience of place.	Detailed explanation of how the project will positively influence the experience of place.	Comprehensive explanation of how the project positively influences the experience of place for the benefit of community.	/4 /4 /4 /4
UFS targets The project's contribution to the UFS overall objective for a 20% canopy coverage will be considered.	Has not demonstrated how the project will contribute to the Town's Urban Forest Strategy objective of 20% canopy coverage.	Has provided a brief outline of how the project will contribute to the Town's Urban Forest Strategy objective of 20% canopy coverage.	Has provided a detailed explanation of how the project will contribute to the Town's Urban Forest Strategy objective of 20% canopy coverage.	Has provided a comprehensive and measurable explanation of how the project will contribute to the Town's Urban Forest Strategy objective of 20% canopy coverage.	/4 /4 /4 /4
Environmental services The ability for the project	Has not demonstrated the projects ability to provide	Has provided a brief outline of the projects	Has provided a detailed explanation of the projects	Has provided a detailed explanation of	/4 /4

to provide environmental services will be considered, particularly for improvements in water management, soil health, biodiversity and ecology.	environmental services for positive improvements in water management, soil health, biodiversity and ecology.	ability to provide environmental services for positive improvements in water management, soil health, biodiversity and ecology.	ability to provide environmental services for positive improvements in water management, soil health, biodiversity and ecology.	the projects ability to provide environmental services for positive improvements in water management, soil health, biodiversity and ecology. Measurable outcomes and Data collection methods have also been outlined.	/4 /4
Health outcomes Mental health, physical activity, air and water quality are positively affected by the urban forest. Projects will be considered for the positive contribution they make to health outcomes.	Has not demonstrated how the project will make a positive contribution to health outcomes.	Has provided a brief outline of the projects ability to contribute positively to health outcomes	Has provided a detailed explanation of the projects ability to contribute positively to health outcomes including Mental health, physical activity, air and water quality.	Has provided a detailed explanation of the projects ability to contribute positively to health outcomes including Mental health, physical activity, air and water quality. Measurable outcomes and Data collection methods have also been outlined.	/4 /4 /4 /4
				Total score	**/24**

Urban Forest Grant Assessment Criteria		**Score**
i.	Outline of the funding required, including representation of "good value for money" in project implementation and ongoing maintenance	/ 4
ii.	Demonstrate how the project is supported by and inclusive of community members, contributing to social outcomes for the Town of Victoria Park community	/ 4

iii.	Demonstrate positive place impact	/ 4
iv.	Demonstrate how the project aligns to and will contribute to the Town's overall Urban Forest objective for a 20 % canopy coverage	/ 4
v.	Demonstrate how the project will provide environmental services	/ 4
vi.	Demonstrate how the project will contribute to health outcomes	/ 4
	Total	**/24**

A minimum score of ≥ 20 is required in order to obtain the requested funding. Where scores less than 20 are achieved, the applicant is encouraged to request assistance and resubmit in line with the table below:

Score	**Available Assistance**	**Application**
18- 24	No assistance needed	Grant application approved
14- 18	Panel to provide guidance – areas to improve / additional information required	Applicant to provide the additional information required / resubmission of application with additional supporting information
< 14	Panel to provide high level feedback	Applicant to review validity of the grant application / withdraw grant application

Policy number	Policy 114
Policy title	Community funding
Strategic outcomes supported	CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community. S3 – An empowered community with a sense of pride, safety and belonging

Policy objective:

This policy aims to ensure the success and prosperity of the Town's community while ensuring transparency of funding decisions and accountability of those parties receiving funding.

Policy scope:

This policy applies to any eligible party seeking funding from the Town through the following programs;

- Community grants program
- Donations
- Operating subsides (including peppercorn lease)
- Rebates
- Sponsorship

Policy definitions:

The following definitions apply within this policy:

auspice organisation means legal entity which must take responsibility for applying, receiving, holding, administrating and acquitting against a grant or funding on behalf of an unincorporated organisation or individual.

business means a registered trading business

business group means a group of two or more local businesses who work in partnership

community grants program includes any grant program which is open to the local community and residents in return for social outcomes at an individual and community level

cost-benefit ratio relates to social benefits and outcomes achieved at an individual and community level being greater than the totality of funding and support provided by the Town. The funding recipient will be required to attribute a cost against the operational service delivery cost required to achieve the social benefits and outcomes.

cost-effectiveness analysis means the comparison of two similar programs or services taking into consideration cost and resourcing against the benefits and outcomes anticipated to be achieved or achieved. A cost-effectiveness analysis helps to determine which 'applicant' should receive funding/ resources based upon;

a. the greatest potential impact at an individual and community level informed through a cost-benefit ratio.
b. Should sufficient funds be available Council may elect to approve two or more similar operating subsides

donation means a financial gift to an eligible party

economic efficiency is when goods and services that are produced are the ones that are most valued by society, produced at least cost and allocated to those who value them most highly. Economic efficiency comprises;

a. allocative efficiency- allocating resources to their most productive use;
b. technical efficiency- providing goods and services at least cost; and
c. dynamic efficiency- ensuring that investments are optimal over the long-term (three year maximum contracts) in both their timing and location

established and solvent means;

a. operating a business for all or part of the income year
b. cash reserve and/or guaranteed income to cover three months worths of operating costs at any time
c. has an aggregated turnover less than $10 million annually
d. has demonstrated capacity to deliver upon Funding Agreements

funding agreement means a contract entered into by the Town and funding recipient which stipulates obligations inclusive of, deliverables, reporting requirements, roles and responsibilities, termination of funding and funding period.

incorporated association means an association, as defined by the *Associations Incorporation Act 2015 (WA)*, inclusive of any association, society, club, institution, community group or body formed or carried on for a lawful purpose. All profits made by the association must be used to benefit the association or, in the case of a charity, the beneficiaries of that charity, and not for the gain of its individual members.

in-kind support means goods or services provided to eligible parties by the Town. Such as fee waiver for the use of the Town's facilities and services, inclusive of parks, reserves or equipment; or support inclusive of but not limited to cross-promotion through social media platforms and production of marketing material. In-kind support will be attributed a monetary value and considered within the totality of funds provided by the Town to the eligible party.

intervention means a program, service or initiative

operating subsidy means a cash payment or peppercorn lease made to an eligible party to support its sustainable operating capacity to deliver programs, support and services to the local community, capped at 50% of total operating costs.

party means any person, community group, business group, organisation or other, applying for funding from the Town.

peppercorn lease means a subsidised nominal rental amount which is significantly below the market valuation. Thus forfeiting revenue in return for social benefits for the community (to be informed by cost-benefit ratio)

program means an intervention, event, initiative, or service delivered by a party to a specific community cohort or the general community

rebate means a financial reimbursement of the expenditure of funds, to an eligible party, excluding rate rebates or concessions

social enterprise (also referred to as business) means;

a. a small business that is led by an economic, social, cultural or environmental mission consistent with a public or community benefit

b. derive a substantial portion of their income from trade
c. reinvest the majority of their profits/ surplus in the fulfilment of their mission.

sponsorship means a commercial arrangement in which a sponsor provides a contribution in money and or in-kind support, 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.

sustainable operating capacity means the capacity of an organisation to remain financially viable over a long-term period through diverse revenue and funding streams which meet the full cost of services delivery, attract and retain human capital, and manage operational risks

town team/ place-based group means a group of residents, businesses and landowners working collaboratively to improve their local neighbourhood.

Policy statement:

1. The Town will administer funding programs to support the resilience of the community.

2. Funding programs are subject to an annual budget approval process. The Town reserves the right to withhold the administration or availability of any of the following funding programs based upon the long term and annual financial position of the Town.

3. Any party wishing to apply for funding must have Public Liability Insurance of $10million (with the exception of rebates and donations)

4. The Town reserves the right to deny funding to any party should the proposed program or initiative or party conflict with the Town's Vision, Mission or Values, or bring the Town's brand or reputation into disrepute, or at its discretion.

Ineligiblity criteria

5. Unless otherwise stated, the following ineligibility criteria applies to all funding programs contained with this policy. Additional ineligibility criteria will be noted under each funding program. Applicants will be ineligible whereby the;

    a. applicant has an outstanding debt to the Town
    b. applicant has failed to submit a satisfactory acquittal for a previous Town funding program
    c. application is submitted retrospectively i.e. after a project, activity and/or program has already taken place
    d. applicant has failed to comply with the operational Terms and Conditions of the funding program being are applying for
    e. applicant is a Town employee, Elected Member or their closely associated persons as per the Local Government Act.

Community Grants Program

6. The community grants program will 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.

Grant funding programs

7. The Community Grants program is comprised of a range of community grant programs capped at $10,000 ranging from, but not limited to;

a. Community grants;
b. Community safety;
c. Creative arts;
d. Healthy communities;
e. Town team grants; and
f. Urban forest strategy grants

Aims

8. The aims of the Town's Community Grants Program are to:

a. complement and achieve the Town of Victoria Park's strategic objectives;
b. provide financial assistance to the community to develop and implement projects, activities and programs that enhance the wellbeing of the community;
c. 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;
d. facilitate fair, transparent and equitable distribution of community resources and programs through the Town; and
e. increase participation and accessibility to a range of quality and innovative programs and activities for the residents of the Town.

Eligibility:

9. Applicants will be eligible for a grant where the party is one of the following;

a. an incorporated nor-for-profit organisation;
b. community group or clubs;
c. artist
d. resident association
e. town team/ place-based group
f. parents and citizen (P&C) and parents and friends (P&F) associations;
g. schools (only for projects falling outside the Department of Education responsibilities);
h. social-enterprise
i. local residents applying for Safer Neighbourhood grants; and
j. an individual wishing to seek a grant through an auspice organisation;

Approval process:

10. The Chief Executive Officer will be responsible for the operational management of the funding program.

~~10.~~11. The CEO shall establish a panel of no less than three members to assess all eligible applications received. The panel will assess applications against the requirements and Assessment Criteria laid out in this policy and the relevant management practice.

~~11.~~12. Funding rounds will be tailored to the specific community grants program, and detailed in Practice 114.1 Community grants which is to be made publically available.

~~12.~~13. The Town may choose to receive public recognition from the grant recipient, through means as deemed appropriate by the Town; and

~~13. Applications which exceed the capped value of grants program will be referred to Council for determination where deemed appropriate by Administration, and dependent upon available funding as endorsed in the annual budget.~~

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14. The Town will be responsible for receiving community grants applications and making a recommendation to Council for consideration

Donations:

~~14.~~15. The donations program will support the local community through an annual financial assistance program.

~~15.~~16. Donations will be for the provision of charitable purposes or services; or to support individual or group achievement at a state, national or international level of competition; and

~~16.~~17. The Town reserves the right to request a profile of the donation recipient including what the funds will be or have been used for.

Aims

~~17.~~18. The aims of the Town of Victoria Park's Community Donations Program are:

a. To complement the Town of Victoria Park's strategic objectives;
b. The support the following three (3) categories through financial assistance:

Sporting Activities

i. To support local residents who reside within the Town aged between 12- 25 years to participate within their sporting discipline at a national or international level
ii. Applicants must produce a letter of selection from their state sporting association or national body

Youth Leadership and Development

iii. To support individuals aged between 12-25 years nominated to undertake a youth leadership or development course delivered by a recognised organisation for personal and/ or professional development
iv. Applicants must demonstrate a letter of offer to undertake the personal or professional development

School Welfare

v. Maximum of two applications per school, per financial year, to support the welfare of students and families requiring assistance with educational fees or items.
vi. The school must submit the application on behalf of the student/ family.

Approval process:

~~18.~~19. Dependent upon annual budget approval, funding will be available year round, or until funds have been expended.

~~19.~~20. The Chief Executive Officer will be responsible for operationalising and administering the Donations program in accordance with Practice 114.2 Donations, which is to be made publically available.

Sponsorship

~~20.~~21. The objective of the Sponsorship program is to maximise opportunities for collaboration/partnerships between the Town and the community.

Aims:

~~21.~~22. The aims of the Sponsorship program are:

a. To complement the Town's strategic objectives;
b. To increase economic vibrancy by raising the profile of the Town/achieving the Town's marketing and communications objectives; and
c. To build relationships with key stakeholders.

Eligibility

~~22.~~23. The following parties are eligible to apply for Town Sponsorship;

a. An established and solvent commercial business or operator
b. An established and solvent incorporated community group

Ineligibility

~~23.~~24. In addition to the ineligibility clause (#) applicants will be ineligible for sponsorship if they meet any of the following:

a. An applicant cannot receive both a sponsorship and a community grant in the same financial year;
b. The applicant has already received a grant in that financial year from the Town;
c. The applicant is insolvent;
d. An applicant is in legal or financial conflict with the Town;
e. The applicant connects the Town with a political party or lobby group.

Approval process:

~~24.~~25. Dependent upon annual funding approval, funding will be released in two rounds per year and publically advertised.

~~25.~~26. Sponsorship can be administered in the form of cash, in-kind support, or a combination of the both.

27. The Chief Executive Officer will be responsible for operationalising and administering the Sponsorship program in accordance with Practice 114.3 Sponsorship, which is to be made publically available.

28. The Town will be responsible for receiving Sponsorship applications and making a recommendation to Council for consideration

~~26.~~29.

~~27.~~30. Successful applicants will be required to provide the Town with a satisfactory acquittal demonstrating cost and benefit analysis.

~~28.~~31. Should the acquittal process be deem unsatisfactory, the Town reserves the right to request the full reimbursement of funds.

Operating subsidy

~~29.~~32. The Operating subsidy program will support the operating capacity of eligible parties to deliver meaningful interventions, programs and services to the community.

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Aim:

~~30.~~33. To ensure economic efficiency, accountability and transparent financial management of funds by the Town, inclusive of in-kind support, cash and peppercorn lease.

Eligibility:

~~31.~~34. Applicants must met the following;

a. must be an established and solvent incorporated not-for-profit organisation or social enterprise
b. the mission/ purpose of the organisation or social-enterprise must be of a sporting or recreational, cultural or community service focus;
c. the mission / purpose will be stated in the organisations constitution, details of incorporation or similar statement of purpose;
d. operating subsidy request is based upon industry benchmarked standard costs of operation;
e. the impact of the operating subsidy upon competition and economic efficiency are minimised as far as practicable and evidenced by the applying party

Ineligibility:

~~32.~~35. Applicants will be ineligible for an Operational Subsidy where the;

a. eligibility criteria is not met;
b. applicant does not operate within the Town from a rateable premise;
c. applicant has previously breached a requirement of a lease or licence with the Town and failed to rectify the breach to the satisfaction of the Town; and
d. applicant is insolvent;

Approval Process:

~~33.~~36. The Chief Executive Officer will be responsible for operationalising and administering the Sponsorship program in accordance with Practice 114.4 Operating subsidies, which is to be made publically available.

~~34.~~37. Dependent upon annual budget approval, the Operating Subsidy Program will be advertised publically with one founding round open per year.

~~35.~~38. Operating subsidies will be capped at 50% of total operating costs, inclusive of cash, in-kind support relating to subsided rental value of the lease/ licence forfeited under a peppercorn lease.

~~36.~~39. The Town will be responsible for receiving operating subsidy applications and making a recommendation to Council for consideration.

~~37.~~40. Applications will be assessed against cost benefit ratio aligned to the Town's Strategic Community Plan outcomes.

~~38.~~41. In the instance where two or more applicants apply for an operating subsidy to deliver similar services, a cost-effectiveness analysis (CEA) will be undertaken to ensure the most efficient use of rate payers funds.

~~39.~~42. Should sufficient funds be available Council may elect to approve two or more similar operating subsides.

~~40.~~43. Three (3) year recurrent Funding Agreements will be entered into with the successful applicant.

~~41.~~44. Consumer Price Index Perth all Groups will be applied annually the life of the funding contract

42.45. Successful applications will be required to provide quarterly 'output reports' and an annual 'outcome report' to the Town, to be used by the Town as the Town deems fit.

43.46. The annual outcome report must demonstrate cost-benefit ratio in return for the operating subsidy.

44.47. The Town reserves the right to terminate a Funding Agreement upon unsatisfactory annual outcomes reported in an acquittal and or report.

45.48. Should the acquittal process be deem unsatisfactory, the Town reserves the right to request the full reimbursement of funding provided.

46.49. The Town reserves the right to incrementally decrease funding per year to promote sustainable operating capacity, should the financial position of the funding recipient change.

47.50. The eligibility criteria, reporting and acquittal process will be made publically available on the Town's website.

Rebates

48.51. The rebates programs relates to the following funding programs:

a. Adopt-a-verge
b. CCTV
c. Security Incentive scheme
d. Street meet and greet

Adopt-a-verge

49.52. The 'Adopt-a-Verge' program supports residents to transform the verge areas in their street into beautiful native gardens, with the assistance of the Town of Victoria Park. A verge is considered to be the area between the road and your property.

Aims

50.53. The aims of the Adopt-a-Verge program are to

a. Reduce water use;
b. Increase Biodiversity; and
c. Promote aesthetically pleasing verges

Eligibility

51.54. Local residents are eligible for an adopt-a-verge rebate

Ineligibility

52.55. The following parties are ineligible for an adopt-a-verge rebate;

a. Commercial or industrial properties; and
b. Property developers

CCTV Partnership Program

Aims

~~53.~~56. To assist private residences, businesses or community groups to install an effective CCTV system and create a partnership between the applicant, WA Police Force, and the Town to address crime and safety problems through visual surveillance.

Eligibility

~~54.~~57. Any property owner, resident, business or community group in the Town is eligible to apply for funding of half up of the total project cost, per project (refer to management practice for caped amount)

Ineligibility

~~55.~~58. The following parties are ineligible to join the CCTV Partnership Program

a. State or Federal government agencies
b. Properties outside the Town of Victoria Park

Security Incentive Scheme

Aims

~~56.~~59. To support residents in taking an active role to deter burglaries

Eligibility

~~57.~~60. Any local property owner, resident, business or community group in the Town

Ineligibility

~~58.~~61. The following parties are ineligible to for a Security Incentive Scheme rebate

a. State or Federal government agencies
b. Any party that has already received their maximum rebate under the Security Incentive Scheme for the financial year
c. Any party that does not comply with the operational Terms and Conditions of the program

Street Meet n Greet

Aims

~~59.~~62. To empower community members to deliver local street events throughout the Town.

Eligibility

~~60.~~63. Any resident, business or community group in the Town is eligible to apply.

Ineligibility

~~61.~~64. The following parties are ineligible for a Street Meet n Greet rebate

a. State or Federal government agencies
b. Properties outside the Town of Victoria Park
c. Any party with a current outstanding debt with the Town
d. Any event that does not target local street neighbours as the focus of the event
e. Any party that does not comply with the operational Terms and Conditions of the program

Related documents

Practice 114.1 Community grants
Practice 114.2 Donations
Practice 114.3 Sponsorship by the Town
Practice 114.4 Operating subsidies
Practice 114.5 Rebates

Responsible officers	Community Development Coordinator
Policy manager	Manager - Community
Approval authority	Council
Next evaluation date	

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted		Council		



Amendments					
No	Date	REVISION	By	App'd	
0	06/20	FOR COMMENT ONLY			

TOWN OF VICTORIA PARK

TOWN OF VICTORIA PARK
99 SHEPPERTON ROAD, VICTORIA PARK

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DESIGNED	06/20	SCALE 1:1000 @ A1
DRAWN	06/20	DATUM
CHECKED	06/20	APPROVED
RECOMMENDED		

ROW 54, EAST VICTORIA PARK

AERIAL 2000 JANUARY

SHEET 1 OF 1
DRAWING No. E 10493
Job No.
A 1

12.8 Proposed Sale of 355-357 Shepperton Road, East Victoria Park

Location	East Victoria Park
Reporting officer	Jon Morellini
Responsible officer	Ben Killigrew
Voting requirement	Absolute majority
Attachments	1. Attachment 1 Albany Hwy Development Proposal [**12.8.1** - 17 pages] 2. Attachment 2 Public Submissions [**12.8.2** - 10 pages] 3. Attachment 3 Submission to TVP 20190926 [**12.8.3** - 9 pages] 4. Attachment 4 Woolworths Group Solar Energy Policy [**12.8.4** - 4 pages] 5. Attachment 5 Planning Comments [**12.8.5** - 3 pages] 6. Attachment 6 East Vic Park - Council Sale and Purchase Contract (Final -... [**12.8.6** - 51 pages]

Recommendation

That Council:

1. Receives the public submissions and notes the Officer's responses as contained at Attachment 2.
2. Approves the contract of sale for 355-357 Shepperton Road as contained at Attachment 6 being lot 30 on Diagram 10509, lot 488 on Plan 2609 and lots 131 and 132 on Deposited Plan 45782 for the value of $3,821,000 excluding GST.
3. Delegates the Chief Executive Officer and Mayor the authority to execute all necessary documentation under the Town's Common Seal, to effect the sale of 355-357 Shepperton Road, East Victoria Park to Fabcot Pty Ltd.
4. Notes the following obligations to be address in the proposed contract of sale to Fabcot Pty Ltd as part of the delivery of the site:
   i. installation of rooftop solar photovoltaic cells;
   ii. entry statement considerations on the corner of Albany Highway and Shepperton Road;
   iii. consideration of more iconic design principles in accordance with the Town of Victoria Park's relevant planning policies and guidelines at the Contract Date;
   iv. Allocation of circa 15 car parking bays which are accessible by the public at all times with the remainder of any car parking bays on the Property (number to meet the Town of Victoria Park's minimum car parking ratios) being publicly accessible during business hours, with free parking limited to 90 minutes;
   v. commitment to a 6 to1 ratio of new tree planting (minimum 100 litre tree size unless otherwise agreed by the Seller acting reasonably) to existing trees in the adjacent area owned by the Buyer and on the Property where possible in the local area and on the Property where possible;

vi. minimum four-star Green Star rating for the Development; and

vii. inclusion of a minimum of 4 electric car charging stations; and

viii. the Buyer to maintain its commitments under the publicly advertised Reconciliation Action Plan (RAP) while delivering and operating its business from the Property,

ix. A charge and caveat will be lodge following settlement in favour of the Town for the Buyer to achieve their obligations under the contract.

x. Access to Car Park – The Buyer acknowledges and agrees with the Seller that rights of access and car parking must be provided and maintained over the Car Park for the use by the general public at all times, 7 days a week 24 hours a day from the date of Settlement until the date of substantial commencement of the Development Works (Access Period) subject to the parties agreeing otherwise both acting reasonably.

5. Delegates the Chief Executive Officer and Mayor the authority to execute all necessary documentation under the Town's Common Seal in accordance with Section 58 and Section 87 of the Land Administration Act 1997, and Regulation 9 of the Land Administration Regulations 1998 to satisfy conditions precedent 2.3 (b).

6. Approves allocating the amount received for the sale of land, being $3,821,000 excluding GST, to the Land Asset Optimisation Reserve Fund.

Purpose

To consider public submissions on the proposed sale of 355-357 Shepperton Road, and to consider whether to proceed with the sale of the land in line with the negotiated contract of sale.

In brief

- At the 20 August 2019 Ordinary Council Meeting it was requested that the Chief Executive Officer presents a further report back to Council by November 2019 to consider any submissions received in response to the local public notice.
- An unsolicited bid for $3,821,000 excl GST on freehold land owned by the Town of Victoria Park was received from Fabcot Pty Ltd (a wholly owned subsidiary of Woolworths Limited) for 355 – 357 Shepperton Road, East Victoria Park, a Town owned carpark, who propose to build a large shopping centre with Woolworths as an anchor tenant and publicly accessible carpark on the Town owned site and adjoining sites which they control.
- As the land is included in the Land Asset Optimisation Strategy, a Business Case was prepared to determine if further consideration should be given to the Unsolicited Bid.
- A Business Case was provided to Elected Members which undertook analysis of the following options:
  a. Option 1: Do Nothing
  b. Option 2: Hypothetical Development (residential and commercial)
  c. Option 3: Ground Lease
  d. Option 4: Unsolicited Bid
  e. Option 5: Open Market Sale
  f.Option 6: Sale of Woolworths lots to ToVP and ToVP to Fund construction
- The recommended Option was Option 4 being the Unsolicited Bid. The value proposed at $3,821,000 excl GST was the highest resulting value and represented an appropriate outcome for the Town. The redevelopment proposed also represented an investment in the order of approximately $30M into

the Town's commercial and retail infrastructure, with approximately 90 jobs to be created during the construction phase and approximately 150 ongoing long-term employment opportunities along with urban renewal, streetscape upgrades, and a more secure and well-lit precinct. The resulting redevelopment will also deliver ongoing circa $200-250,000 in annual rates revenue to the Town.

- The revenue from the anticipated sale will be allocated to the Town's LAOS Reserve Fund to facilitate and continue to de constrain and de risk other LAOS land holdings and enable investment in future income generating opportunities.
- Two valuations were received one valuing the property at an adopted market value of $2.5M and the other at $3.61M excl GST. Both were less than the unsolicited bid. The lower value is likely to represent what the Town might achieve in the open marketplace from a sale. The value of the sale provides a strong commercial outcome for the Town in the current market and is above the valuation of the land.
- The purchaser has provided some very conceptual plans to show their intent to build, this is only a draft and is still required to go through a comprehensive formal Development Application process including consideration by the Town's Design Review Panel, the draft plans have been attached to this report.
- Fabcot Pty Ltd have contractual control of four adjoining properties fronting Albany Hwy which directly adjoins the Town owned properties. The potential purchaser wishes to buy and utilise the Town's landholdings in order to deliver a large commercial and retail complex with Woolworths as the anchor tenant.
- Combining the Town's land with the Fabcot controlled sites would allow the delivery of a more iconic development proposal with greater amenity compared to what currently exists, and what otherwise might be achieved with only the Albany Hwy frontage properties.
- The value provided in the unsolicited bid was also the preferred financial outcome which allowed a better design outcome for the strategic location, delivered jobs, economic stimulus, provided additional rates to the Town, and delivered funds for reinvestment opportunities. There is also a continuation of car parking for the community with an increase in the overall number of available car parking to the community (albeit with a proposed 90 minutes time restriction).
- There are currently circa 80 bays available for public use. Through the proposed conditions of sale the public will continue to have access to these 80 bays until such time as a redevelopment of the site may occur. Further, the proposed conditions of sale will require the landowner to make available for public use all car parking bays within any redevelopment of the site. Based upon the Fabcot draft concept plans attached (see Attachment 1), this anticipates circa 250 car bays for public use. The proposed contract of sale outlines that these circa 250 bays will be available free of charge for 90 minutes. An additional circa 15 bays are to be made accessible to the public at all times. In summary there will be significant increase in the number of free publicly accessible car bays, albeit these bays will be time restricted.
- As requested at the August Ordinary Council Meeting a further report was to be provided for November to include the contract of sale of 355-357 Shepperton Road, East Victoria Park which was to incorporate several recommended conditions. This contract is attached for Councils consideration.
- After the August Council approval, a public submission period was undertaken with 29 submissions received. These have been included as an attachment to this report with the officer's response provided (see Attachment 2).
- A large number of submissions which objected were on the basis on the loss of car parking spaces. In consideration of this the Town has negotiated a caveat on the land to achieve the approximate 250 bays in the proposed secure parking to be free for a limited 90 minutes to the general public. In

addition to these bays a further anticipated 15 bays which sit outside the secure parking will be provided to the Town to manage with the benefit provided by way of an easement.

Background

1. Since 2013 the Town's freehold property assets have been captured in the Land Assest Optimisation Strategy. This strategy was received and approved by Council with recommendation that any proposal in respect to Council owned or controlled property will be considered by Council on a case by case basis, with reference to the Land Asset Optimisation Strategy, Council Strategic Community Plan and Long Term Financial Plan.
2. The Land Asset Optimisation Strategy is a priority project for the Town of Victoria Park that will aim to deliver revenue diversification opportunities whilst enabling redevelopment proposals and act as a catalyst for regeneration or redevelopment of the Town's land assets.
3. 355-357 Shepperton Road, East Victoria Park was listed in the Land Asset Optimisation Strategy with the recommendation to 1) Meter this car park in the short term, and 2) Consider the redevelopment of portion of this property into the future for commercial use. This recommendation was derived by a Property Team comprised a multi-disciplinary representation of the Council's operations area and provided the means by which all operation areas of the Town could be considered with respect to each property under discussion.
4. The Land Asset Optimisation Strategy's strategic intent is to diversify income streams for the Town so that there is less reliance on rates for the Town.
5. The subject property located at 355-357 Shepperton Road is currently an unmetered car park. This car park currently has 80 car bays and services the immediate business surrounds mainly for customers. Within the area of a walkable distance there is adequate all-day parking in excess of this car parking facility. The adjoining properties which are currently subject to an acquisition process by Fabcot are also the main users of the carpark. At night the car park is not well utilised.
6. There are five trees within the Town owned land and several trees within the Shepperton Road road reserve, the trees will need to be removed or relocated during the delivery of the anticipated development, a condition of contract has been negotiated to mitigate this tree loss.
7. A draft development proposal has been received and is attached to this report. The draft development proposal has been discussed internally and consideration has been given to the location of the site and the potential of the development to be an entry statement for the Town
8. With the inclusion of the Town owned land it will allow a more considered development outcome with greater flexibility and will be able to give a more considered focus on a pedestrian orientated design rather than just a hard-commercial frontage.
9. The current planning scheme permits up to five storeys. Based upon the concept plans provided, there are concerns that the Shepperton Road elevation appears to be "back of house". Also given this is an important gateway to the Town any development should aim to address both Albany Hwy and Shepperton Road. These design considerations and others will form part of the statutory Development Application process and will include the Town's Design Review Panel input. With Initial viewing of the plans it appears that plot ratio and setback to Shepperton Road are matters likely to require discretion, however these are initial comments not based upon a comprehensive assessment of the concept plans.
10. The St James end of the Albany Hwy retail/commercial strip is slowly going through a regeneration. The area has long suffered from limited private investment and a redevelopment as per that proposed is likely to be a catalyst for further investment and revitalisation in this part of Albany Highway.

11. The proposed design (and its compliance with the Town's planning framework) will be dealt with separately by the Town's Urban Planning team via the normal assessment process.
12. The proposed development concept is premised not only on the purchase of the subject lots owned by the Town, but also the closure of a portion of dedicated road (known as ROW 54). To satisfy Conditions Precedent 2.3 (b) the Town will advertise the closure and amalgamation of the subject portion of dedicated road for 35 days and write to the adjoining landowners and service providers asking for input. After all submissions are considered an application will be lodged with the Department of Planning, Lands and Heritage requesting to close and amalgamate the subject portion of dedicated road. Should approval be granted the subject portion becomes unallocated Crown land which is then ceded to the Town freehold and amalgamated into the adjoining car park.
13. The development opportunity represents the following ongoing benefits in addition to financial:
    a. A direct investment of approximately $30M into the Town's commercial and retail infrastructure;
    b. Circa 90 jobs to be created during the construction phase;
    c. Circa 150 ongoing long-term employment opportunities;
    d. Streetscape and urban renewal in a portion of Town which needs investment;
    e. A more secure and well-lit facility to help reduce crime;
    f. Resulting redevelopment to deliver ongoing circa $200-250,000 in annual rates revenue;
    g. A commitment to public use of the parking developed;
    h. Four electric car charging stations;
    i. Reconciliation Action Plan commitments

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	The Land Asset Optimisation Strategy aims to deliver well thought out projects and ultimately deliver them successfully.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	Managing finances appropriately requires an objective approach with good financial judgment. The Land Asset Optimisation Strategy develops a Business Case approach to each land holding develops and compares multiple scenarios.
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	With a Business Case provided exploring multiple option the unsolicited bid achieves several critical outcomes, all option where presented for consideration allowing Council to undertake accountability and objective decision making.

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	The anticipated development from the sale of the Town's landholding will generate local employment opportunities in the order of 150 ongoing jobs and stimulate business creation opportunities.
EC02 - A clean, safe and accessible place to visit.	Redevelopment of the Town and adjoining land holdings will upgrade the existing streetscape and provide a cleaner place to visit, the additional increase in pedestrians and tenancies will potentially build out criminal occurrences with additional passive surveillance.

Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	The inclusion of the Town's landholding will potentially achieve an overall design outcome that opens up Albany Hwy for a more considered pedestrian lead design opportunity, this will allow a design with greater focus on place planning and place activation.

Engagement

Internal engagement	
Stakeholder	Comments
Elected Members	Information was original provided via the EM Portal when the Unsolicited Bid was received. A further presentation at Concept Forum was delivered by the Town's Property Development Manager regarding the economic, design, financial and planning impact of the Unsolicited Bid this presentation included examples from the attached draft development proposal. A further report with a Business Case was provided in August to the Ordinary Council Meeting.
Place Planning	**Planning Comments – 355 – 357 Shepperton Road – Potential Sale.** The Town is currently undertaking a substantial program of strategic planning reform, including: • Preparation of Local Planning Strategy (estimated completion end of 2020); • Preparation of a new Local Planning Scheme (estimated completion end of 2022); and • Progressing a strategic framework for development in Albany Highway centres

(estimated completion June 2021).

These projects will have substantial bearing on the future development pattern of the Town and its activity centres.

The proposal raises two key issues from a strategic planning perspective, being:

1. Should the Town be disposing of the public carpark; and
2. Is the development concept presented by the prospective buyer appropriate for this site?

Issue 1: Should the Town be disposing of the public carpark?

- The subject carpark is included within "Hotspot Area 2" of the Town's Parking Management Plan. The Parking Management Plan states that one of the management solutions for this area is "All day free parking in specific areas. [including] All of Shepperton Road carpark".
- This management solution implies firstly that any development on the site should maintain the existing provision of car parking, and secondly that the Town should retain enough control of the carpark to ensure its continued availability for free, all day parking.
- The IMNS actions for parking including ongoing monitoring and review of the Parking Management Plan; examining the potential for parking caps in activity centres; adoption of reduced parking ratio requirements within the Local Planning Scheme; and examining potential for the Town to manage car parking on private land. It is possible that the outcomes of these actions might support removal or reduction of public car parking on the subject site. However, this cannot be confirmed until the actions have been completed and a strategic position agreed upon. This is reinforced by Policy/Position P6 of the IMNS, which provides that the Town should "Ensure decisions about future off=street public parking supply are informed by data, and support alternative modes as a priority".
- We understand that the parking team has reported anecdotally that the general area has a substantial amount of parking available and the subject site is often underutilised. This suggests that parking in the area is perhaps in need of review. Again, until this work is completed it is difficult to confidently form the view that the subject carpark is surplus to requirements.
- Additionally, the Town must consider whether the site might be required for a different civic use. Note that the Draft Public Open Space Strategy does not flag a need for additional public open space in this precinct. Further work on the review of the draft Social Infrastructure Plan and draft Local Planning Strategy is required before it can be definitively said that there is no land requirement in the area for civic purposes, although it is unlikely.

Issue 2: Is the development concept presented by the prospective buyer appropriate for this site?

- The subject site is zoned "Urban" under the Metropolitan Region Scheme and "District Centre" under the TPS1. In the "District Centre" zone, uses including "Fast Food Outlet", "Liquor Store – Small", "Lunch Bar", "Office", "Consulting Rooms", "Restaurant/Café" and "Shop" are permitted uses, and a wide range of other

commercial uses are designated discretionary. There is no outright basic land use or zoning requirement prohibiting redevelopment of the site for a supermarket although any future Development Application that might be received will be assessed in accordance with the Planning Framework at that time.

- The Town's Activity Centres Strategy states that the "East Victoria Park Gateway Shopping Area", in which the subject site is located, should be "consolidated into a 'gateway' shopping node serving regional and local populations". This is a statement echoed from the TPS1 Precinct Plan for Albany Highway. A supermarket could be contemplated within this broad statement. Further, many of the broad statements around mixed use relate to Albany Highway and not the centre edges.
- It is also noted that there is an existing Aldi supermarket and Bunnings store in the St James centre, which have a substantial impact on the centre's function, parking arrangements and character. A second supermarket would not generally be inconsistent, although the format of the supermarket within a shopping centre does present a shift in dynamic.
- Notwithstanding the above, the strategic vision for the area as an activity centre is still somewhat unresolved. The Activity Centres Strategy does not support preparation of an Activity Centre Structure Plan in keeping with State Planning Policy 4.2, however, it does recommend that "*the Town build on and enhance the points of difference between the Albany Highway Secondary Centre and the expanding super regional centres*". Alongside this is the need for the Town to accommodate its infill housing targets and strengthen local character of the centre through its place planning approach. Further, the Town is currently preparing a draft Local Planning Strategy and anticipating a review of the IMNS. These documents may adopt a different strategic approach to earlier planning documents as the Town and greater Perth metropolitan area respond to rapidly changing economic conditions, population, sustainability goals and housing and lifestyle choices.
- In the context of the before mentioned changing conditions it is important to consider the future of the Town's mid-sized centres and high streets. Car based retail models with large amounts of parking (such as that proposed by the prospective purchaser) are based on attracting customers at a district/regional scale, which may put the centre in direct competition with similar centres in the area (including those in the Town). Centre's that accommodate a large local population through dense development; place a high priority on accessibility (all necessary goods and services within close proximity of the residential population) and lower priority on mobility (highly efficient vehicle movement with lots of parking) are likely to be more resilient in the future because they have a captive local market and are less reliant on a regional customer base (self-sufficiency). The Town's endorsed Activity Centre Strategy makes this point in its commentary on the emergence of competing 'super regional centres' and a need for the Town to 'build on and enhance the points of difference between the Albany Highway Secondary Centre (which includes the St James Town Centre) and the expanding super regional centres'. This is a consideration amongst others in any decision regarding the Towns land and the bid from the prospective purchaser.

In conclusion, Place and Urban Planning does not have a firm view on either the disposal of the carpark or introduction of supermarket / small shopping centre at this time, beyond the

	action in the Parking Management Plan for the subject carpark to be retained. Further resolution of the strategic planning framework (as identified above) and a review of the Parking Management Plan would ideally have taken place before determining the disposal of the site although it is acknowledged that bids such as these do not always present at the ideal time from a strategic planning perspective. We ask that the above comments be taken as a consideration amongst others in the decision-making process.
Urban Planning	Urban Planning note the comments from the Place Planning team. Based upon a preliminary review of the concept plans that have been provided, the comments below are made, with these matters and others to be further considered as part of any future development application for the site: 1. The use of the land for retail purposes including a Shop(s), is a permitted use of the land under the District Centre zoning. 2. The Scheme permits a building height of up to five storeys. 3. The concept plans depict a lack of activation and design treatment to the Shepperton Road elevation which reads as "back of house". This is an important gateway into the Town and any development will need to address both Albany Highway and Shepperton Road. 4. Planting of trees and/or vegetation and sustainable building design is strongly encouraged. 5. Relocated and modified vehicle access to Shepperton Road will need to be the subject of review by Main Roads WA. 6. The applicant will need to demonstrate that sufficient on-site car parking exists to accommodate customers and staff of the development, as well as the general public. 7. The applicant should refer to relevant Scheme and Local Planning Policy (LPP) requirements that apply to the land, including the design guidelines under LPP15. 8. The plot ratio and setback to Shepperton Road are matters likely to require discretion. 9. The applicant is requested to engage with the Town's Design Review Panel at an early stage of design.
Parking	Provided feedback and input for the development of the report where required and has been incorporated into the body of the report.
Finance	Provided feedback and input for the development of the report where required and has been incorporated into the body of the report.
C-Suite	Provided feedback and input for the development of the report where required and has been incorporated into the body of the report.

External engagement	
Stakeholders	*Whole of Town community*
Period of engagement	The period of the Local Public Notice was two (2) weeks.
Level of engagement	1. Consult
Methods of engagement	• Your Thoughts Page • Online and hardcopy submission • FAQs
Advertising	• Public Notice in the West Australian • Public Notice exhibited to the public on the notice board at the Town's office, Library and Town's website • Your Thoughts eNewsletter
Submission summary	29 Submissions were received, of which 25 objected, and 4 supported the proposal. Of the 25 objections, 14 were concerned in regard to loss of car parking spaces.
Key findings	Overall the submissions have been considered and responses provided in an attachment to this report (see submissions attachment). FAQs and Your thoughts information were provided, this aimed to inform ratepayers that there will be in fact an increase in parking, surrounding businesses were mainly concerned for their customers. There are currently circa 80 bays available for public use. Through the proposed conditions of sale the public will continue to have access to these 80 bays until such time as a redevelopment of the site may occur. Further, the proposed conditions of sale will require the landowner to make available for public use all car parking bays within any redevelopment of the site. Based upon the Fabcot draft concept plans attached, this anticipates circa 250 car bays for public use. The proposed contract of sale outlines that these circa 250 bays will be available free of charge for 90 minutes. An additional circa 15 bays are to made accessible to the public at all times. In summary there will be significant increase in the number of free publicly accessible car bays, albeit these bays will be time restricted. A Business Case exploring multiple options was provided to Councillors for their consideration. This allows internal process of integrity with the Officers allowing clear financial objective decision making to be undertaken, this aligns with strategic civic leadership outcomes in the Strategic Community Plan. Commercial in confidence is sometimes required if on the release of that information the

	Town would be placed in a commercial disadvantage that could impact financially an outcome for the ratepayers. The Town then undertook a Public Notice period to allow for submissions and any alternative offers to be presented back to Councillors for their consideration. A Your Thoughts page was created provided background information, FAQs and information on the Land Asset Optimisation Strategy. Strategic planning issues were considered with comments provided in the report from Urban Planning and Place Planning. Sustainability evaluation was considered during the first Council endorsed report with the contract being negotiated on this basis resulting in the inclusion of a number of sustainable outcomes such as the inclusion of photovoltaics, a minimum of 4 electric car charging stations and a minimum 4 star Green Star rating being contractually required. The value of the sale provided a strong commercial outcome for the Town in this current market and is above the valuation of the land. The consideration from the sale will go to the Land Asset Optimisation reserve fund. The Land Asset Optimisation Strategy strategic intent is to provide alternative revenue sources and ultimately reduce the Town's reliance on rates. The LAOS reserve fund is for the intent of generating further revenue generating opportunities to continue to build the Town's economic resistance.

Legal compliance

Section 3.58 of the Local Government Act 1995

Section 3.59 of the Local Government Act 1995

Section 1.7 of the Local Government Act 1995

Section 58 of the Land Administration Act 1997

Section 87 of the Land Administration Act 1997

Legal advice has been received on the process of dealing with unsolicited bids and on the requirements of a Major Land Transaction under the Local Government Act 1995. In summary the value of the Unsolicited Bid does not constitute a Major Land Transaction. The Town is acting in accordance with legal advice received.

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Reputational Negative public perception towards the Town may result if the sale goes ahead.	Moderate	Possible	Moderate	FAQs were developed and a Your Thoughts page set up to provide information, this was over and above the statutory process. This allowed a submission period of two weeks will all submission

				provided for Councilors to make an informed decision. There have also been contract conditions negotiated to achieve a greater outcome for the Town than just transactional.
Compliance Negative public perception towards the process the Town has undertaken.	Major	Unlikely	Moderate	Legal advice has been received and followed and the Town is undertaking the process in accordance with the *Local Government Act 1995*.
Environment Loss of trees on the Town owned Car Park.	Minor	Likely	High	Specific environmental conditions of contract have been negotiated including the use of PVs and an expected ratio (6:1) of tree loss to new trees required.
Service Interruption Loss of car parking for the community	Minor	Likely	Moderate	Contract negotiations have been included for the car park to remain open until construction is commenced. The expected development also results in nearly three times the number of free bays albeit with a 90-minute time restriction. The Town is undertaking contractual controls to continue this obligation.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation. Resulting income to be received from the contract of sale will be allocated to the Land Asset Optimisation Reserve Fund.
Future budget impact	Nil

Analysis

14. The land tenure details of the individual lots are as follows:

Street No	Lot No	Plan/Diagram	Area	C/T
355	488	P2609	853.00	2001/177
357	30	D10509	635.00	2001/175
	131	P45782	419.00	2229/747
	132	P45782	178.00	2229/747
			2,085.00	

15. The development opportunity represents an investment in the order of $30M of commercial and retail infrastructure with circa 90 jobs to be created during the construction phase and circa150 ongoing long-term employment opportunities, urban renewal, streetscape upgrades, a more secure and well-lit facility to help build out crime, the resulting redevelopment will also delivering ongoing circa $200-250k in annual rates revenue.
16. A Business Case was developed and provided to Elected Members for consideration this business case explored the following options:
    a. Option 1: Do Nothing.
    b. Option 2: Hypothetical Development.
    c. Option 3: Ground Lease.
    d. Option 4: Unsolicited Bid.
    e. Option 5: Open Market Sale.
    f.Option 6: Sale of Woolworths lots to ToVP and ToVP to Fund construction
17. The following methodology was applied to the Options to be considered by Council.

    b. Option 2:

    Hypothetical Development - The hypothetical development scenario involved undertaking a discounted cash flow for a proposed development. This approach is suitable for preliminary feasibilities where detailed building design plans, and detailed construction cost have not been established with any certainty. The net cash flow for the project (revenue less costs) was discounted at an appropriate discount rate and the resulting net present value helped determine if the project was a loss maker and if not the subsequent maximum bid price for the land. The hypothetical development yield analysed accounted for 27 x 2 bed apartments and 2,081 sqm of commercial and retail space.

    c. Option 3:

    Ground Lease - The analysis involved a potential ground lease, and a combination of fixed percentage increases or CPI increases. This is a hard outcome to achieve given the lots would need to be amalgamated. In order to continue the ground lease and own the underlaying land the Town may need to acquire all lots, this became a very capital intense option.

    d. Option 4:

Unsolicited Bid - Under the letter of intent offered by Woolworths there was a fixed lump sum consideration. As Fabcot are an adjoining owner their interest in 355-357 Shepperton Road has a 'special value', this commonly results in a premium being paid above market value. The valuations provided to the Town of Victoria provided comment that" there is evidence in the market where adjoining owners have demonstrated a willingness to pay over and above market values." The value of the unsolicited bid is $3,821,000 excl GST which is higher than both valuations and demonstrates good value in comparison to all other options anlaysed. This was the recommended option.

e. Option 5:

Open Market Sale - This option was another one to consider however the risk is that the most active buyer in the market being Fabcot knowing that they would likely be the most interested and willing buyer won't have much competition and would be able to control the sales process, this could give them the strategic decision to go lower than what they have already offered given our lower valuation indicate a much lower potential value, other than a special value being applied to the subject project the value that may be achieved in this option could be considerably less than what has been offered in the Unsolicited Bid.

f. Option 6:

Sale of Woolworths lots to the Town with the Town to fund construction - This option involved the sale of Woolworths controlled lots to the Town to allow the Town to amalgamate with the car park lots. Woolworths could then facilitate a Development Management Agreement whereby Woolworths would deliver the new development on behalf of the Town who would fund the construction. The acquisition cost for the Woolworths controlled lots would being in the order of $10M and the potential construction cost in the order of $22.7M excluding consultant costs, rates and taxes, internal costs and leasing costs. The order of magnitude of such a development is at this stage considered too capital intensive and carry too much risk for the Town.

18. The recommended Option was Option 4 being the acceptance of the Unsolicited Bid. With the consideration of the alternative Options analysed the value proposed at $3,821,000 excl GST was the highest value outcome for the Town and carried minimal risk. The revenue from the anticipated sale will be contributed to the Town's LAOS Reserve Fund to facilitate and continue to de constrain and de risk other LAOS land holdings and allow potential income generating investments and opportunities.
19. With the anticipation of income producing investments to be acquired or part taken in by the Town, the potential revenue generated by the endorsement of Option 4 will contribute significantly to achieving those investment objectives for the future economic resilience for the Town. This strategy is to ultimately reduce the Towns reliance on rates.
20. Overall Option 4 represents a strong "triple bottom line" investment from a 'value for money' perspective, results in a more holistic pedestrian focus design, helps to regenerate the St James end of Albany Hwy, provides an entry statement for the Town and generates immediate and ongoing job opportunities for the local community.
21. The contract provided has been negotiated to achieve further strategic outcomes for the Town, including photovoltaic cell installation, focus on an iconic design with entry statement opportunities, electric charge charging stations, achievement of a minimum four star Green Star rating for the development, commitment to negate and remedy by a factor of six any tree loss, and for the development to incorporate Reconciliation Action Plan outcomes for this site's redevelopment. The contract also places a caveat on the land to deliver a parking solution for the Town to account for the loss of the existing bays.

22. The Town has also reserved the right to buy back the land at the purchase price less administrative costs should the developer fail to progress; this inhibits the ability for the developer to speculate on the property.

Relevant documents

Not applicable.

COUNCIL RESOLUTION (244/2019):

Moved: Mayor Karen Vernon **Seconded:** Cr Vicki Potter

That Council:

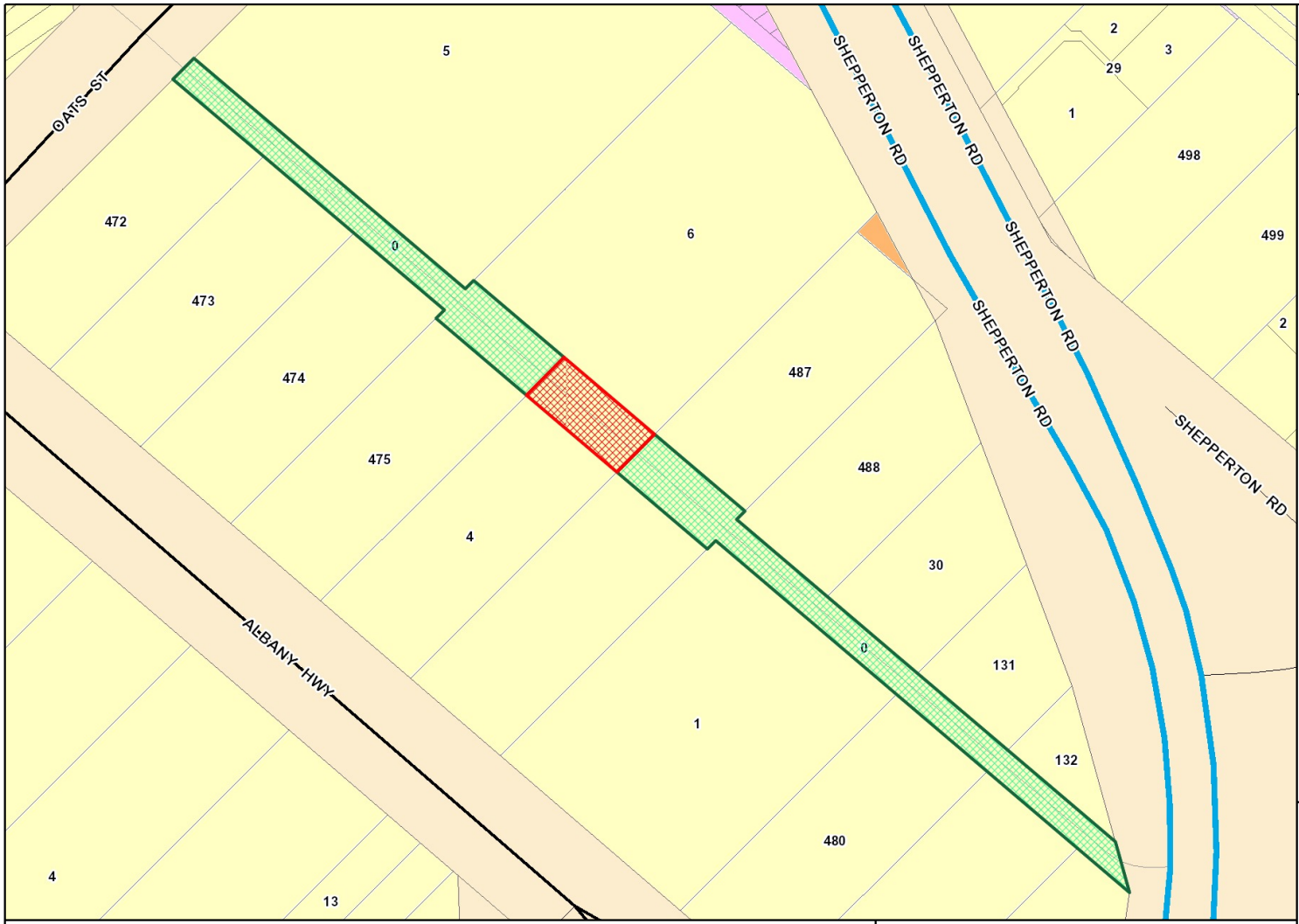
1. Receives the public submissions and notes the Officer's responses as contained at Attachment 2.
2. Approves the contract of sale for 355-357 Shepperton Road as contained at Attachment 6 being lot 30 on Diagram 10509, lot 488 on Plan 2609 and lots 131 and 132 on Deposited Plan 45782 for the value of $3,821,000 excluding GST.
3. Delegates the Chief Executive Officer and Mayor the authority to execute all necessary documentation under the Town's Common Seal, to effect the sale of 355-357 Shepperton Road, East Victoria Park to Fabcot Pty Ltd.
4. Notes the following obligations to be address in the proposed contract of sale to Fabcot Pty Ltd as part of the delivery of the site:
   i. installation of rooftop solar photovoltaic cells;
   ii. entry statement considerations on the corner of Albany Highway and Shepperton Road;
   iii. consideration of more iconic design principles in accordance with the Town of Victoria Park's relevant planning policies and guidelines at the Contract Date;
   iv. Allocation of circa 15 car parking bays which are accessible by the public at all times with the remainder of any car parking bays on the Property (number to meet the Town of Victoria Park's minimum car parking ratios) being publicly accessible during business hours, with free parking limited to 90 minutes;
   v. commitment to a 6 to1 ratio of new tree planting (minimum 100 litre tree size unless otherwise agreed by the Seller acting reasonably) to existing trees in the adjacent area owned by the Buyer and on the Property where possible in the local area and on the Property where possible;
   vi. minimum four-star Green Star rating for the Development; and
   vii. inclusion of a minimum of 4 electric car charging stations; and
   viii. the Buyer to maintain its commitments under the publicly advertised Reconciliation Action Plan (RAP) while delivering and operating its business from the Property,
   ix. A charge and caveat will be lodge following settlement in favour of the Town for the Buyer to achieve their obligations under the contract.
   x. Access to Car Park – The Buyer acknowledges and agrees with the Seller that rights of access and car parking must be provided and maintained over the Car Park for the use by the general public at all times, 7 days a week 24 hours a day from the date of Settlement until the date of substantial commencement of the Development Works (Access Period) subject to the parties agreeing otherwise both acting reasonably.
5. Delegates the Chief Executive Officer and Mayor the authority to execute all necessary documentation under the Town's Common Seal in accordance with Section 58 and Section 87 of the Land Administration Act 1997, and Regulation 9 of the Land Administration Regulations 1998 to satisfy conditions precedent 2.3 (b).

6. Approves allocating the amount received for the sale of land, being $3,821,000 excluding GST, to the Land Asset Optimisation Reserve Fund.

CARRIED BY ABSOLUTE MAJORITY (6 - 0)

For: Mayor Karen Vernon, Cr Jesvin Karimi, Cr Bronwyn Ife, Cr Vicki Potter, Cr Claire Anderson, Cr Brian Oliver

Against: nil



Department of **Planning, Lands and Heritage**

GOVERNMENT OF WESTERN AUSTRALIA

Legend

- Cadastre (View 1)
- Roads
  - State Highway
  - Main
  - Minor
  - Laneway
- Land Tenure Large Scale 16K
  - Lot on Survey (Type 1)
  - Public Road
- Land Tenure Large Scale 4K
  - Closed Road
  - Crown Allotment (Type 2)
  - Lot on Survey (Type 1)
  - Surveyed Strata Lot
  - Building Strata
  - Parent of Survey Strata
  - Public Road
  - Reserve
  - Easement
- Lot 67 on Diagram 13701
- Portion Lot 0 on Plan 2609

Road Dedication Map

DPLH BUSINESS USE ONLY

Internal Spatial Viewer

N

0 0.03 0.1 Kilometres

1: 1,128

at A4

Projection: WGS 1984 Web Mercator Auxiliary Sphere

Notes:

The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.

Date produced: 25-Jun-2020

Municipal Fund Bank Account

Payments

Creditors Cheques

Payment	Date	Payee	Description	Amount
00608766	18-May-20	Gaming and Wagering Commission WA	Bingo Costs	623.28
00608767	18-May-20	JCT Consultancy Limited	Software and IT Solutions	540.00
00608768	18-May-20	Telstra Network & Services	Telephone Usage Charges	19,098.21
			Total Creditors Cheques	**20,261.49**

Creditors EFT Payments

1617.1215-0	21-May-20	4 Logic	Software and IT Solutions	1,503.13
1617.1328-0	21-May-20	Abco Products Pty Ltd	Cleaning Services and Equipment	2,935.77
1617.3400-0	21-May-20	Academy Services (WA) Pty Ltd	Cleaning Services and Equipment	750.20
1609.2555-0	7-May-20	AGS Metal Work	Steel Supplies	1,584.00
1609.4391-0	7-May-20	Allstate Kerbing & Concrete	Footpath Materials and Construction	62,386.50
1612.4391-0	15-May-20	Allstate Kerbing & Concrete	Footpath Materials and Construction	3,465.00
1617.4391-0	21-May-20	Allstate Kerbing & Concrete	Footpath Materials and Construction	715.00
1620.4391-0	28-May-20	Allstate Kerbing & Concrete	Footpath Materials and Construction	3,572.36
1609.2774-0	7-May-20	Ampac Debt Recovery (WA) Pty Ltd	Financial Services	27.45
1609.4093-0	7-May-20	Aquatic Services WA Pty Ltd	Equipment Supply and Repair	89,980.00
1617.4093-0	21-May-20	Aquatic Services WA Pty Ltd	Equipment Supply and Repair	5,233.80
1612.4052-0	15-May-20	Artistralia Pty Ltd	Event Performance and Activity	55.00
1612.843-01	15-May-20	ASB Marketing Pty Ltd	Printing Services	1,538.57
1612.662-01	15-May-20	Asphaltech Pty Ltd	Road Construction Materials and Services	371,631.45
1620.662-01	28-May-20	Asphaltech Pty Ltd	Road Construction Materials and Services	155,049.22
1620.3997-0	28-May-20	Athena Water Service Pty Ltd	Equipment Supply and Repair	275.00
1612.1435-0	15-May-20	Atom Supply	Equipment Supply and Repair	256.35
1617.1435-0	21-May-20	Atom Supply	Equipment Supply and Repair	135.12
1620.1435-0	28-May-20	Atom Supply	Equipment Supply and Repair	17.45
1609.273-01	7-May-20	Australia Post	Postage Services	3,694.33
1612.1158-0	15-May-20	Australian Hvac Services	Equipment Supply and Repair	13,645.49
1620.13-01	28-May-20	Australian Institute of Management	Training Services	2,350.00
1612.1770-0	15-May-20	Australian Institute of Traffic	Membership and Subscription	750.00
1619.6600-0	28-May-20	Australian Renovation Group Pty Ltd	Refund - Fees and Charges	655.26
1613.50-01	15-May-20	Australian Service Union	Superannuation	25.90
1621.50-01	28-May-20	Australian Service Union	Superannuation	25.90
1613.98000-	15-May-20	Australian Taxation Office	Taxation	160,798.00
1621.98000-	28-May-20	Australian Taxation Office	Taxation	161,903.00
1609.3881-0	7-May-20	AWB Building Co	Facility Maintenance Services	12,421.18
1612.3881-0	15-May-20	AWB Building Co	Facility Maintenance Services	412.50
1617.3881-0	21-May-20	AWB Building Co	Facility Maintenance Services	1,055.55
1620.3881-0	28-May-20	AWB Building Co	Facility Maintenance Services	2,761.48
1612.4665-0	15-May-20	Baxters Pty Ltd	Machinery Servicing and Parts	318.79
1620.4665-0	28-May-20	Baxters Pty Ltd	Machinery Servicing and Parts	253.61
1609.280-01	7-May-20	Beaver Tree Services	Landscaping Materials and Services	68,082.03
1617.280-01	21-May-20	Beaver Tree Services	Landscaping Materials and Services	3,608.51
1620.280-01	28-May-20	Beaver Tree Services	Landscaping Materials and Services	74,259.80
1612.5155-0	15-May-20	Bin Bath Corporation Pty Ltd	Waste Management Services	156.42
1620.5155-0	28-May-20	Bin Bath Corporation Pty Ltd	Waste Management Services	347.60
1620.283-01	28-May-20	Blackwell & Associates Pty Ltd	Planning and Building Services	618.75
1609.4992-0	7-May-20	Bloomin Box Company	Flowers	204.00
1620.4992-0	28-May-20	Bloomin Box Company	Flowers	121.00
1609.287-01	7-May-20	BOC Limited	Equipment Supply and Repair	984.12
1612.333-01	15-May-20	Boral Construction Materials Group	Road Construction Materials and Services	626.78
1617.333-01	21-May-20	Boral Construction Materials Group	Road Construction Materials and Services	84.70
1620.333-01	28-May-20	Boral Construction Materials Group	Road Construction Materials and Services	355.74
1611.2093-0	11-May-20	BP Australia Pty Ltd	Fuel and Oils	2,546.70
1609.290-01	7-May-20	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	78.03
1612.290-01	15-May-20	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	991.36
1620.290-01	28-May-20	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	707.91
1620.2123-0	28-May-20	Business Foundations Inc	Business Systems Development	825.00
1617.4821-0	21-May-20	Buzz Enterprises P/L T/A Sifting Sa	Equipment Supply and Repair	4,407.20
1612.785-01	15-May-20	CA Technology Pty Ltd (CAMMS Group)	Software and IT Solutions	1,980.00
1617.785-01	21-May-20	CA Technology Pty Ltd (CAMMS Group)	Software and IT Solutions	19,800.00
1620.785-01	28-May-20	CA Technology Pty Ltd (CAMMS Group)	Software and IT Solutions	1,818.45
1612.279-01	15-May-20	Caltex Aust Limited	Fuel and Oils	5,042.42

Payment	Date	Payee	Description	Amount
1612.857-01	15-May-20	Capital Recycling	Waste Management Services	1,016.40
1612.5871-0	15-May-20	Catalyse Pty Ltd	Professional Services	8,569.00
1609.1503-0	7-May-20	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	5,167.64
1612.1503-0	15-May-20	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	3,399.00
1620.1503-0	28-May-20	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	77.00
1609.1044-0	7-May-20	City of Armadale	Printing Services	674.85
1620.1044-0	28-May-20	City of Armadale	Printing Services	233.41
1609.369-01	7-May-20	City of Perth	Local Government Services	3,883.70
1612.369-01	15-May-20	City of Perth	Local Government Services	31,254.10
1622.57-01	28-May-20	City of Perth Superannuation Plan	Superannuation	812.50
1612.563-01	15-May-20	City of South Perth	Local Government Services	10,285.00
1609.511-01	7-May-20	City Subaru	Plant Supply and Servicing	179.60
1612.511-01	15-May-20	City Subaru	Plant Supply and Servicing	1,209.32
1609.466-01	7-May-20	Civica Pty Ltd	Software and IT Solutions	1,485.00
1620.466-01	28-May-20	Civica Pty Ltd	Software and IT Solutions	3,293.95
1609.483-01	7-May-20	Cleanaway	Waste Management Services	789.40
1620.1859-0	28-May-20	Committee for Economic Development	Conference and Workshop Enrolment	50.00
1612.413-01	15-May-20	Construction Training Fund	Levy Payments	7,916.63
1609.689-01	7-May-20	Copley Contracting	Road Construction Materials and Services	31,010.54
1617.689-01	21-May-20	Copley Contracting	Road Construction Materials and Services	8,941.90
1620.689-01	28-May-20	Copley Contracting	Road Construction Materials and Services	11,629.20
1612.209-01	15-May-20	Coretex Australia Pty Ltd	Software and IT Solutions	435.60
1609.2186-0	7-May-20	Cornerstone Legal Pty Ltd	Legal Services	1,661.00
1612.2186-0	15-May-20	Cornerstone Legal Pty Ltd	Legal Services	9,158.51
1617.1807-0	21-May-20	Crow Books	Library Equipment and Stock	860.53
1613.55-01	15-May-20	CSA Employer Services	Superannuation	562.07
1621.55-01	28-May-20	CSA Employer Services	Superannuation	562.07
1612.953-01	15-May-20	Curtin University of Technology	Sponsorship	6,500.00
1612.5881-0	15-May-20	D.B.Cunningham Pty Ltd T/As	Construction Services	454,252.15
1608.6569-0	7-May-20	Dance Inclusion	Refund - Fees and Charges	60.00
1612.723-01	15-May-20	Data#3 Limited	Software and IT Solutions	19,037.96
1620.811-01	28-May-20	DBS Fencing	Fencing	440.00
1620.4782-0	28-May-20	DCM Services (KD Aire)	Air Conditioning Service & Maintenance	3,657.50
1612.5435-0	15-May-20	Department of Mines, Industry	Levy Payments	12,385.54
1612.2143-0	15-May-20	Department of Planning - Developmen	Town Planning Services	241.00
1620.2143-0	28-May-20	Department of Planning - Developmen	Town Planning Services	10,486.00
1620.708-01	28-May-20	Department of Transport	Licencing and Subscriptions	2,910.40
1609.6533-0	7-May-20	Disc Profiles Australia Pty Ltd	Training Services	3,080.00
1612.756-01	15-May-20	Dormakaba Australia Pty Ltd	Machinery Servicing and Parts	1,485.00
1609.4697-0	7-May-20	Downer EDI Engineering Power Pty Lt	Fire Alarm and Security Services	467.50
1609.957-01	7-May-20	DVA Fabrications	Furniture Supply and Repair	638.00
1609.1145-0	7-May-20	E & M J Rosher Pty Ltd	Machinery Servicing and Parts	96,677.10
1617.1145-0	21-May-20	E & M J Rosher Pty Ltd	Machinery Servicing and Parts	8,099.00
1613.3243-0	15-May-20	EasiSalary Pty Ltd trading as Expre	Superannuation & Employee Deductions	10,784.54
1621.3243-0	28-May-20	EasiSalary Pty Ltd trading as Expre	Superannuation & Employee Deductions	10,712.54
1609.925-01	7-May-20	Educational Art Supplies	Library Equipment and Stock	263.56
1612.1107-0	15-May-20	Element Advisory Pty Ltd	Professional Services	2,722.50
1612.6440-0	15-May-20	Emerge Environmental Services Pty L	Environmental Services	2,684.00
1617.1795-0	21-May-20	Environmental Health Australia WA	Environmental Services	550.00
1617.4752-0	21-May-20	Enzed Welshpool	Equipment Supply and Repair	25.26
1620.4752-0	28-May-20	Enzed Welshpool	Equipment Supply and Repair	34.44
1620.5652-0	28-May-20	Evolve Events	Training Services	750.00
1609.2732-0	7-May-20	Exteria	Furniture Supply and Repair	6,226.00
1617.6561-0	21-May-20	F E Technologies Pty Ltd	Library Services	2,310.00
1609.5086-0	7-May-20	Filterco Pty Ltd	Equipment Supply and Repair	42.31
1612.3259-0	15-May-20	Finowen Pet Cremations	Veterinary Services	33.00
1612.3191-0	15-May-20	Flick Anticimex Pty Ltd	Waste Management Services	128.70
1609.4417-0	7-May-20	Forum Group Pty Ltd	Printing Services	1,626.20
1620.4417-0	28-May-20	Forum Group Pty Ltd	Printing Services	751.57
1614.5494-0	15-May-20	Fowler Group Properties Pty Ltd	Refund - Rates	12,221.51
1612.371-01	15-May-20	Frazzcon Enterprises	Sign Installation and Supply	2,729.97
1612.2701-0	15-May-20	Full Steam Ahead Ironing Service	Cleaning Services and Equipment	99.00
1612.422-01	15-May-20	GHD Pty Ltd	Engineering Design	18,917.02
1620.5678-0	28-May-20	Global Elevator Management	Equipment Supply and Repair	2,145.00
1609.5780-0	7-May-20	Go Doors Pty Ltd (T/As Go Doors)	Facility Maintenance Services	577.50
1617.5780-0	21-May-20	Go Doors Pty Ltd (T/As Go Doors)	Facility Maintenance Services	1,014.75

Payment	Date	Payee	Description	Amount
1612.3753-0	15-May-20	Go Graphics	Printing Services	1,276.00
1609.3380-0	7-May-20	Greenacres Turf Group	Landscaping Materials and Services	5,445.00
1620.3380-0	28-May-20	Greenacres Turf Group	Landscaping Materials and Services	220.00
1620.2570-0	28-May-20	Greensteam Australia Pty Ltd	Landscaping Materials and Services	4,994.00
1612.5686-0	15-May-20	Gregory James Parsons	Event Performance and Activity	1,100.00
1620.453-01	28-May-20	Gronbek Security	Fire Alarm and Security Services	294.13
1609.4013-0	7-May-20	GTA Consultants (WA) Pty Ltd	Transport Services	8,711.45
1612.5623-0	15-May-20	Hancock Creative Pty Ltd	Training Services	1,650.00
1612.1301-0	15-May-20	Harold Hawthorne Senior Citizens Ce	Grant - CCTV Partnership Program	750.00
1609.851-01	7-May-20	Harvey Norman - Cannington	Equipment Supply and Repair	148.00
1612.851-01	15-May-20	Harvey Norman - Cannington	Equipment Supply and Repair	48.00
1609.5683-0	7-May-20	Hassell Ltd	Design and Drafting Services	5,533.00
1620.364-01	28-May-20	Holcim (Australia) Pty Ltd	Road Construction Materials and Services	370.70
1612.110-01	15-May-20	Hydroquip Pumps	Irrigation Supply and Repair	3,265.90
1609.3796-0	7-May-20	Iconic Property Services	Cleaning Services and Equipment	330.00
1612.3796-0	15-May-20	Iconic Property Services	Cleaning Services and Equipment	2,917.48
1617.3796-0	21-May-20	Iconic Property Services	Cleaning Services and Equipment	135.96
1620.3796-0	28-May-20	Iconic Property Services	Cleaning Services and Equipment	2,266.00
1612.5903-0	15-May-20	InterStream Pty Ltd	Media Services	1,386.00
1620.2212-0	28-May-20	IPFX Ltd	Communication Services	24,469.09
1609.4837-0	7-May-20	Iron Mountain Australia Group Pty L	Record Management Services	1,503.34
1620.4837-0	28-May-20	Iron Mountain Australia Group Pty L	Record Management Services	40.83
1617.1040-0	21-May-20	Irrigation Australia Ltd	Reticulation Supply and Repair	1,185.00
1620.284-01	28-May-20	J Blackwoods & Sons Pty Ltd	Uniforms and Protective Equipment	402.86
1607.6198-0	7-May-20	J K Karimi	Member Payment	2,172.13
1612.4932-0	15-May-20	Jack Brickpaving & Reinstating Pty	Landscaping Materials and Services	5,111.30
1620.4932-0	28-May-20	Jack Brickpaving & Reinstating Pty	Landscaping Materials and Services	708.84
1612.222-01	15-May-20	Jackson McDonald Lawyers	Legal Services	762.70
1612.5790-0	15-May-20	Jamor (WA) Pty Ltd t/as Unlimited T	Towing Services	280.50
1612.5670-0	15-May-20	JAR Event Production Pty Ltd	Event Performance and Activity	715.00
1617.1846-0	21-May-20	JB HI FI	Library Equipment and Stock	899.00
1612.3553-0	15-May-20	Jim's Fencing (North Perth)	Fencing	1,155.00
1617.3553-0	21-May-20	Jim's Fencing (North Perth)	Fencing	770.00
1620.3553-0	28-May-20	Jim's Fencing (North Perth)	Fencing	1,760.00
1612.2432-0	15-May-20	Jim's Mowing (Cloverdale)	Landscaping Materials and Services	102.00
1617.229-01	21-May-20	John Hughes Service	Plant Supply and Servicing	901.10
1617.4455-0	21-May-20	John Papas Trailers (Aust) Pty Ltd	Equipment Supply and Repair	10,285.00
1620.230-01	28-May-20	Johns Building Supplies Pty Ltd	Equipment Supply and Repair	734.53
1617.2351-0	21-May-20	JP Promotions	Uniforms and Protective Equipment	2,728.66
1612.2002-0	15-May-20	Kennards Traffic WA	Equipment Supply and Repair	1,079.99
1612.1765-0	15-May-20	Kirby Swim Equip Pty Ltd	Equipment Supply and Repair	224.40
1615.5268-0	15-May-20	Kleenheat Gas	Gas Usage Charges	60.10
1612.241-01	15-May-20	Kool-Line Electrical & Refrigeratio	Electrical Services and Maintenance	12,562.00
1612.6544-0	15-May-20	Koori Kids Pty Ltd	Event Performance and Activity	1,190.30
1610.2814-0	7-May-20	Landfill Gas & Power Pty Ltd	Electricity Usage Charges	37,982.68
1609.501-01	7-May-20	Landgate	Local Government Services	497.80
1620.501-01	28-May-20	Landgate	Local Government Services	4,552.63
1620.3670-0	28-May-20	LD Total	Landscaping Materials and Services	3,300.00
1612.3008-0	15-May-20	LGIS Risk Management	Conference and Workshop Enrolment	3,300.00
1609.5366-0	7-May-20	Lifeskills Australia	Human Resource Services	1,056.00
1612.5366-0	15-May-20	Lifeskills Australia	Human Resource Services	1,232.00
1620.5366-0	28-May-20	Lifeskills Australia	Human Resource Services	528.00
1609.547-01	7-May-20	LO GO Appointments	Agency and Contract Staff	2,647.59
1612.547-01	15-May-20	LO GO Appointments	Agency and Contract Staff	3,678.51
1617.547-01	21-May-20	LO GO Appointments	Agency and Contract Staff	2,586.67
1612.3967-0	15-May-20	Local Government Professionals	Membership and Subscription	68.00
1620.3967-0	28-May-20	Local Government Professionals	Membership and Subscription	35.00
1613.60-01	15-May-20	Local Government Racing and Cemeter	Superannuation	205.00
1621.60-01	28-May-20	Local Government Racing and Cemeter	Superannuation	205.00
1609.457-01	7-May-20	Lochness Pty Ltd	Landscaping Materials and Services	31,168.04
1617.457-01	21-May-20	Lochness Pty Ltd	Landscaping Materials and Services	1,089.00
1620.457-01	28-May-20	Lochness Pty Ltd	Landscaping Materials and Services	154.00
1619.6601-0	28-May-20	Lotus Legal	Refund - Rates	750.00
1616.6588-0	21-May-20	M C Jacobs	Grant - CCTV Partnership Program	750.00
1612.536-01	15-May-20	Magic Garden Supplies	Landscaping Materials and Services	350.00
1620.536-01	28-May-20	Magic Garden Supplies	Landscaping Materials and Services	174.00

Payment	Date	Payee	Description	Amount
1620.2515-0	28-May-20	Maia Financial Pty Ltd	Equipment Hire	20,267.99
1617.494-01	21-May-20	Major Motors Pty Ltd	Plant Supply and Servicing	675.66
1609.1693-0	7-May-20	Marketforce Pty Ltd	Advertising Services	3,874.72
1612.1693-0	15-May-20	Marketforce Pty Ltd	Advertising Services	1,648.64
1612.319-01	15-May-20	McLeods	Legal Services	3,264.71
1609.4936-0	7-May-20	McMillan Deli	Flowers	120.00
1620.6370-0	28-May-20	MDM Entertainment Pty Ltd	Event Performance and Activity	24.52
1620.6057-0	28-May-20	Menchetti Consolidated Pty Ltd T/A	Construction Services	385.00
1609.600-01	7-May-20	Message4U Pty Ltd	Communication Services	395.34
1617.865-01	21-May-20	MetroCount	Engineering & Surveying Services	2,640.00
1609.3408-0	7-May-20	Michael Page International	Agency and Contract Staff	4,232.31
1612.3408-0	15-May-20	Michael Page International	Agency and Contract Staff	7,761.11
1620.3408-0	28-May-20	Michael Page International	Agency and Contract Staff	4,232.31
1609.189-01	7-May-20	Mindarie Regional Council	Waste Management Services	51,716.27
1612.189-01	15-May-20	Mindarie Regional Council	Waste Management Services	47,952.65
1617.189-01	21-May-20	Mindarie Regional Council	Waste Management Services	53,962.23
1612.5834-0	15-May-20	Miss A T Uniza	Staff Payments and Reimbursement	211.18
1612.5991-0	15-May-20	Mr A Hall	Event Performance and Activity	1,650.00
1616.6584-0	21-May-20	Mr B J Oakes	Grant - CCTV Partnership Program	750.00
1608.6567-0	7-May-20	Mr B M Compelio & Mrs J S Compelio	Refund - Rates	265.87
1607.2475-0	7-May-20	Mr B Oliver	Member Payment	2,172.13
1616.6587-0	21-May-20	Mr C M Beattie	Grant - CCTV Partnership Program	750.00
1614.6576-0	15-May-20	Mr C T McKeon	Grant - CCTV Partnership Program	349.50
1614.6574-0	15-May-20	Mr D A Fields	Grant - CCTV Partnership Program	750.00
1608.6553-0	7-May-20	Mr D Mondal	Refund - Fees and Charges	44.40
1608.6568-0	7-May-20	Mr J V Musgrave & Ms T A Kerr-Musg	Refund - Rates	430.50
1616.6590-0	21-May-20	Mr L J Chisholm	Refund - Rates	256.59
1609.5885-0	7-May-20	Mr M R Cole	Staff Payments and Reimbursement	130.00
1620.5352-0	28-May-20	Mr P A Berrick	Design and Drafting Services	3,300.00
1608.6563-0	7-May-20	Mr S Caulfield	Refund - Infringement	60.00
1619.6602-0	28-May-20	Mr T D Grennan	Refund - Application Fee	61.65
1616.6586-0	21-May-20	Mr T J Brown	Grant - CCTV Partnership Program	750.00
1607.4004-0	7-May-20	Mr W J Hendriks	Member Payment	2,172.13
1609.6530-0	7-May-20	Mrs F Gibson	Staff Payments and Reimbursement	68.00
1620.4994-0	28-May-20	Mrs N E Martin Goode	Staff Payments and Reimbursement	79.00
1614.6216-0	15-May-20	Mrs N F Egan & Mr P M Egan	Refund - Fees and Charges	750.00
1614.6580-0	15-May-20	Mrs R Nicolosi	Grant - CCTV Partnership Program	750.00
1619.6599-0	28-May-20	Mrs Z A Latif	Refund - Application Fee	73.00
1607.4601-0	7-May-20	Ms B L Ife	Member Payment	3,457.54
1607.398-01	7-May-20	Ms C N Anderson	Member Payment	2,172.13
1617.5056-0	21-May-20	Ms E Paull	Event Performance and Activity	350.00
1608.6562-0	7-May-20	Ms H Dillon	Refund - Fees and Charges	129.96
1619.6562-0	28-May-20	Ms H Dillon	Refund - Fees and Charges	61.00
1612.5420-0	15-May-20	Ms J Wiscombe	Event Performance and Activity	450.00
1614.6578-0	15-May-20	Ms K A Roberts & Ms L S Roberts-Ran	Refund - Rates	387.62
1614.6575-0	15-May-20	Ms K A Rodoreda	Refund - Fees and Charges	750.00
1607.4603-0	7-May-20	Ms K A Vernon	Member Payment	7,956.39
1612.2552-0	15-May-20	Ms L J Manser	Staff Payments and Reimbursement	3.25
1607.6494-0	7-May-20	Ms L Lisandro	Member Payment	2,172.13
1619.6585-0	28-May-20	Ms N S McKenna	Grant - CCTV Partnership Program	750.00
1616.6592-0	21-May-20	Ms P Li	Crossover Contribution	400.00
1612.5472-0	15-May-20	Ms P Vanessie	Communication Services	14,630.00
1607.4602-0	7-May-20	Ms R A Potter	Member Payment	2,172.13
1612.5833-0	15-May-20	Ms R C Evans	Staff Payments and Reimbursement	91.16
1617.6454-0	21-May-20	Ms R S Watts	Library Services	60.00
1608.6535-0	7-May-20	Ms S Ellis	Refund - Fees and Charges	90.00
1607.1601-0	7-May-20	Ms V Potter	Member Payment	2,172.13
1616.6572-0	21-May-20	Ms W Wells	Refund - Fees and Charges	50.00
1609.3970-0	7-May-20	Netstar Australia Pty Ltd t/a Pinpo	Fleet Management Services	275.00
1612.553-01	15-May-20	New Town Toyota	Plant Supply and Servicing	57.09
1620.5849-0	28-May-20	Objective Corporation Limited	Software and IT Solutions	3,749.17
1609.657-01	7-May-20	Octagon-BKG Lifts	Machinery Servicing and Parts	1,933.96
1612.657-01	15-May-20	Octagon-BKG Lifts	Machinery Servicing and Parts	974.24
1612.202-01	15-May-20	Officeworks Superstores Pty Ltd	Office Supplies	769.18
1620.6552-0	28-May-20	Olivers Upholstey	Furniture Supply and Repair	440.00
1612.5312-0	15-May-20	OpenForms Pty Ltd	Software and IT Solutions	266.20

Payment	Date	Payee	Description	Amount
1618.2188-0	21-May-20	Optus Billing Services Pty Ltd	Telephone Usage Charges	19.99
1623.2188-0	28-May-20	Optus Billing Services Pty Ltd	Telephone Usage Charges	42.73
1608.6566-0	7-May-20	Ormsby Super Pty Ltd	Refund - Rates	3,534.54
1617.4584-0	21-May-20	Owen's Painting Services Pty Ltd	Painting Services	1,199.00
1612.2554-0	15-May-20	Paperbark Technologies Pty Ltd	Professional Services	415.00
1617.2554-0	21-May-20	Paperbark Technologies Pty Ltd	Professional Services	415.00
1612.475-01	15-May-20	Parkland Mazda	Plant Supply and Servicing	335.70
1612.1385-0	15-May-20	Parks & Leisure Australia	Conference and Workshop Enrolment	242.00
1617.1385-0	21-May-20	Parks & Leisure Australia	Conference and Workshop Enrolment	49.50
1612.1967-0	15-May-20	Pember Wilson Eftos	Valuation Services	2,035.00
1609.401-01	7-May-20	Perth Cricket Club Inc	Facility Maintenance Services	17,160.00
1609.5607-0	7-May-20	Phase3 Landscape Construction Pty L	Landscaping Materials and Services	1,012.66
1612.6418-0	15-May-20	Place Laboratory	Landscaping Materials and Services	5,951.00
1620.1418-0	28-May-20	Planning Institute of Australia	Membership and Subscription	840.00
1620.3905-0	28-May-20	Powerlux WA	Electrical Services and Maintenance	43,357.60
1609.2241-0	7-May-20	Progility Pty Ltd	Software and IT Solutions	4,675.00
1620.2241-0	28-May-20	Progility Pty Ltd	Software and IT Solutions	749.10
1609.746-01	7-May-20	Quick Corporate Australia	Office Supplies	22.18
1612.746-01	15-May-20	Quick Corporate Australia	Office Supplies	634.24
1617.746-01	21-May-20	Quick Corporate Australia	Office Supplies	245.39
1620.746-01	28-May-20	Quick Corporate Australia	Office Supplies	571.27
1609.5287-0	7-May-20	Redfish Technologies Pty Ltd	Software and IT Solutions	26,192.46
1620.2457-0	28-May-20	Reino International Pty Ltd	Parking Equipment and Supplies	50,204.83
1609.5421-0	7-May-20	Reverberate Consulting	Noise Monitoring and Analysis	3,093.75
1612.1054-0	15-May-20	Richgro Garden Product	Landscaping Materials and Services	5,313.00
1612.2934-0	15-May-20	Riley Family Trust T/A Woodbridge	Painting Services	7,920.00
1612.6285-0	15-May-20	Risk Advisory Services Partnership	Insurance	6,600.00
1612.6328-0	15-May-20	Roberts Day Group Pty Ltd	Planning and Building Services	7,658.20
1617.6328-0	21-May-20	Roberts Day Group Pty Ltd	Planning and Building Services	9,525.03
1612.2940-0	15-May-20	ROL-WA Pty Ltd trading as Allpest W	Pest Control Services	558.06
1609.3146-0	7-May-20	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	6,684.00
1612.3146-0	15-May-20	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	867.00
1617.3146-0	21-May-20	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	645.00
1620.3146-0	28-May-20	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	3,846.00
1620.950-01	28-May-20	RSEA Pty Ltd	Uniforms and Protective Equipment	102.32
1609.2738-0	7-May-20	Safer Sands WA	Landscaping Materials and Services	2,158.92
1617.549-01	21-May-20	Saferoads Pty Ltd	Road Construction Materials and Services	21,509.40
1620.6350-0	28-May-20	Safeway Building & Renovations Pty	Construction Services	140,667.34
1617.1740-0	21-May-20	Sage Consulting Engineers	Design and Drafting Services	11,467.50
1609.114-01	7-May-20	SAI Global Australia Pty Ltd	Membership and Subscription	10,248.39
1620.5641-0	28-May-20	Sandbox Productions	Photography and Imaging Services	8,753.25
1620.2455-0	28-May-20	Scott Print	Printing Services	82.50
1609.1816-0	7-May-20	Secure Cash trading as Cash in Tran	Financial Services	123.20
1609.1809-0	7-May-20	Secure Pay	Financial Services	5,500.00
1617.1208-0	21-May-20	Shane McMaster Surveys	Engineering & Surveying Services	5,775.00
1620.354-01	28-May-20	Sigma Chemicals	Equipment Supply and Repair	268.40
1620.122-01	28-May-20	Signarama Burswood	Sign Installation and Supply	2,816.00
1612.1953-0	15-May-20	Spider Waste Collection Services Pt	Waste Management Services	4,111.80
1612.3996-0	15-May-20	StrataGreen	Landscaping Materials and Services	6,912.00
1612.1944-0	15-May-20	Structerre Consulting Engineers	Engineering & Surveying Services	2,145.00
1617.1944-0	21-May-20	Structerre Consulting Engineers	Engineering & Surveying Services	220.00
1612.141-01	15-May-20	Sunny Sign Company Pty Ltd	Sign Installation and Supply	33.00
1620.141-01	28-May-20	Sunny Sign Company Pty Ltd	Sign Installation and Supply	946.00
1622.4916-0	28-May-20	SuperChoice Services	Superannuation	215,438.54
1609.3780-0	7-May-20	Swansea Street Markets	Amenities	126.00
1610.144-01	7-May-20	Synergy	Electricity Usage Charges	64,479.29
1615.144-01	15-May-20	Synergy	Electricity Usage Charges	524.29
1618.144-01	21-May-20	Synergy	Electricity Usage Charges	14,988.30
1623.144-01	28-May-20	Synergy	Electricity Usage Charges	13,835.55
1612.714-01	15-May-20	T & C Transport Service	Courier Services	9.59
1612.145-01	15-May-20	Taborda Contracting Pty Ltd	Traffic Control Services	7,629.94
1617.145-01	21-May-20	Taborda Contracting Pty Ltd	Traffic Control Services	2,027.86
1620.145-01	28-May-20	Taborda Contracting Pty Ltd	Traffic Control Services	1,992.10
1617.1191-0	21-May-20	Talbot Walsh Engraving and Signs	Sign Installation and Supply	646.80
1610.152-01	7-May-20	Telstra Corporation Ltd	Telephone Usage Charges	255.64
1615.152-01	15-May-20	Telstra Corporation Ltd	Telephone Usage Charges	266.58

Payment	Date	Payee	Description	Amount
1618.152-01	21-May-20	Telstra Corporation Ltd	Telephone Usage Charges	110.00
1623.152-01	28-May-20	Telstra Corporation Ltd	Telephone Usage Charges	1,501.45
1609.1939-0	7-May-20	TenderLink.com	Advertising Services	369.60
1620.454-01	28-May-20	The 12 Volt Shop	Machinery Servicing and Parts	215.98
1609.2702-0	7-May-20	The Chamber of Arts and Culture	Membership and Subscription	385.00
1620.6560-0	28-May-20	The Grants Guy	Training Services	550.00
1614.6573-0	15-May-20	The Owners of 4 Lichfield Street St	Grant - CCTV Partnership Program	750.00
1614.6577-0	15-May-20	The Owners of Strata Plan 20297	Grant - CCTV Partnership Program	750.00
1609.156-01	7-May-20	The Pressure King	Cleaning Services and Equipment	327.25
1612.6372-0	15-May-20	The School of Philosophy (WA)	Community Grant	3,300.00
1609.6047-0	7-May-20	The Trustee for Deluca Family Trust	Vehicle Operating Expenses	840.00
1609.4404-0	7-May-20	The Trustee for Spoon Media Trust	Communication Services	82.50
1612.6008-0	15-May-20	Thomson Geer	Legal Services	891.00
1609.3724-0	7-May-20	Threat Protect	Fire Alarm and Security Services	286.83
1620.3724-0	28-May-20	Threat Protect	Fire Alarm and Security Services	1,591.48
1612.3682-0	15-May-20	Tocojepa Pty Ltd T/as T-Quip	Plant Supply and Servicing	2,632.00
1617.2695-0	21-May-20	Tony Jones Art Projects	Art and Event	6,600.00
1614.6491-0	15-May-20	Toolmart Holdings Pty Ltd	Machinery Servicing and Parts	1,151.65
1612.931-01	15-May-20	Total Eden Pty Ltd	Irrigation Supply and Repair	744.33
1620.931-01	28-May-20	Total Eden Pty Ltd	Irrigation Supply and Repair	32.09
1612.6281-0	15-May-20	Totally Workwear Belmont	Uniforms and Protective Equipment	180.35
1617.6281-0	21-May-20	Totally Workwear Belmont	Uniforms and Protective Equipment	425.61
1620.6281-0	28-May-20	Totally Workwear Belmont	Uniforms and Protective Equipment	845.82
1613.59-01	15-May-20	Town of Victoria Park - Lotto Club	Superannuation & Employee Deductions	136.00
1621.59-01	28-May-20	Town of Victoria Park - Lotto Club	Superannuation & Employee Deductions	136.00
1613.63-01	15-May-20	Town of Victoria Park - Staff Socia	Superannuation & Employee Deductions	289.00
1621.63-01	28-May-20	Town of Victoria Park - Staff Socia	Superannuation & Employee Deductions	306.00
1612.4239-0	15-May-20	TPG Network Pty Ltd	Software and IT Solutions	6,697.47
1620.173-01	28-May-20	Tudor House	Printing Services	660.00
1609.5732-0	7-May-20	Tuna Blue Facilitation	Training Services	220.00
1612.5383-0	15-May-20	UDLA Pty Ltd	Design and Drafting Services	7,920.00
1609.529-01	7-May-20	UN Plumbing	Facility Maintenance Services	93.50
1612.529-01	15-May-20	UN Plumbing	Facility Maintenance Services	3,063.50
1620.529-01	28-May-20	UN Plumbing	Facility Maintenance Services	3,300.00
1617.4472-0	21-May-20	United Fasteners WA Pty Ltd	Equipment Supply and Repair	87.44
1612.4117-0	15-May-20	Veris Australia Pty Ltd	Engineering & Surveying Services	1,848.00
1612.4241-0	15-May-20	Vetwest Animal Hospitals	Veterinary Services	55.90
1620.6171-0	28-May-20	Vic Park Larder	Catering and Refreshments	400.00
1617.6168-0	21-May-20	Wagener Holdings Pty Ltd	Sign Installation and Supply	1,320.00
1612.31-01	15-May-20	Warnes Assemblies	Equipment Supply and Repair	203.50
1612.6559-0	15-May-20	Warringtonfire Australia Pty Ltd	Fire Alarm and Security Services	4,950.00
1609.375-01	7-May-20	Waste Stream Management	Waste Management Services	7,677.45
1617.37-01	21-May-20	Water 2 Water Pty Ltd	Amenities	1,776.71
1615.36-01	15-May-20	Water Corporation	Water Usage Charges	6,881.96
1618.36-01	21-May-20	Water Corporation	Water Usage Charges	200.83
1612.2074-0	15-May-20	West Australian Newspapers Ltd	Membership and Subscription	6.33
1617.2074-0	21-May-20	West Australian Newspapers Ltd	Membership and Subscription	149.99
1609.46-01	7-May-20	Westbooks	Library Equipment and Stock	1,711.56
1609.655-01	7-May-20	Westcare Industries	Office Supplies	105.60
1617.828-01	21-May-20	Western Australian Treasury Corpora	Loan Repayments	83,421.70
1612.667-01	15-May-20	Western Maze Pty Ltd T/A WA Recycli	Cleaning Services and Equipment	10,119.31
1620.667-01	28-May-20	Western Maze Pty Ltd T/A WA Recycli	Cleaning Services and Equipment	40,471.34
1612.731-01	15-May-20	Western Power	Electrical Services and Maintenance	2,555,296.00
1612.568-01	15-May-20	Westrac Pty Ltd	Plant Supply and Servicing	307.68
1617.376-01	21-May-20	WINC Australia Pty Limited	Office Supplies	29.68
1620.376-01	28-May-20	WINC Australia Pty Limited	Office Supplies	965.75
1612.2521-0	15-May-20	Woolworths Group Ltd	Equipment Supply and Repair	887.00
1612.99-01	15-May-20	Work Clobber	Uniforms and Protective Equipment	823.01
1609.2383-0	7-May-20	Wright Express Australia Pty Ld	Groceries	225.00
1612.2383-0	15-May-20	Wright Express Australia Pty Ld	Groceries	107.73
1617.2383-0	21-May-20	Wright Express Australia Pty Ld	Groceries	35.75
1609.1343-0	7-May-20	Writing WA Inc	Membership and Subscription	135.00
1612.104-01	15-May-20	Youngs Holden	Plant Supply and Servicing	342.08
1617.4357-0	21-May-20	ZircoData Pty Ltd	Record Management Services	816.75
			Total Creditors EFT Payments	**6,094,834.41**

Payroll

All Payments Made From 1-May-20 To 31-May-20

Payment	Date	Payee	Description	Amount
PY01-23	10-May-20	Municipal Fund Bank Account	Payroll	467,631.68
PY01-24	24-May-20	Municipal Fund Bank Account	Payroll	497,932.04
			Total Payroll	**965,563.72**
			Total Payments From Municipal Fund Bank Account	**7,080,659.62**
				7,080,659.62

Cheques Cancelled between 1-May-20 and 31-May-20 that were raised in a prior period

Cheque	Payee	Raised	Value	Cancelled

TOWN OF VICTORIA PARK



Financial Activity Statement Report

For the month ended 31 May 2020

WE'RE OPEN
VIC PARK

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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 favourable to period budget by $87,307
- The variation predominantly relates to an increase in building permit applications received due to the changes expected to the National Construction Code (NCC) 2019. The significant changes that were to come in to effect on 1 May 2020 relating to NCC 2019 were deferred to 2021, however the Town is still experiencing an increase in building permit applications higher than anticipated.
- The estimated impact on the year end position is an increase in revenue of $60,000.

- **Community Development**

- The period variation is unfavourable to period budget by $57,450
- The variation predominantly relates to the cancellation of all bookings / facility hire revenue due to COVID-19 restrictions.
- The estimated impact on the year end position is a reduction in revenue of $70,000.

- **Urban Planning**

- The period variation is favourable to period budget by $103,099
- The variance relates to two large application fees received.
- The estimated impact on the year end position is an increase in revenue of $90,000

Finance

- **Aqualife**

- The period variation is favourable to period budget by $275,830
- Variance predominantly relates to the closure of the facility at the end of March due to COVID-19. Due to restrictions and minimal operations permitted when reopening, revenue is not expected to be generated until late June or early in the new financial year.
- The estimated impact on the year end position is a reduction in revenue of $693,000.

- **Corporate Funds**

- The period variation is favourable to period budget by $1,008,909
- The variance predominantly relates to higher than anticipated rates revenue from interim notices and $620,000 of Federal assistance grants received in advance. There is a significant reduction in interest rates offered on term deposits, due to the current economic conditions and this will have a negative impact on the overall interest earnings.
- The estimated impact on year end position is an increase in revenue of $1,000,000.

- **Financial Services area**

- The period variation is favourable to period budget by $37,707
- The variance relates to higher than budgeted late payment interest earned. Interest earned will be reviewed against possible credit loss calculations due to the current economic conditions as part of the end of year process.
- The estimated impact on the year end position is an increase in revenue of $30,000

- **Information Systems**

- The period variation is favourable to period budget by $28,807
- The variance relates to insurance recoveries relating to equipment damaged by storm.
- The estimated impact on year end position is an increase in revenue of $26,000.

- **Leisurelife**

- The period variation is unfavourable to period budget by $385,329
- Variance predominantly relates to the closure of the facility at the end of March due to COVID-19. Due to restrictions and minimal operations permitted when reopening, revenue is not expected to be generated until late June or early in the new financial year.
- The estimated impact on year end position is a reduction in revenue of $450,000.

- **Parking**

- The period variation is unfavourable to period budget by $640,660
- The variation relates to a reduction in parking revenue and infringement income due to COVID-19. Due to the significant reduction in parkers, the Town has ceased regular parking patrols and only performed minimal parking enforcement during May.
- The estimated impact on year end position is a reduction in revenue of $600,000

Operations

- **Asset Planning**

- The period variation is unfavourable to period budget by $104,163
- The variance predominantly relates to budget timing for revenue associated with the Lathlain Redevelopment project. Overall revenue is expected to be slightly low due to outstanding rent from commercial and residential properties and the solar pv rebate provided as a reduction in expenditure instead of cash funds.
- The estimated impact on the year end position is a reduction in revenue of $30,000

- **Parks and Reserves**

- The period variation is unfavourable to period budget by $2,577,470
- The variance relates to State Government grant funding yet to be finalised for Lathlain Redevelopment Zone 2 and 2X.
- This is a budget timing variance and is not an actual reduction in revenue.

Operating Expense

Chief Executive Office

- **Communication and Engagement**

- The period variation is favourable to period budget by $65,898
- The variance predominantly relates to delays in the delivery of projects (2020 Advocacy strategy and corporate digital advertising update) due to COVID-19.
- The impact of year end position is nil as funds will be reallocated to deliver current programs which have increased as a result of COVID-19.

- **Customer Relations**

- The period variation is favourable to period budget by $158,764
- The variance relates to a budget timing variance relating the full payment for the Community Satisfaction program. The variance also relates to vacancies within the area.
- The estimated impact on the year end position is a reduction in expenditure of $31,000

- **Leadership and Governance**

- The period variation is favourable to period budget by $135,588
- The variance predominantly relates to a vacancy within the area for a shared resource with the City of Vincent and cost of extraordinary election being lower than expected. Consultancy and legal costs are also lower than budgeted.
- The estimated impact on the year end position is a reduction in expenditure of $65,000.

Community Planning

- **Community Development**

- The period variation is favourable to period budget by $322,607
- The variation predominantly relates to vacancies within the area and cancellation of events due to COVID-19 restrictions. Some of these funds have been reallocated for COVID-19 recovery phase.
- The estimated impact on the year end position is reduction in expenditure of $50,000.

- **Community Planning Office**

- The period variation is favourable to period budget by $85,320
- The variation predominantly relates to a reduction in leave liability and lower than anticipated consultancy costs.
- The estimated impact on the year end position is reduction in expenditure of $20,000

- **Economic Development**

- The period variation is favourable to period budget by $66,451
- The variance relates to projects such as Business Awards and other events that have been postponed or cancelled due to COVID-19.
- The estimated impact on the year end position is a reduction in expenditure of $20,000

- **Library Services**

- The period variation is favourable to period budget by $84,831
- The variance predominantly relates to the cancellation of all events due to COVID-19 and general savings due to the closure of the facility.
- The estimated impact on the year end position is a reduction in expenditure of $60,000.

- **Place Management**

- The period variation is favourable to period budget by $155,361
- The variance predominantly relates to delays in project plans due to COVID-19. These projects will be carried forward to the next financial year.
- The estimated impact on the year end position is a reduction in expenditure of $15,000.

- **Strategic Town Planning**

  - The period variation is favourable to period budget by $73,849
  - The variance relates to delays in projects due to COVID-19 and lower than budgeted expenditure relating to engagement costs for the Local Planning Strategy and savings within the public open space strategy.
  - The estimated impact on the year end position is a reduction in expenditure of $6,400.

- **Urban Planning**

  - The period variation is favourable to period budget by $64,559
  - The variance relates to a reduction in expenditure within the Design review panel due to COVID-19.
  - The estimated impact on the year end position is a reduction in expenditure of $95,000

Finance

- **Budgeting**

  - The period variation is unfavourable to period budget by $54,969
  - The variance relates to depreciation expenditure which is slightly higher than budgeted. Depreciation is a non-monetary transaction. The Town's non-current assets are currently being revalued by external valuers. The fair values of the assets and depreciation rates will be adjusted once the valuation is completed.
  - The estimated impact on the year end position is nil.

- **Corporate Funds**

  - The period variation is favourable to period budget by $44,895
  - The variance relates to a Loan guarantee fee that is yet to be paid. This is a budget timing variance.
  - The estimated impact on the year end position is nil.

- **Financial Services area**

  - The period variation is favourable to period budget by $31,214
  - The variance predominantly relates to consultancy costs associated with a project which was delayed due to resource limitations and COVID-19.
  - The estimated impact on the year end position is a reduction in expenditure of $50,000.

- **Information Systems**

  - The period variation is favourable to period budget by $59,664
  - The variance relates to delays in projects and consultancy works.
  - Unspent funds relating to projects will be carried forward to the next financial year.

- **Leisurelife**

  - The period variation is favourable to period budget by $375,178
  - The variance relates to the facility closure due to COVID-19. This has resulted in a significant decrease in employment expenditure and program expenditure.
  - The estimated impact on the year end position is a reduction in expenditure of $150,000.

- **Parking**
    - The period variation is favourable to period budget by $475,527
    - The variation relates to reduced staff utilisation due to significant reduction in parking utilisation.
    - The estimated impact on the year end position is a reduction in expenditure of $400,000.
- **Ranger Services**
    - The period variation is favourable to period budget by $40,950
    - The variation relates to reduced staff costs due to significant reduction in parking utilisation.
    - The estimated impact on the year end position is a reduction in expenditure of $40,000.

Operations

- **Asset Planning**
    - The period variation is favourable to period budget by $790,652
    - The variance predominantly relates to the unspent consultancy costs relating to Lathlain Precinct Redevelopment Project ($385,560) which is expected to be carried forward to the next financial year. There is also a reduction in operating and maintenance expenditure due to the closure of facilities and a reduction in employment expenditure.
    - The estimated impact on the year end position is a reduction in expenditure of $150,000.
- **Parks and Reserves**
    - The period variation is favourable to period budget by $334,216
    - The variance predominantly relates to a backlog of invoices associated with storm damage.
    - The estimated impact on the year end position is unknown at this stage.
- **Project Management**
    - The period variation is favourable to period budget by $706,147
    - The variance relates to delays in Edward Millen master plan and pre-project due diligence and detailed design for other projects (John Macmillan precinct planning, Taylor/McCallum, Land Asset Optimisation Project etc.). These projects will be carried forward to the next financial year.
    - The estimated impact on the year end position is unknown at this stage.
- **Street Improvement**
    - The period variation is favourable to period budget by $141,851
    - The variance predominantly relates to budget timing of consultancy costs which are committed. A vacancy within the area also contributes to the variance above.
    - The estimated impact on the year end position is a reduction in expenditure of $100,000
- **Street Operations**
    - The period variation is favourable to period budget by $453,982
    - The variance relates to budget timing.
    - The estimated impact on the year end position is nil as these are budget timing variances.

Capital Expense

Chief Executive Office
No material variance to report.

Community Planning
No material variance to report.

Finance

- **Information Systems**
    - The period variation is favourable to period budget by $557,045
    - The variance relates to delays in capital projects due to resources reallocation and changes in scope. Some project will be further delayed due to COVID-19 and working from home arrangements. There is also savings identified within projects that have been completed.
    - The estimated impact on the year end position is a reduction in expenditure of $60,000.

Operations

- **Asset Planning**
    - The period variation is unfavourable to period budget by $56,076
    - The variance predominantly relates to budget timing of projects. The Aqualife solar panel project cost will be $65,000 lower due to the application of the rebate. There are also some delays in projects due to lease negotiations. Projects that are not complete will be carried forward to the next financial year.
    - The estimated impact on the year end position is a reduction in expenditure of $65,000.
- **Fleet Services**
    - The period variation is favourable to period budget by $413,874
    - The variance predominantly relates to the delay in the delivery of the Flocon truck and Parks tractor.
    - The impact on the year end positon is nil.
- **Street Operations**
    - The period variation is favourable to period budget by $1,920,165
    - The variance relates to delays in projects and timing of invoice payments for projects that are complete.
    - Projects that are not completed will be carried forward to the next financial year.

Non-Operating Revenue

Finance
No material variance to report.

Operations
No material variance to report

Non-Operating Expenses

Finance
No material variance to report.

Proposed Budget Amendments

Reallocate budget funds within the Lathlain Redevelopment Zone 2 project.

Strategic Projects Manager has submitted the following

The adopted budget relating to the Lathlain Redevelopment Zone 2 project currently sits with the Parks asset category. As part of capitalising assets into its respective asset categories – it is requested that $110,000 relating to the renewal of drainage within this project be transferred from the Parks budget and moved into the Drainage asset classification. This is to ensure budgets and associated costs are recorded within its appropriate asset categories.

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) 2019 - 2020 Actual Balances

Balances shown in this document as 2019 - 2020 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 30 June 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 July 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	Not depreciated
- Construction and Road Base	5 – 80 years
- Original Surface / Major Resurface	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
Assets with a value below $5,000 at the time of acquisition, are excluded from the assets reported in the financial report. These assets are instead reported as an expense in the year of acquisition.

(l) 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 of 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 2020. 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, hat 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.

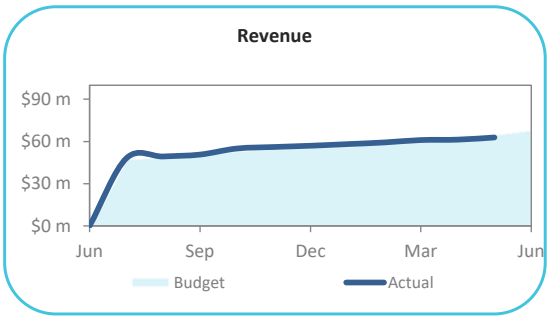
Particulars	Material Variance $		%	Revised Budget $	31 May 2020 Year-to-Date Budget $	31 May 2020 Year-to-Date Actual $
Revenue						
Chief Executive Office				**4,000**	**4,045**	**2,490**
Chief Executive Office				0	335	2,490
Communications and Engagement				1,000	900	0
Customer Relations				0	0	0
Human Resources				3,000	2,720	0
Leadership and Governance				0	90	0
Community Planning				**1,208,976**	**1,117,295**	**1,234,401**
Building Services	87,307	▲	25.4%	369,000	343,145	430,452
Community Development	57,450	▼	30.4%	203,532	189,003	131,553
Community Planning Office				1,000	910	1,433
Digital Hub				1,575	980	1,500
Economic Development				8,000	8,000	2,108
Environmental Health				260,700	259,010	244,266
General Compliance				11,496	10,560	10,247
Healthy Community				39,470	29,320	31,554
Library Services				32,404	21,505	23,323
Place Management				0	0	3
Strategic Town Planning				0	0	0
Urban Planning	103,099	▲	40.5%	281,799	254,862	357,961
Finance				**55,746,506**	**55,064,566**	**54,825,689**
Aqualife	275,830	▼	13.6%	2,435,731	2,021,057	1,745,227
Budgeting				57,600	20,000	32,827
Corporate Funds	1,008,909	▲	2.1%	47,476,657	47,472,361	48,481,270
Finance Office				1,350	1,145	796
Financial Services	37,707	▲	4.5%	830,600	829,490	867,197
Information Systems				2,500	6,900	30,707
Leisurelife	385,329	▼	21.9%	1,965,275	1,759,065	1,373,736
Parking	640,660	▼	22.6%	2,849,715	2,830,750	2,190,090
Ranger services				127,078	123,798	103,840
Operations				**11,384,665**	**9,196,452**	**6,775,551**
Asset Planning	104,163	▲	10.0%	1,421,843	1,043,590	1,147,753
Environment				0	0	0
Fleet Services				11,500	11,497	16,507
Operations Office				2,728,650	2,578,380	2,576,638
Parks and Reserves	2,577,470	▼	84.5%	4,258,166	3,051,540	474,070
Project Management				17,912	1,830	17,084
Street Improvement				96,500	21,431	20,090
Street Operations				2,065,494	1,705,844	1,717,441
Waste Services				784,600	782,340	805,968
Total Revenue				**68,344,147**	**65,382,358**	**62,838,130**

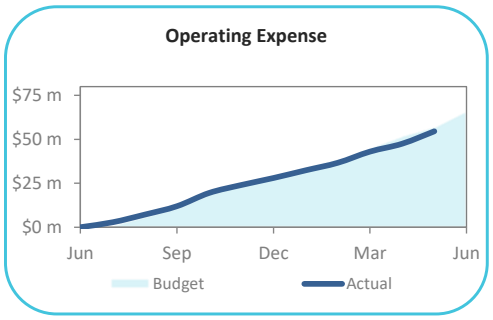
Particulars	Material Variance $		%	Revised Budget $	31 May 2020 Year-to-Date Budget $	Year-to-Date Actual $
Operating Expense						
Chief Executive Office				(5,050,475)	(4,273,892)	(3,889,432)
Chief Executive Office				(1,069,298)	(886,972)	(868,102)
Communications and Engagement	65,898	▼	9%	(810,954)	(716,497)	(650,599)
Customer Relations	158,764	▼	19%	(864,099)	(833,042)	(674,278)
Human Resources				(1,124,927)	(771,748)	(766,408)
Leadership and Governance	135,588	▼	13%	(1,181,197)	(1,065,633)	(930,045)
Community Planning				(9,454,591)	(8,459,481)	(7,355,582)
Building Services				(526,022)	(473,446)	(472,252)
Community Development	322,607	▼	16%	(2,241,947)	(2,067,516)	(1,744,909)
Community Planning Office	85,320	▼	9%	(1,080,419)	(986,957)	(901,637)
Digital Hub				(151,751)	(140,840)	(116,326)
Economic Development	66,451	▼	28%	(277,524)	(240,532)	(174,081)
Environmental Health	147,085	▼	22%	(699,150)	(663,919)	(516,834)
General Compliance	56,103	▼	33%	(170,491)	(169,529)	(113,426)
Healthy Community				(272,935)	(245,908)	(223,883)
Library Services	84,831	▼	7%	(1,329,538)	(1,247,119)	(1,162,288)
Place Management	155,361	▼	25%	(878,075)	(612,710)	(457,349)
Strategic Town Planning	73,849	▼	14%	(607,247)	(526,406)	(452,557)
Urban Planning	64,559	▼	6%	(1,219,492)	(1,084,599)	(1,020,040)
Finance				(23,297,026)	(19,675,988)	(18,678,530)
Aqualife				(2,563,770)	(2,300,687)	(2,275,856)
Budgeting	54,969	▲	1%	(9,423,032)	(8,234,070)	(8,289,039)
Corporate Funds	44,895	▼	17%	(634,115)	(258,070)	(213,175)
Finance Office				(854,653)	(742,955)	(742,786)
Financial Services	31,214	▼	3%	(1,554,087)	(1,059,326)	(1,028,112)
Information Systems	59,664	▼	3%	(3,105,802)	(2,244,005)	(2,184,341)
Leisurelife	375,178	▼	19%	(2,177,352)	(2,014,713)	(1,639,535)
Parking	475,527	▼	22%	(2,212,165)	(2,142,517)	(1,666,990)
Ranger services	40,950	▼	6%	(772,050)	(679,645)	(638,695)
Operations				(28,766,197)	(28,617,790)	(24,602,573)
Asset Planning	790,652	▼	9%	(9,186,983)	(8,663,682)	(7,873,030)
Environment				(226,178)	(176,129)	(184,801)
Fleet Services				0	0	(0)
Operations Office				(3,552,959)	(3,217,989)	(3,239,736)
Parks and Reserves	334,216	▼	8%	(4,616,631)	(4,348,682)	(4,014,466)
Project Management	706,147	▼	38%	(1,814,686)	(1,835,157)	(1,129,010)
Street Improvement	141,851	▼	13%	(1,175,890)	(1,062,055)	(920,204)
Street Operations	453,982	▼	17%	(2,666,511)	(2,604,831)	(2,150,849)
Waste Services	1,618,788	▼	24%	(5,526,359)	(6,709,265)	(5,090,477)
Total Operating Expense				(66,568,289)	(61,027,151)	(54,526,117)

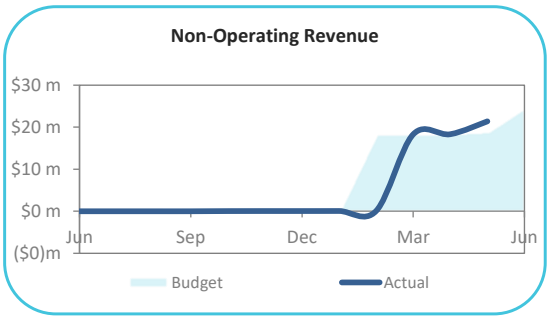
Particulars	Material Variance $		%	Revised Budget $	31 May 2020 Year-to-Date Budget $	Year-to-Date Actual $
Capital Expense						
Chief Executive Office				**0**	**0**	**0**
Chief Executive Office				0	0	0
Communications and Engagement				0	0	0
Customer Relations				0	0	0
Human Resources				0	0	0
Leadership and Governance				0	0	0
Community Planning				**(238,000)**	**(183,000)**	**(172,503)**
Building Services				0	0	0
Community Development				(238,000)	(183,000)	(172,503)
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
Finance				**(1,118,810)**	**(1,019,285)**	**(448,605)**
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	557,045	▼	55%	(1,118,810)	(1,005,650)	(448,605)
Leisurelife				0	0	0
Parking				0	(13,635)	0
Ranger services				0	0	0
Operations				**(21,215,129)**	**(16,953,332)**	**(13,894,573)**
Asset Planning	56,076	▲	3%	(2,759,353)	(2,049,940)	(2,106,016)
Environment				0	0	0
Fleet Services	413,874	▼	40%	(1,024,498)	(1,033,963)	(620,089)
Operations Office				0	0	0
Parks and Reserves	760,448	▼	11%	(7,852,207)	(6,946,518)	(6,186,070)
Project Management				(71,000)	(21,000)	(653)
Street Improvement				0	0	0
Street Operations	1,920,165	▼	28%	(9,508,071)	(6,901,911)	(4,981,746)
Waste Services				0	0	0
Total Capital Expense				**(22,571,939)**	**(18,155,617)**	**(14,515,681)**

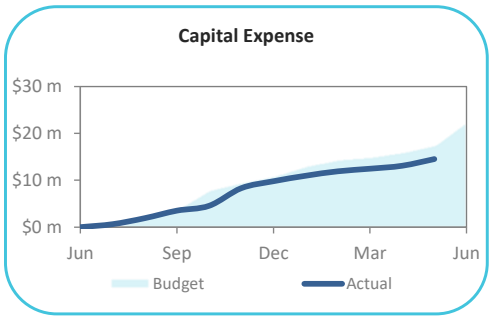
Particulars	Material Variance $	Material Variance %	Revised Budget $	31 May 2020 Year-to-Date Budget $	31 May 2020 Year-to-Date Actual $
Non-Operating Revenue					
Finance			**24,322,500**	**21,200,000**	**21,205,296**
Corporate Funds			24,322,500	21,200,000	21,205,296
Operations			**408,000**	**192,000**	**172,386**
Fleet Services			408,000	192,000	172,386
Total Non-Operating Revenue			**24,730,500**	**21,392,000**	**21,377,682**
Non-Operating Expense					
Finance			**(21,688,097)**	**(20,323,470)**	**(20,333,812)**
Corporate Funds			(21,688,097)	(20,323,470)	(20,333,812)
Total Non-Operating Expense			**(21,688,097)**	**(20,323,470)**	**(20,333,812)**
Non-Cash Items Adjustments					
Profit and Loss			(12,068)	0	(1,792)
Depreciation			9,704,500	8,561,068	8,618,681
Total Non-Cash Items Adjustments			**9,692,432**	**8,561,068**	**8,616,889**
Suspense Items Yet To Be Applied			0	0	182,681
Opening Surplus / (Deficit)			8,061,246	8,061,246	8,061,246
Closing Surplus / (Deficit)			**0**	**3,890,434**	**11,701,019**

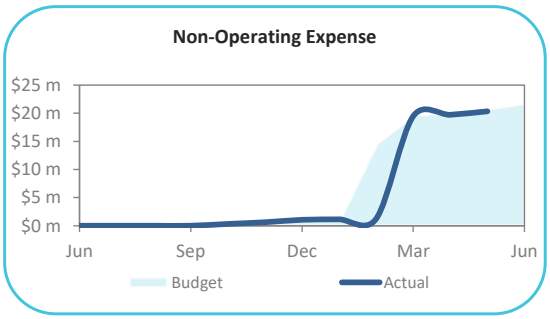
Graphical Representation

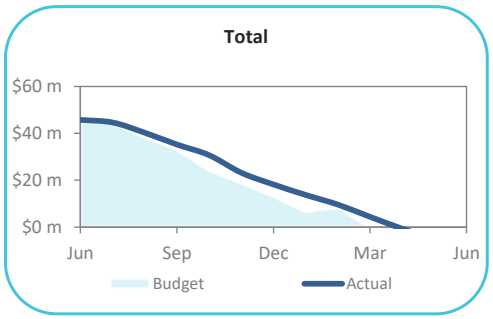












Particulars	Brought Forward 1 July $	2019-2020 Revised Budget $	Year To Date Actual $
Current Assets			
Cash - Unrestricted	18,115,254	5,895,793	17,539,032
Cash - Reserves / Restricted	32,397,367	28,385,545	48,244,442
Receivables and Accruals	4,008,731	2,348,636	4,834,635
Inventories	32,331	9,470	32,331
	54,553,683	**36,639,444**	**70,650,440**
Less Current Liabilities			
Payables and Provisions	(14,095,069)	(8,253,899)	(10,704,979)
	(14,095,069)	**(8,253,899)**	**(10,704,979)**
Net Current Asset Position	**40,458,614**	**28,385,545**	**59,945,461**
Less			
Cash - Reserves / Restricted	(32,397,367)	(28,385,545)	(48,244,442)
Estimated Surplus / (Deficiency) Carried Forward	**8,061,246**	**-**	**11,701,019**

Cash and Investments Analysis

		Amount Invested $	Interest Rate %	Term (Days)	Maturity Date	Projected Earnings $	Percentage of Portfolio
Cash - Unrestricted							
CBA		**11,539,032**				**218**	**18%**
	At Call	11,539,032	Variable	11am	Daily	218	
ME Bank		**3,000,000**				**1,726**	**5%**
		3,000,000	0.60	35	25-Jun-20	1,726	
NAB		**3,000,000**				**1,184**	**5%**
		3,000,000	0.45	32	22-Jun-20	1,184	
Total Cash - Unrestricted		**17,539,032**				**3,128**	**0%**
Cash - Restricted							
CBA		**28,244,442**				**418**	**43%**
	At Call	28,244,442	Variable	11am	Daily	418	
NAB		**5,000,000**				**5,253**	**8%**
		5,000,000	0.65	59	29-Jun-20	5,253	
BOQ		**10,000,000**				**10,651**	**15%**
		5,000,000	0.95	59	29-Jun-20	7,678	
		5,000,000	0.70	31	01-Jun-20	2,973	
ME Bank		**5,000,000**				**8,082**	**8%**
		5,000,000	1.00	59	29-Jun-20	8,082	
Total Cash - Restricted		**48,244,442**				**24,404**	**66%**
Total Cash - Invested		**65,783,474**				**27,531**	**83%**
Cash on Hand		8,205					
Total Cash		**65,791,679**					

Cash and Investments Analysis

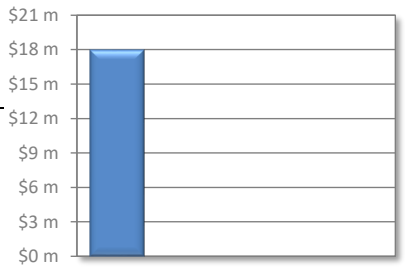
Portfolio Diversity

Institution	%
Bankwest	0
BOQ	15
CBA	60
ME Bank	12
AMP	0
NAB	12
	100

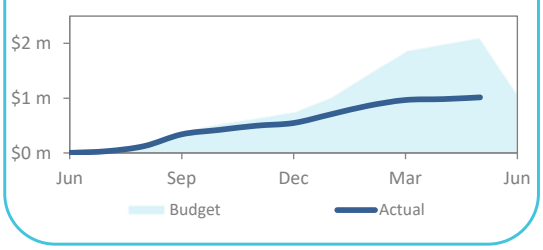


Investment Maturity Timing

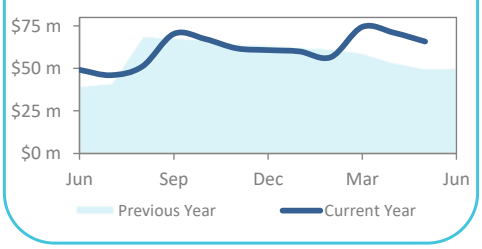
Maturity	$
Up to 30 days	18,000,000
31 - 60 days	0
61 - 90 days	0
90+ days	0
	18,000,000



Interest Earnings

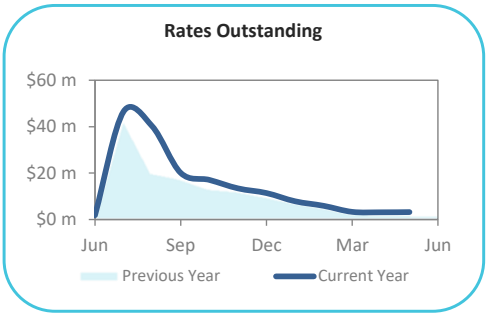


Total Cash Holdings



Rates Outstanding (Not Including Deferrals or Associated Fees and Charges)

	Total
Balance from Previous Year	1,843,375
Rates Levied - Initial	45,753,320
Rates Levied - Interims	817,342
Total Rates Collectable	**48,414,037**
Current Rates Collected To Date	45,204,899
Current Rates Outstanding	**3,209,138**
% Rates Outstanding	**6.6%**
% Rates Outstanding target less than	**4.5%**

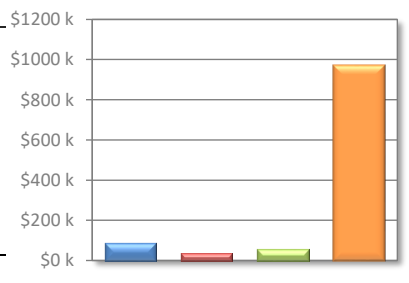


Sundry Debtors

Type	Total	30 Days	60 Days	90 Days	90+ Days
Grants and Subsidies	102,386	23,150	-	-	79,236
Property Rent	11,286	11,286			-
Aqualife Fees	1,968	61	1,283	624	-
Leisurelife Fees	368	-	353	15	-
Community Development Fees	198	-	-	198	-
Health Fees	3,701	499	959	390	1,853
Other Fees and Charges	40,048	36,446	432	-	3,169
Building and Planning Application Fees	10,087	10,014	-	-	73
Infringements - Parking	907,463	5,820	33,600	54,150	813,893
Infringements - Animals	21,720	1,000	800	1,000	18,920
Infringements - General	36,584	-	200	200	36,184
Infringements - Bush Fire	17,992	-	-	1,250	16,742
Infringements - Health	4,053	-	-	-	4,053
Total Sundry Debtors	**1,157,853**	**88,275**	**37,627**	**57,827**	**974,124**

Sundry Debtor Aged Analysis

Maturity	$
Up to 30 days	88,275
31 - 60 days	37,627
61 - 90 days	57,827
90+ days	974,124
	1,157,853



Grants and Contributions

Details	Original Budget $	Revised Budget $	Receipt Status Invoiced	Remaining
Operating Funding				
Community Development				
Sponsorship	12,000	12,000	8,000	4,000
State Government Grants	2,500	2,500	-	2,500
Corporate Funds				-
Federal Assistance Grant	389,752	389,752	789,271	-
Federal Local Road Grant	170,720	170,720	378,555	-
Library Services				-
Book Council Grants	3,380	3,380	880	2,500
State Government Grants	3,000	3,000	-	3,000
Operations Office				-
State Government Grants	2,726,150	2,726,150	2,576,140	150,010
Street Operations				-
MRWA Direct Road Grants	90,423	90,423	90,423	-
Street Lighting Subsidy	31,000	31,000	-	31,000
				-
Non-Operating Funding				-
Asset Planning				-
State Government Grant	986,000	986,000	234,405	751,595
Parks and Reserves			-	-
Recreation Capital Grants	422,077	422,077	422,077	-
State Government Grant	3,778,100	3,778,100	-	3,778,100
Street Operations	-	-	-	-
Federal Government Capital Grants	-	-	-	-
MRRG Road Rehabilitation Grants	268,234	268,234	263,168	5,066
MRWA Black Spot Grants	479,937	479,937	303,823	176,114
State Government Grant	303,000	303,000	-	303,000
Transport Grants	592,500	592,500	408,858	183,642
Total Cash Deposits	**10,258,773**	**10,258,773**	**5,475,600**	**5,390,527**

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.
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.

Urban Forest Strategy
To assist in funding initiatives associated with the Urban Forest Strategy

Waste Management
To assist in the funding of waste management and waste minimisation strategies

Reserve Funds Transactions

	Annual Opening Balance $	Transfer to Reserve $	Transfer from Reserve $	31 May 2020 Balance Actual $	31 May 2020 Balance Budget $	Annual Revised Budget $
Building Renewal	521,433	4,062	-	525,495	521,433	557,366
Cash-in-Lieu	-	-	-	-	-	-
Community Art	727,269	5,665	-	732,934	727,269	543,443
COVID-19 Recovery Reserve	-	500,000	-	500,000	500,000	500,000
Drainage Renewal	254,715	1,984	-	256,700	254,715	284,520
Edward Millen Site	1,959,453	15,264	-	1,974,717	1,959,453	1,739,335
Furniture and Equip Renewal	635,558	4,951	-	640,509	635,558	673,407
Future Fund	13,442,506	104,715	(500,000)	13,047,221	13,442,506	12,977,823
Future Projects	3,874,131	30,179	-	3,904,310	3,374,131	681,640
Harold Hawthorn - Carlisle	166,395	1,296	-	167,691	166,395	185,130
Information Technology Renewal	874,112	6,809	-	880,921	874,112	1,084,800
Insurance Risk Reserve	429,314	3,344	-	432,659	429,314	462,930
Land Asset Optimisation	2,183,400	17,008	-	2,200,408	2,183,400	1,686,300
Other Infrastructure Renewal	651,383	5,074	-	656,457	651,383	161,943
Parks Renewal	147,811	1,151	-	148,963	147,811	203,025
Pathways Renewal	452,505	3,525	-	456,030	452,505	86,697
Plant and Machinery	298,945	2,329	-	301,274	298,945	329,942
Renewable Energy	228,032	1,776	-	229,808	228,032	283,780
Roads Renewal	948,039	7,385	-	955,424	948,039	1,016,637
Underground Power	3,549,677	18,177,652	(2,555,296)	19,172,033	17,142,177	3,751,452
Urban Forest Strategy	-	-	-	-	-	500,000
Waste Management	1,052,688	8,200	-	1,060,888	1,052,688	675,375
	32,397,367	**18,902,370**	**(3,055,296)**	**48,244,442**	**45,989,867**	**28,385,545**

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 -

☒	Behind
☐	On-Track
☑	In-Front

Budget Status
This relates to how the item is costing against the Revised Budget and is displayed using the following indicators -

☒	Over budget
☐	On budget
☑	Under budget

Completion Stage
This relates to where the item is currently, in terms of completion, and is displayed using the following indicators -

☐☐☐☐	Not commenced
■☐☐☐	Commenced
■■☐☐	Half-way completed
■■■☐	Nearing completion
■■■■	Completed

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget $	Year-to-Date Actual $
Land and Buildings			**2,582,353**	**1,869,266**
Renewal - Land and Buildings				
Harold Hawthorne Centre - Air Conditioning	☐	■■■■	48,149	48,149
Vic Park Quarter - Community Room Fitout	☐	■■■□	30,000	0
10 Kent Street - Interior Refurbishment (Disability Access)	☐	□□□□	20,000	0
Administration Office - Lift Replacement	☐	■■■□	191,682	168,683
Administration Office - Underground Carpark Security	☐	■■■■	15,000	9,200
Fletcher Park - Clubrooms - Security Screen Replacement	☐	■■■■	12,329	12,329
Carlisle Reserve Clubrooms - Security Screen Replacement	☐	■■■■	8,066	8,066
Raphael Park Clubroom - Refurbish change rooms	☐	■■■■	75,000	46,190
Parnham Reserve Clubrooms- Security Screen Replacement	☒	■■■■	3,861	3,997
Higgins Park Clubroom- Security Screen Replacement	☐	■■■■	11,262	11,262
Aqualife - Plant Room - Ultraviolet Generators	☐	■■■■	111,436	111,436
Aqualife - Outdoor Pool Refurbishment	☐	■■□□	320,000	132,220
Aqualife - Pool Plant - Dosing Controllers	☐	■■■■	50,000	47,800
Aqualife - Pool Plant Equipment Renewal	☐	■■■■	10,000	9,800
Aqualife - Pool Water Treatment & Filtration Unit replacement	☐	■■■■	48,000	34,000
Aqualife - Hydrotherapy Pool scum grates	☐	■■■■	4,325	4,325
Parnham Reserve Clubrooms- Partition Replacement	☐	■■■■	16,243	16,243
Higgins Park Clubrooms - Change Room Refurbishment	☐	■■■□	75,000	0
Aqualife - 50m Pool Starting Blocks and Submersible Wall	☐	■■□□	215,000	187,704
Grandstand Replacement - Victoria Park Bowling Club	☐	■■■■	25,000	24,139
Wishing Well Restoration Works	☐	■■■□	30,000	0
Administration Office - Relocation of Mayoral Office	☐	■■■□	30,000	19,799
Upgrade - Land and Buildings				
Upgrade - Aqualife Solar Panels	☐	■■■■	170,000	104,855
Land - Upgrade: 25 Boundary Road Subdivision	☐	■■□□	71,000	653
New - Land and Buildings				
Lathlain Redevelopment (Zone 2) - Buildings	☐	■■■■	769,743	647,160
Lathlain Redevelopment (Zone 2x) - Buildings	☐	■■■■	221,257	221,257

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget $	Year-to-Date Actual $
Plant and Machinery			**1,024,498**	**620,089**
Renewal - Plant and Machinery				
182 VPK - Subaru Impreza Hatch (Plant 399)	☐	■■■■	25,000	22,200
162 VPK - Road Sweeper (Plant 341)	☐	■■■■	249,050	236,574
138 VPK - Falcon Truck (Plant 39)	☐	■■□□	290,000	0
1GTF 071 - Holden Colorado (Plant 438)	☐	■■■■	35,000	0
1TQU 220 - Trailer (Plant 173)	☐	■■■■	6,000	5,409
157 VPK - Trailer (Plant 176)	☐	■■■■	5,064	5,064
174 VPK - Trailer (Plant 178)	☐	□□□□	10,000	0
167 VPK - Toyota Camry Altise Sedan (Plant 395)	☐	■■■■	25,783	25,783
115 VPK- Subaru Impreza Hatch (Plant 393)	☐	■■■■	24,967	24,967
1EFZ 037 - Hyundai Sedan (Plant 334)	☒	■■■■	25,195	25,488
Minor Plant Renewal - Parks	☐	■■■■	23,000	13,166
156 VPK - Plant Trailer (Plant 171)	☐	■■■■	25,000	9,365
Jarret Mow Deck (Plant 171)	☐	■■■■	30,000	24,520
142 VPK - Kubota Tractor (Plant 280)	☐	■■■■	95,000	87,888
1EMD 522 - Mazda B250 Tray Back Ute (Plant 346)	☐	■■■■	32,557	32,557
1GTF 071 - Holden Colorado (Plant 438)	☐	■■■■	35,000	32,623
151 VPK - Speed Trailer (Plant 251)	☐	■■■■	50,000	43,240
173 VPK - Subaru Impreza (Plant 396)	☐	■■■■	23,882	23,882
Washbay Pressure Washer	☐	■■■■	14,000	7,363
Furniture and Equipment			**160,000**	**150,012**
Renewal - Furniture and Equipment				
Cardio Equipment Renewal (Aqualife)	☐	■■□□	160,000	150,012

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget $	Year-to-Date Actual $
Information Technology			**1,118,810**	**448,605**
Renewal - Information Technology				
System - Intranet and Councillor Portal	☐	■■■■	22,400	11,500
Hardware - Live Streaming System (Council Chambers)	☐	■■■■	66,000	53,582
Upgrade - Information Technology				
IT - Leisure Facilities Management System (Software)	☐	■■■□	12,300	6,718
IT - Library Management System (Software)	☐	■■■■	71,200	55,510
System Upgrade - Authority 7.x	☐	□□□□	140,000	0
Upgrade - Software - AP Workflow (Authority)	☐	■■■□	54,000	29,945
Hardware - Leisurelife Centre Technology Upgrade	☐	■■□□	135,000	119,989
Software - TRIM CM9 Upgrade	☐	■■□□	120,000	41,956
Hardware - UPS	☐	■■□□	9,000	6,340
New - Information Technology				
Library - RFID Self-Service System	☐	■□□□	90,000	2,100
Software - Asset Management System	☐	■■□□	203,160	70,801
New- Software - Volunteer Database	☐	□□□□	7,000	0
New - Software - CAMMS Project PoC	☐	■■□□	16,550	0
New - Software - Property Management System	☒	■■□□	12,000	12,240
New - Software - Human Resources - Online Leave and Work Patte	☐	■■■■	11,500	5,927
IT - Relocation Hardware - 6 - 8 Kent Street (Parking and Rangers)	☐	■■■■	58,700	31,998
Software - Microsoft 365	☐	■■■■	90,000	0
Roads			**5,645,207**	**3,074,606**
Renewal - Roads				
Saleham Street (Goddard to Gallipoli)	☐	■■■□	74,785	74,785
Teague Street (Duncan to Harper)	☐	■■■□	140,000	130,214
Beatty Avenue (Somerset to Dane)	☐	■■■□	143,000	118,199
Westmorland Street (Creaton to Etwell)	☐	■■■□	67,500	54,112
Bishopsgate Street (Lion to Archer)	☐	■■■□	70,881	70,881
Cohn Street (Harris to Orrong)	☒	■■■□	112,500	194,590
Forster Avenue (Bishopsgate to Rutland)	☐	■■■□	90,513	85,632
Mackie Street (West of Gloucester to Washington)	☒	■■■□	93,000	94,856
Enfield Street (Waller to Rayment)	☒	■■■□	107,000	108,470
Howick Street (Gallipoli to Goddard)	☒	■■■□	183,600	192,334
Oats Street - Mars to Planet - Renew Seal (MRRG)	☐	■■■■	5,044	5,044
Oats Street - Tuckett to Rutland - Renew Seal (MRRG)	☐	■■■■	113,872	113,872
Resurface of rail crossing - Oats and Mint Streets	☐	■■■□	150,418	128,911
Oats Street and Star Street Roundabout	☐	□□□□	175,000	0
Harris Street - Oats Street/Mercury Street/Briggs Street	☐	■■■□	335,000	58,726
Briggs Street (Downing to Raleigh) Reseal	☐	■■■□	169,500	130,778

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget $	Year-to-Date Actual $
Renewal - Roads (continued)				
Planet Street (President to Kew) Reseal	☐	■■■□	106,685	106,685
Planet Street (Briggs to President) Reseal	☐	■■■□	140,000	136,568
Tuckett Street (Oats to Mercury)	☐	■■■□	64,000	63,782
Bank Street (Forward to End)	☒	■■■□	112,000	119,113
Albany Highway - Service Lane to Shepperton	☐	■■■■	5,340	5,340
Star Street - mid Block to Archer (MRRG)	☐	■■■■	3,415	3,415
Solar Way - Mercury Street to Mercury Street - Road Rehab	☐	■■■□	335,000	63,213
Reseal - Carnarvon (Dane to Somerset)	☐	■■■□	180,000	18,480
Reseal - Planet St (Mercury to Cohn)	☐	■■■□	160,000	8,129
Reseal - Streatley (Gallipoli to Castle	☐	■■■□	190,000	0
Reseal - Sussex St (Devenish to Berwick	☐	■■■□	200,000	1,657
Albany Highway - Kent - Miller Roundabout - Renew Seal (MRRG)	☐	■■■■	2,754	2,754
Marchamley Place - Mercury Stree to Cul-de-sac - Road Rehab	☐	■■■□	155,000	134,207
Forster Avenue Traffic Calming	☐	□□□□	20,000	0
100 Oats St - Verge Modifications	☐	■■□□	10,000	0
Upgrade - Roads				
Rutland Avenue - Oats Street to Welshpool Road	☐	■■■□	250,000	198,263
Hordern and Geddes Intersection (Blackspot)	☐	■□□□	54,500	0
Hordern and McMillan Intersection (Blackspot)	☐	■□□□	92,000	0
Hill View Terrace and Oats Street - Intersection and Pedestrian	☐	■■■□	240,000	160,609
Roberts Road and Orrong Road - Intersection	☐	□□□□	25,000	0
Kent and Haymen - Stage 1 - Pavement Upgrade (Blackspot)	☐	■■■■	420,000	415,368
Archer and Orrong Intersection (Blackspot)	☐	■□□□	401,000	45,898
Shepperton and Miller - Stage 2 - Pavement Upgrade (Blackspot)	☐	■■□□	444,500	28,823
Upgrade - McCartney Crescent	☐	■■■■	2,400	900
Drainage			**347,700**	**15,976**
Renewal - Drainage				
Various - Pipe Renewal- Allocation	☐	■□□□	20,000	6,320
Various - Pit Renewal- Allocation	☐	■□□□	20,000	0
Various - Sump Renewal- Allocation	☐	■□□□	20,000	3,400
Unplanned Renewal Projects	☐	■□□□	20,000	6,256
Upgrade - Drainage				
130 Burswood Road (Hot Spot 51)	☐	□□□□	50,000	0
New - Drainage				
Bishopsgate Street - Improvements (LPRP)	☐	■■■□	197,700	0
Various - Right of Ways - Allocation	☐	■□□□	20,000	0

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget $	Year-to-Date Actual $
Pathways			**2,620,000**	**1,461,680**
Renewal - Pathways				
Lathlain Redevelopment (Zone 7)	☐	■■■■	650,000	545,699
Orrong Road (Alexander to Archer)	☒	■■□□	58,000	65,632
Cornwall Street (Castle Way and Gallipoli Street)	☐	■■■□	27,000	23,188
Gallipoli Street - Verge Widening	☐	■■■□	8,000	0
Upgrade - Pathways				
ROW52 Laneway Upgrade (IGA Laneway Revitalisation)	☐	■■■■	555,000	533,299
New - Pathways				
Goodwood Parade - Shared Path - Surface	☐	■■■□	250,000	213,004
Brodie Hall Drive - De Laeter to Sarich - Surface	☐	■■■□	125,000	51,035
Rutland Avenue Shared Path (Miller to Oats)	☐	■■□□	685,000	29,823
Victoria Park Drive (Roger Mackay to Marlee Loop)	☐	□□□□	150,000	0
Footpath - Turner Avenue and Deleater Way	☐	■■■□	112,000	0
Parks			**8,051,907**	**6,495,187**
Renewal - Parks				
Harold Rossiter - Lighting Renewal	☒	■■■■	12,000	15,370
Carlisle Reserve - Pole Floodlight Renewal	☐	■■□□	215,000	43,186
Raphael Park - Drinking Fountain	☐	■■■■	15,000	14,000
Raphael Park - Reticulation System Renewal	☐	■■■□	180,000	4,515
Playground Renewal - Parnham Park	☐	■■■■	135	135
Fraser Park - Synthetic Cricket Wickets	☐	■■■■	13,000	11,073
GO Edwards Park - Redevelopment	☐	■■■□	590,200	497,990
McCallum Park - River Wall - Foreshore Landscape	☐	■■■□	333,470	326,737
George Street Reserve - Revegetation Project	☐	■■■□	60,000	3,201
Charles Patterson Park - Picnic Table and Benches	☐	■■■■	11,000	8,810
Rotary Reserve - Drinking Fountain	☐	■■■□	6,000	0
Raphel Park - Synthetic Cricket Wickets	☐	■■□□	17,000	0
Upgrade - Parks				
Upgrade - Higgins Park Tennis Club - Court Modifications	☐	■■■□	732,850	468,601
Bolton Avenue Verge - Retaining Wall and Fencing	☐	■■□□	165,000	0
New - Parks				
John Macmillan Park - Redevelopment	☐	■■■■	711,752	506,582
Lathlain Redevelopment (Zone 2) - Parks	☒	■■■□	2,734,500	2,938,756
Lathlain Redevelopment (Zone 2x) - Parks	☐	■■■□	2,245,000	1,656,231
George Street Reserve - Interpretive and QR Code Signage	☐	■■□□	10,000	0

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget $	Year-to-Date Actual Actual
Other Infrastructure			**1,021,464**	**380,259**
Renewal - Other Infrastructure				
Lathlain Redevelopment (Zone 7) - Carparks	☐	■■■■	350,000	348,460
Upgrade - Other Infrastructure				
Balbuk Way Underground Power	☐	■□□□	263,114	0
New - Other Infrastructure				
Lathlain Redevelopment (Zone 2) - Public Art	☐	■□□□	33,000	7,000
Lathlain Redevelopment (Zone 2x) - Public Art	☐	■□□□	55,000	15,503
Parking - ACROD Bays - Allocation	☐	■■■■	2,350	2,350
Lathlain Redevelopment (Zone 2) - Carpark	☐	■■■□	303,000	0
Street Lighting - Safety Improvements	☐	■■□□	15,000	6,946

Town of Victoria Park

Audit plan for the year ending 30 June 2020



Introduction

To the Accountable Authority

We are pleased to have the opportunity to discuss our audit of the financial report of the Town of Victoria Park, as at and for the year ending 30 June 2020.

This audit plan and strategy document is intended to provide the accountable authority with our audit approach, our risk assessment, an overview of our audit focus areas, our procedures over these areas, deliverables and timelines.

Restrictions on distribution

This report is intended solely for the information of those charged with governance of Town of Victoria Park and the report is provided on the basis that it should not be distributed to other parties; that it will not be quoted or referred to, in whole or in part, without our prior written consent; and that we accept no responsibility to any third party in relation to it.

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KPMG's audit responsibility

Office of the Auditor General
Serving the Public Interest

On behalf of the Auditor General, KPMG's aim is to provide a high quality audit of the Council's financial statements and ratios that is risk focused with independent insight on the key issues.

- KPMG has been contracted by the Office of the Auditor General ("OAG") to perform the audit of the Council. The contract requires KPMG to use their audit approach and methodology. The engagement covers a three year period commencing with the financial year ending 30 June 2020.
- KPMG conducts an independent audit in order to enable the OAG to express an opinion regarding the financial statements and ratios. Our audit is conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal controls, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements will be detected.
- We perform procedures to assess whether the financial statements present fairly with the Council's financial position as at 30 June 2020, and its performance for the year ending on that date in accordance with the Local Government Act 1995, Local Government (Audit) Regulations 1996, Australian Accounting Standards and other mandatory financial reporting requirements applicable to the Council.
- We form our recommended audit opinion on the basis of these procedures, which include: examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report; and assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Council.
- We consider the effectiveness of management's internal controls over financial and performance reporting when determining the nature and extent of our procedures.
- We will express an opinion recommendation to the OAG on the matters to be reported under Reg 10 of the Local Government (Audit) Regulations 1996 , including :
  - An opinion on the financial position and results of the operations of the Town;
  - Any matters that indicate significant adverse trends in the financial position or the financial management of the Town;
  - Whether or not the asset consumption ratio and asset renewal ratio are supported by verifiable information and reasonable assumptions.
- The OAG and KPMG understand the importance of our role as auditors in the external reporting framework and we work to maintain an extensive system of quality control over our audit practices.

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Audit Approach

Office of the Auditor General
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Area	Assessment & Approach
Methodologies and activities	– Our audit approach is tailored to address financial statement risks unique to the Council. In tailoring our approach, we have held discussions with management, considered any changes to operations, and considered both external and internal developments that may impact our audit risk. – A summary of the activities in each phase of our audit is provided. – On completion, we will evaluate the evidence we obtained and report our findings to you.
Materiality	– Planning materiality is determined at the overall financial statement level. Where appropriate, based on qualitative factors, we may lower our materiality threshold. – The extent of audit procedures on balance sheet and income statement numbers is based on our professional judgement and materiality applicable to the Council. – During the course of our work, we will accumulate and report all identified uncorrected and corrected misstatements above our audit difference posting threshold, as well as material misstatements or omissions in presentation and disclosures, to the Audit and Risk Committee. – As required by auditing standards, we will request correction of identified differences.
Risk assessment	– Based on our experience, our knowledge of the Council and discussions with management, we will perform an assessment of your business risks relevant to our audit and identify financial statement captions that may be affected by these risks to identify audit focus areas. – We have summarised the relevant risks faced by the Council; and – The audit focus areas are identified, our planned procedures and key accounting and reporting matters for consideration.
Independence	– Our audit services are subject to the OAG's, KPMG's and our profession's strict rules and policies regarding auditor independence. – We will not undertake services that are incompatible with our role as your auditor, or that could compromise our independence in any way. – We will continue to monitor our independence on an ongoing basis and will confirm our independence at the time of audit completion and signing the audit opinion.
Approach to fraud	– The primary responsibility for preventing and detecting fraud rests with the Audit and Risk Committee and management. – We are responsible for obtaining reasonable assurance that the financial report, taken as a whole, is free from material misstatement, whether caused by fraud or error. Owing to the inherent limitations of an audit there is an unavoidable risk that some material misstatements of the financial report may not be detected. – We will assess the risk of fraud and design procedures that respond to that risk including, but not limited to, making enquiries of management about actual, suspected or alleged fraud and testing journal entry posting controls and a sample of journal entries. – We request at this time the accountable authority, in consultation with the Executive, to identify matters relating to fraud consideration for incorporating into our audit approach. We will report fraud related issues identified to the accountable authority if identified during our audit.

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Audit Approach - phases

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	Planning / Risk assessment	Testing	Completion
Objectives	• Perform risk assessment • Determine critical accounting and reporting matters • Plan audit procedures • Evaluate fraud risk in financial reporting • Understand accounting and reporting activities • Evaluate design and implementation of controls • Perform initial test of operating effectiveness of key controls with sample sizes based on frequency and nature of controls	• Assess control risk and the risk of significant misstatement • Perform substantive audit procedures • Audit non-routine transactions and re-assess the risk of misstatement • Obtain audit evidence that is sufficient and appropriate	• Evaluate and report audit findings • Form and issue audit opinion • Communicate with key stakeholders • Identify improvements for future years
Activities	• Update our understanding of business and operations via discussions with executive management and the finance team • Calculate audit materiality • Assess risks and identify general ledger accounts requiring audit focus • Undertake analytical reviews and assess key accounting issues • Discuss key processes and controls relevant to "significant general ledger accounts" • Review and consider relevant internal audit reports	• Complete test of operating effectiveness of key controls through sample sizes based on frequency and nature of control • Complete testing of the relevant IT controls (performed by the OAG IT specialists) • Perform testing on complex and non-routine transactions • Perform other tests to supplement controls testing • Audit of ratios • Audit disclosures • Active involvement of the OAG and review of work performed	• Resolve judgemental issues identified throughout the audit • Evaluate the Council's financial statements • Summarise key findings and report to management and the Audit and Risk Committee
Deliverables	• 2020 Audit Plan • Interim management letter (as required)	• Summary of adjusted and unadjusted audit differences for consideration by management including significant deficiencies in internal controls • Draft report to the Audit and Risk Committee and management letter, as necessary	• Audit opinion from the OAG • Exit Meeting report to Audit and Risk Committee • Final management letter

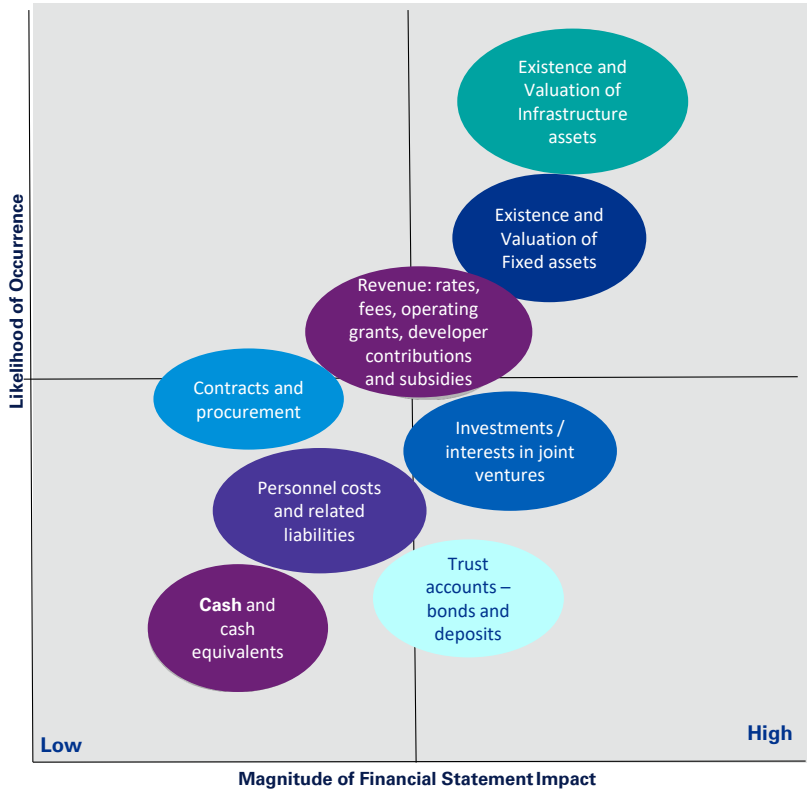
Continuous communication between OAG/KPMG teams and the Council

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Audit risk assessment

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In our assessment of inherent audit risks impacting the financial report, we consider the nature of the risk, likelihood of its occurrence and potential impact it could have on the Council's financial report.



Key	Factors influencing our assessment
Existence and valuation of Infrastructure assets	• Valuation methodology and assumptions can be complex and judgmental • Significant volume of individual assets
Existence and valuation of Fixed assets	• Valuation methodology and assumptions can be complex and judgmental • Significant volume of individual assets
Revenue – rates, fees, operating grants, developer contributions and subsidies	• High volume of transactions that management are required to process accurately
Investments / interests in joint ventures	• Disclosure requirements can be onerous and subject to error or inaccuracies
Contracts and procurement	• High volume of transactions that management are required to process accurately
Personnel costs and related liabilities	• Existence and accuracy of payroll related costs • Risk of payments made to fictitious employees
Cash and cash equivalents	• High volume of transactions of significant value
Trust accounts – bonds and deposits	• Correct classification of bonds and deposits • Incomplete disclosure of related trust accounts.

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Key audit focus areas

Office of the Auditor General
Serving the Public Interest

1 Existence and valuation of Fixed Assets

Audit risk H Higher M Moderate L Lower

Significant Risks	Size	Complexity	Susceptibility to fraud/error
	H	H	Error

Areas of audit focus

- Valuation methodology and assumptions can be complex and judgmental
- Significant volume of individual assets

Planned audit procedures

Test of Controls

- None planned

Substantive Procedures

- Review all independent/internally prepared valuations for the Council's fixed assets
- Utilising our property valuation specialist, assess the competence and capabilities of the valuers, including valuation method and assumptions used
- On a sample basis, select assets for sighting noting their existence and physical condition
- Recalculate any revaluation gain/loss arising from the revaluation and ensure this has been appropriately recorded
- Review management's impairment assessment/calculation for reasonableness
- Assess appropriateness of asset classification
- Identify and ensure Crown Land have been appropriately recorded

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Key audit focus areas

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2 Existence and valuation of Infrastructure Assets

Audit risk H Higher M Moderate L Lower

Significant Risks	Size	Complexity	Susceptibility to fraud/error
	H	H	Error

Areas of audit focus

- Valuation methodology and assumptions can be complex and judgmental
- Significant volume of individual assets

Planned audit procedures

Test of Controls

- None planned

Substantive Procedures

- Review all independent/internally prepared valuations for the Council's infrastructure assets
- Utilising our infrastructure valuation specialist, assess the competence and capabilities of the valuers, including valuation method and assumptions used
- On a sample basis, select assets for sighting noting their existence and physical condition
- Recalculate any revaluation gain/loss arising from the revaluation and ensure this has been appropriately recorded.
- Review management's impairment assessment/calculation for reasonableness
- Assess appropriateness of asset classification

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Key audit focus areas

Office of the Auditor General
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3 Revenue – rates, fees, charges, operating grants, developer contributions and subsidies

Audit risk H Higher M Moderate L Lower

Significant Risks	Size	Complexity	Susceptibility to fraud/error
	H	M	Error

Areas of audit focus

- High volume of transactions that management are required to process accurately
- Inherent risk of fraud in terms of revenue recognition

Planned response

Test of Controls

- Management review of rates table

Substantive Procedures

- Management review of rates table
- Testing of controls over the Tech One system generated reports used
- Review the Council's rates policy in place
- Review of Landgate's General Valuation of the Gross Rental Values (GRV's) of properties within the Town
- Recalculate the rates revenue for the year ensuring the correct rates were used and verifying the accuracy thereof
- Focus testing around financial year ends to ensure revenue recorded in the correct period
- Assess the recoverability of the related debtor raised
- Agree a sample of fees and charges to supporting documents
- Vouch developer contributions to agreements and other supporting documentation
- Vouch grants to relevant grant agreement and bank
- Consider transition implications of AASB 15 and AASB 1058

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Key audit focus areas

Office of the Auditor General
Serving the Public Interest

4 Investments/interests in joint ventures

Audit risk H Higher M Moderate L Lower

Significant Risks	Size	Complexity	Susceptibility to fraud/error
	M	M	Error

Areas of audit focus

- Disclosure requirements can be onerous and subject to error or inaccuracies

Planned audit procedures

Test of Controls

- None planned

Substantive Procedures

- Review of latest audited accounts for joint ventures to identify any unusual or significant accounts which may require audit focus
- Re-perform and assess the accuracy of Equity Accounting performed for Joint Ventures
- Review Council minutes and compare to prior year financial statements to ensure all investments and Joint Ventures are identified and disclosed

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Key audit focus areas

Office of the Auditor General
Serving the Public Interest

5 Contracts and Procurement

Audit risk H Higher M Moderate L Lower

Significant Risks	Size	Complexity	Susceptibility to fraud/error
	H	L	Error

Areas of audit focus

- High volume of transactions that management are required to process accurately
- Inherent risk of fraud in the procurement process

Planned audit procedures

Test of Controls

- Review of authorisation of payments in line with Delegation of Authority
- Review of approval of contracts in line with Procurement Policy of the Town

Substantive Procedures

- Review of authorisation of payments in line with Delegation of Authority
- Review approval of contracts in line with Procurement Policy of the Council
- Review of internal audit reports for internal controls tested, specific contracts reviewed or key findings noted in procurement
- Review of the Council's procurement policy
- Review the Council's contract register for long running contracts or overspent contracts
- On a sample basis for expenditure, agree payments made to supporting documentation and sighting authorisation of such payments in line with the Delegation of Authority
- For new contracts awarded during the year, review to ensure the Council's Procurement Policy was followed (quotations, request for tender, etc
- Search for unrecorded liabilities
- Consider transition implications of AASB 16

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Key audit focus areas

Office of the Auditor General
Serving the Public Interest

6 Personnel costs and related liabilities

Audit risk H Higher M Moderate L Lower

Significant Risks	Size	Complexity	Susceptibility to fraud/error
	H	L	Error

Areas of audit focus

- Ensure the accuracy and existence of personnel expenses and completeness of related liabilities

Planned audit procedures

Test of Controls

- Test management's approval of pay run payments

Substantive Procedures

- Test the reconciliation between payroll and trial balance as at 30 June 2020, including related payroll liabilities
- For a statistical sample selected, verify payments made to employees by agreeing to employee contracts, payslip and payments
- Perform a substantive analytical procedure over the annual leave and long service leave provisions

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Key audit focus areas

Office of the Auditor General
Serving the Public Interest

7 Cash and cash equivalents

Audit risk H Higher M Moderate L Lower

Significant Risks	Size	Complexity	Susceptibility to fraud/error
	H	L	Error

Areas of audit focus

- High volume of transactions of significant value

Planned audit procedures

Test of Controls

- Identify key controls within the Treasury process, including controls surrounding the preparation and review of bank reconciliations.

Substantive Procedures

- On a sample basis, vouch term deposits to confirmations and consider appropriateness of classification
- Circularize independent bank confirmations at year end
- Review the year end bank reconciliation and agree to bank confirmations

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Key audit focus areas

Office of the Auditor General
Serving the Public Interest

8 Trust Accounts – bonds and deposits

Audit risk H Higher M Moderate L Lower

Significant Risks	Size	Complexity	Susceptibility to fraud/error
	H	M	Error

Areas of audit focus

- Correct classification of bonds and deposits
- Incomplete disclosure of related trust accounts

Planned audit procedures

Test of Controls

- None planned

Substantive Procedures

- Review individual Trust Account agreements held by the Council
- Obtain audited accounts for the individual trust Accounts at year end
- Reperform the allocation of income, expenses, assets and liabilities in accordance with the Trust Agreement

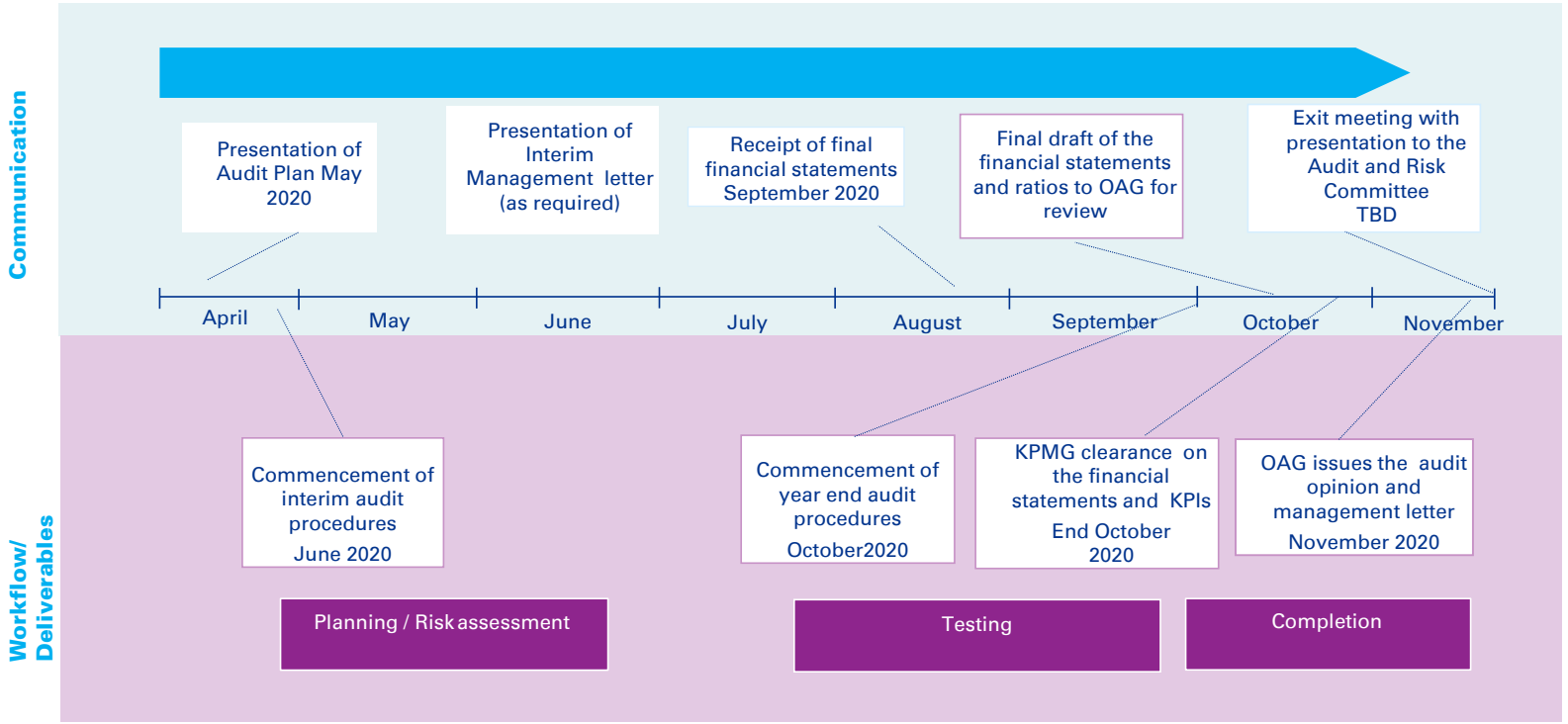
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Timeline of the audit

Office of the Auditor General
Serving the Public Interest

Communicating with and reporting to the Council, with no surprises, underpins the quality of our audit. There are two main elements: the formal audit report, and
ongoing communications. Two-way communication with management is a key aspect of our reporting and service delivery. We stress the importance of keeping you informed of issues arising throughout the audit and of understanding your views.

We deliver insights on aspects of the audit and your business practices such as the appropriateness of accounting policies, the design and operation of financial reporting systems and controls, key accounting judgements and any matters where we may disagree with management's view, and any audit differences or errors identified. We ensure the content of these reports meets the requirements of auditing standards and we share our industry experience to encourage discussion and debate with management. We see these insights as a key mechanism to support you in the execution of your responsibilities.



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New standards - More than accounting change

Office of the Auditor General
Serving the Public Interest

New standards	Effective dates – the Council Financial year
	2020
AASB 15 *Revenue from Contracts with Customers / AASB 1058 Income of not-for- profit entities*	✓
AASB 16 *Leases*	✓

New standards

AASB 15/AASB 1058

- New contract-based five-step analysis of transactions, focusing on transfer of control
- New control based model
- New method for measuring revenues (each component)
- Specific guidance for performance obligations - contracts might need to be combined or separated
- Extensive new disclosures

AASB 16

- Major change in the recognition of leases for lessees
- All significant leases on-balance sheet
- Simplified requirements for short- term leases (less than 12 months)
- Amended depreciation rules for leased assets
- No significant changes in the accounting for lessors

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COVID-19 impacts

Business impacts

The COVID-19 outbreak and the stringent government responses are causing significant business interruption, volatility in capital, commodity and currency markets and a deteriorating macroeconomic outlook.

What does this mean for the audit of the Town of Victoria Park?

We are committed to continuing to deliver a quality audit and are adapting our delivery in innovative ways:

- Increased focus on the issues critical to you in these uncertain times, in particular financial reporting estimates, judgements and transparent disclosures.
- Virtual secure access to your books, records and financial reporting, in particular:
  - Video access to perform walkthroughs of processes and test certain controls – our experience to date suggests these take more preparation to set up and longer to achieve;
  - Video access to observe inventory counts and inspect significant assets as applicable.
- Adaptation of our testing methods to new risk areas:
  - Nature of testing – focus on estimates and judgements, using authoritative external credible sources;
  - Extent of testing – split testing populations into pre and post-COVID given differing control environments.
- Sourcing further specialist advice including technical teams, risk management given additional judgements.

Your readiness will shape the following:

- Ability to gather sufficient appropriate audit evidence, in particular:
  - Process and control maintenance during the disruptions and your teams working from home, at a entity-level and books & records;
  - Work-arounds adopted by your teams adapting to working from home, increases our need to test pre and post-COVID methods;
  - Sources of evidence for estimates and judgements, in particular with respect to valuation of the infrastructure, investment properties and fixed assets. Disclaimers on behalf of management experts or other sources may significantly impact our work and conclusions;
  - Preparedness for relevant executives to sign off on financial reporting in the conditions, including representation letters, CEO and CFO declarations, etc.
- Timing, timelines and deadlines, including within the Council, and reliance on others such as management experts and other external parties.
- Communication effectiveness – we recommend specific protocols be applied for us to communicate with you, including timing, secure technologies, and extended duration to address the wide ranging issues.

There may be instances where sufficient appropriate audit evidence cannot be easily obtained. e.g. due to unavailability of critical information or key personnel. If any such difficulties emerge we will immediately alert management, the OAG and escalate key concerns with the Chairman of the Audit & Risk Committee (where required).

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Impact of COVID-19 - Risk assessment

Relevant factors affecting our risk assessment

Estimate | Non-homogeneity | Complexity | Losses/contingent liabilities | Susceptibility to bias/fraud

Audit focus areas	Relative risk	Movement due to COVID-19	Impact of COVID-19
Potential key audit matters			
Assets – valuations and impairment	H	↑	Could result in greater uncertainty for forecast cash flows and other key assumptions including discount rates. Where management has engaged experts, or makes use of internal specialists, such experts should give consideration to this increased risk.
Loans and receivables - Expected credit losses	H	↑	Could result in increased risk of defaults by debtors, specifically rates payers and sundry debtors. Management's ECL's assessment should consider and assess this increased risk.
Contracts in progress – fulfilment costs, receivables, and WIP	H	***New risk***	Increased challenges to negotiating claims and variations could be experienced by the Town. This could increase the Town's exposure to potential claims or contingent liabilities.
Other significant audit matters			
Financial report disclosures	M	***New risk***	Complexity in disclosures in particular those involving significant estimation and judgement, e.g. impairment, ECL, asset fair values.

H Higher | M Moderate | L Lower | ↑↓↔ Potential impact from COVID 19

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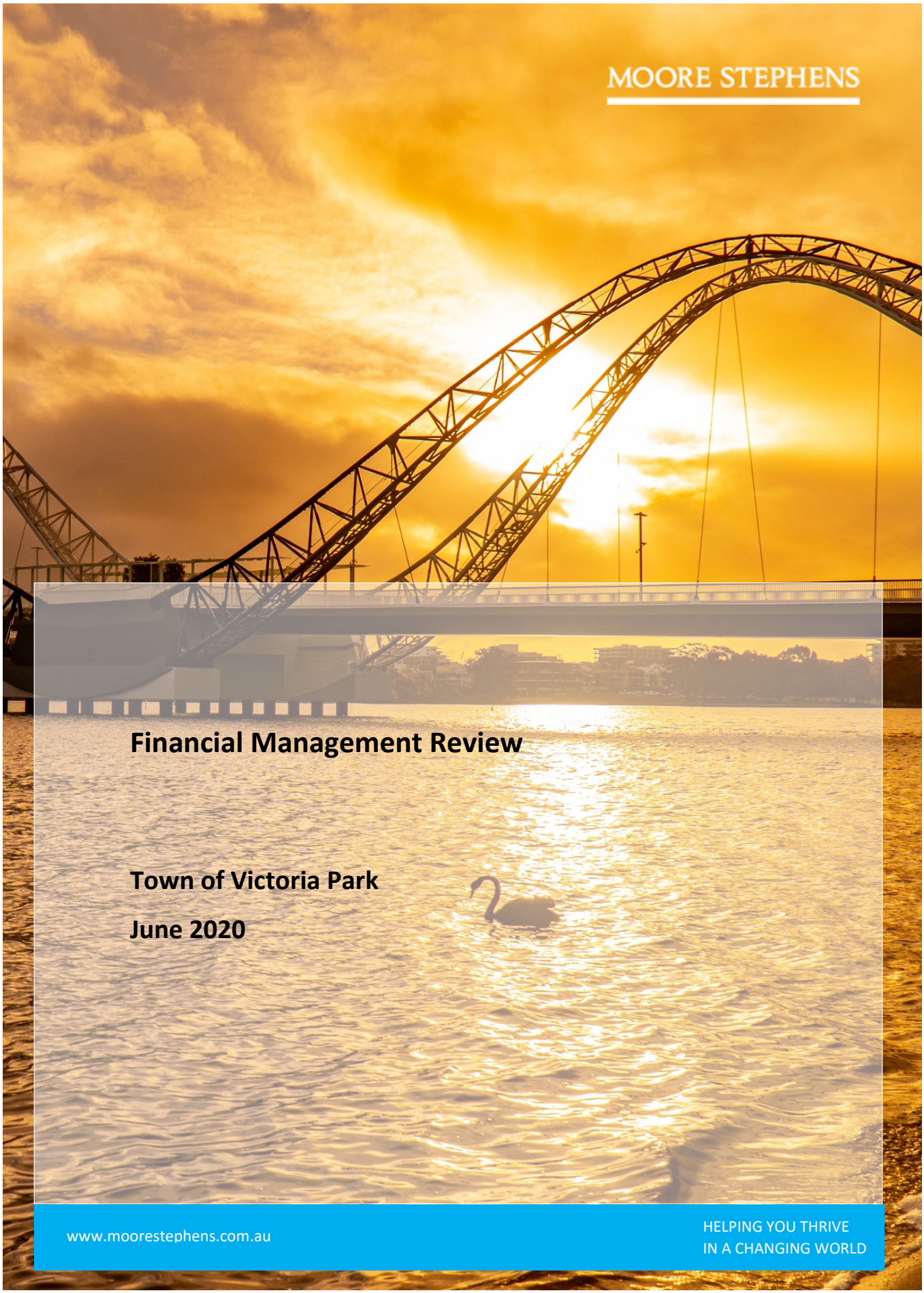
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Financial Management Review

Town of Victoria Park

June 2020

www.moorestephens.com.au

HELPING YOU THRIVE
IN A CHANGING WORLD

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Disclaimer

The objective of this review as outlined in greater detail in Part 1.0 of this report as presented, is to assist the Chief Executive Officer of the Town of Victoria Park discharge responsibilities in respect to Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (as amended).

It has been prepared by Moore Stephens (WA) Pty Ltd for this sole purpose.

It is not intended to be used by any others individual or organisation.

Confidential – this document and the information contained in it are confidential and should not be used or disclosed in any way without our prior consent.

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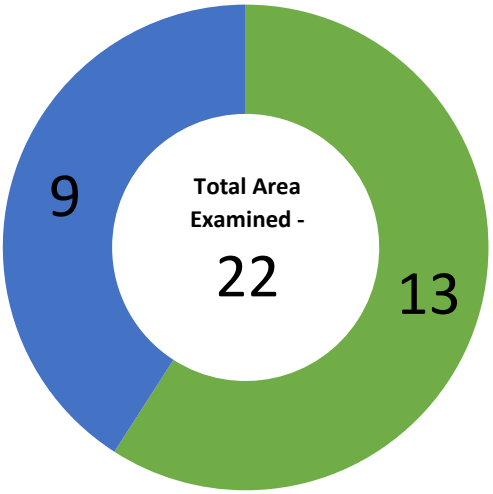
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1.0 Executive Summary

The objective of our review as outlined in our engagement letter dated 29 April 2020 is to provide a report, based on our understanding of the Town and associated risks, to the CEO on the appropriateness and effectiveness of the Town's financial management systems and procedures as required by Financial Management Regulation 5(2)(c).

To this end, we examined the following financial systems and processes of the Town covering the period 1 July 2019 to 29 February 2020.

Areas where controls and procedures are effective and are appropriate for the Town's current scope of operations	• Receipts and Receivables • Fees and Charges • Cost and Administration Allocations • Plans for the Future • Trust Funds • Borrowings • Delegations • Audit Committee • Insurance • Credit Card Procedures • Storage of Documents / Record Keeping • General Journals • IT Controls
Areas where matters were noted for improvement	• Purchases, Payments and Payables • Payroll • Rates • Bank Reconciliations • Minutes and Meetings • Financial Reports • Budget • Fixed Assets • Registers



Our review included a high-level understanding of the key financial systems that support the financial processes undertaken by the Town and the performance of review procedures designed to evaluate the appropriateness and effectiveness of the control environment of the Town's financial management system. The procedures performed for each area in respect of the review have been included in **Appendix A.**

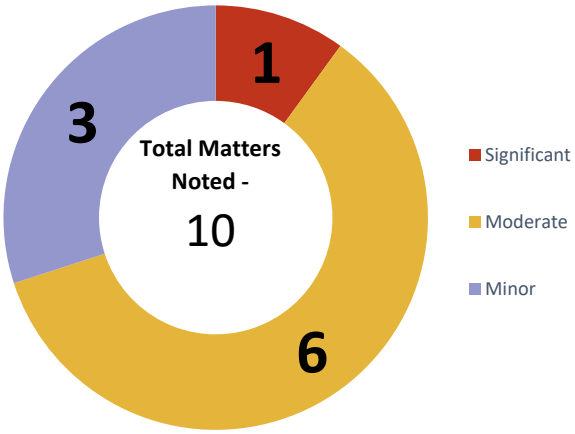
We did not necessarily examine compliance with provisions of the Act or Regulations, which were not financial in nature.

The review constitutes an advisory engagement which is not subject to assurance or other standards issued by the Australian Auditing and Assurance Standard Board and, consequently no opinions or conclusions are intended to convey assurance, either expressed or implied.

1.0 Executive Summary (continued)

Matters noted summarised by risk rating

Details of the specific areas with matters noted, together with our risk ratings, recommendations and management comments can be found in part 2 commencing on page 6.



Addressing the issues highlighted will help to ensure the controls and procedures established are not compromised in the future and the integrity of the financial management system is maintained.

We trust this report will assist in the ongoing review and improvement of the Town's financial management practices and procedures.

2.0 Matters Noted

Please Note: The rating assessment as detailed below is our assessment based on the circumstances surrounding the procedures performed. They are intended to be read in the context of our rating assessment to the organisation as a whole. They are provided solely to assist you understand the nature of the matters raised and to prioritise any remedial action.

Key for Rating Assessment:

Significant Issue represents a weakness which may have an adverse effect on the ability to achieve business objectives. Requires immediate management action.	
Moderate Issue represents a weakness which may become more serious if not addressed. Requires management action within a reasonable time period.	
Minor Issue represents an opportunity for improvement. Management should consider cost benefit analysis within a reasonable time period.	

Area	Rating	Matters Identified / Recommendations
Purchases, Payments and Payables		During our testing of purchases we noted one instance, out of 10 tested, where a purchase order was raised after the date on the supplier invoice.
		Recommendation: To help ensure purchases have been appropriately authorised all authorising officers should be reminded of the requirement to ensure purchase orders are raised prior to the time of authorising work/services or ordering goods. This will also help to ensure budget responsibility.
		Management Comments: The purchase order identified relates to an annual website subscription. Management will ensure purchase orders for ongoing yearly subscriptions are raised and authorised prior to the end of the renewal period.
Payroll		During our payroll testing we noted an instance where a department's timesheet, which is filled out by all staff members within that department, was not signed and approved by the department supervisor.
		Recommendation: To help ensure the accuracy and validity of payroll transactions, all timesheets should be independently reviewed and approved prior to processing.
		Management Comments: Payroll requires timesheets to be completed prior to payment processing date. The instances identified were mainly due to manager / supervisor being unavailable (due to leave) for authorisation. These timesheets have been reviewed by next senior officer, however not signed. Going forward, timesheets not signed will be returned to the next senior officer within the hierarchy for signatures prior to payment being processed.

2.0 Matters Noted (continued)

Area	Rating	Matters Identified / Recommendations
Payroll		Whilst the monthly reconciliations for payroll were performed on a regular basis as required, we noted they were not reviewed by a senior staff member independent of preparation.
		Recommendation: To help ensure the Town's payroll is completely and correctly posted into the general ledger, the reconciliations of the corresponding ledger control accounts should be independently reviewed and documented as such.
		Management Comments: Management notes the observations and will ensure monthly payroll reconciliations are reviewed by a senior HR officer on an ongoing basis.
Rates		From review of the Town's rate notices we noted the valuation of the land and balance payable in the current financial year was not recorded on the instalment reminder notice as required by Local Government (Financial Management) Regulation 57(1)(c) and (e) respectively.
		Recommendation: To help ensure compliance with statutory provisions, this requirement should be correctly addressed in the future.
		Management Comments: Management notes the observations and will ensure that future instalment notices include the land valuation and balance payable in the current financial.
Bank Reconciliations		Whilst the monthly reconciliations for the reserve bank account were performed on a regular basis as required, we noted they were not reviewed by a senior staff member independent of preparation.
		Recommendation: Bank reconciliations are of primary control importance and are the catalyst for many transactions in other ledger accounts. To help ensure the Town's transactions are completely and correctly posted into the general ledger, the reserve bank reconciliations should be independently reviewed and documented as such.
		Management Comments: Management notes the observation stated and confirm that although all bank reconciliations were conducted and reviewed, there were few Reserve bank reconciliations that missed the signed documentation. Management will ensure that all reconciliations are signed and filed.

2.0 Matters Noted (continued)

Area	Rating	Matters Identified / Recommendations
Minutes and Meetings		The Ordinary and Special Council meeting minutes, except for September 2019 and October 2019 were not signed at the meeting at which the minutes were confirmed as required by Local Government Act Section 5.22(3).
		Recommendation: To help ensure compliance with statutory provisions, this requirement should be correctly addressed in the future.
		Management Comments: Management notes the observations. Going forward, a hard copy of the minutes will be printed for the presiding member to sign at the meeting in which those minutes are confirmed.
Financial Reports		The monthly statement of financial activity for the month of November 2019 was not presented to the Council within 2 months of the end of the month to which the statement relates as required by Local Government (Financial Management) Regulation 34(3)(a).
		Recommendation: To help ensure compliance with statutory provisions, this requirement should be correctly addressed in the future.
		Management Comments: The financial statements for the month of November was presented to the February Ordinary Council Meeting, as the Town did not hold a meeting in January (and have not in previous financial years). Finance, in consultation with Governance will consider options on how compliance could be achieved.
Budget		The Annual Budget did not include an estimate of revenue and expenditure and an estimate of the assets and liabilities associated with major land transactions as required by Local Government (Financial Management) Regulation 27(k).
		Recommendation: To help ensure compliance with statutory provisions, this requirement should be correctly addressed in the future.
		Management Comments: Management notes the observations as stated and will ensure details relating to any major land transactions are included within future budgets.

2.0 Matters Noted (continued)

Area	Rating	Matters Identified / Recommendations
Fixed Assets		Whilst a monthly reconciliation of current year asset transactions is performed, we noted the reconciliation between the Town's fixed asset register and the general ledger was not performed on a regular basis.
		Recommendation: To help ensure the Town's fixed assets are completely and correctly posted into the general ledger, a reconciliation between the asset register and the corresponding ledger control accounts should be completed on at least a quarterly basis. This reconciliation should also be independently reviewed and documented as such.
		Management Comments: A reconciliation between asset register and corresponding ledger accounts are completed monthly. However, a final reconciliation of general ledger asset classes against the asset register is only completed at the end of the financial year. This is predominantly due to the asset classification of major projects requiring to be adjusted once the project is completed. Management will review and implement a quarterly reconciliation process as recommended.
Registers		From review of the Town's Financial Interest Register we noted the following in relation to individual returns (the responsibility of which rests with the individual completing them): i) eight instances where annual/primary returns contained sections which were left blank. ii) the return period (i.e. 1 July 2018 to 30 June 2019) was not specified on the returns. We also noted the returns completed by ex-employees and councillors were not removed from the register as required by Local Government Act Section 5.88(3).
		Recommendation: To help ensure compliance with Departmental Circular 18-2005 and to help ensure returns submitted are not at risk of being amended, all sections should be completed. We note it is acceptable to record N/A, Nil or No Change or to rule a clear line through a N/A section whilst leaving sections blank is not recommended practice. The return period should also be clearly documented on the returns. Returns should also be checked for completeness before receipt of the return acknowledgements are issued. Whilst this is not a requirement, it is considered best practice to at a minimum review the period covered by the return and identify any blank sections in the return. Procedures should be put in place to ensure that returns of ex-employees and councillors are removed from the register as soon as practicable after they cease to be person who is required to lodge a return.

2.0 Matters Noted (continued)

Area	Rating	Matters Identified / Recommendations
		Management Comments: Management notes the observations stated and will ensure the recommendations are implemented to ensure compliance.

Appendix A – Review Procedures

The following reviews were undertaken to evaluate the appropriateness and effectiveness of financial management system controls:

System	Description of Procedures Performed
Purchases, payments and payables (including purchase orders)	A sample of payment transactions was selected and tested to determine whether purchases were authorised/budgeted, and payments were supported, certified/authorised and correctly allocated. The Town's purchases, payments and payables system was also examined to determine if adequate controls were in place in ensuring liabilities are properly recorded and payments are properly controlled. Through using data analytics, customised software capable of analysing entire populations of data, we were able to compare a list of bank account details of creditors and employees for any indicators of similarities including BSB and Account Numbers. Once any consistencies were identified we enquired with the Town as to whether any of the relationships were cause for concern and required further investigation.
Receipts and Receivables	The Town's end of day banking procedures was examined to determine if they were adequate in ensuring cash collections are being recorded and allocated properly to the general ledger. Detailed testing of a sample of receipts was performed. This included tracing to individual receipt detail, bank deposits, general ledger and bank statements to ensure banking was correctly performed.
Payroll	Detailed testing of a sample of individual employees was selected from different pay runs and for each employee's pay the following tests were performed to help ensure: - the employee existed; - the correct rate of pay was used; - non-statutory deduction authorities are on hand; - time sheets were properly completed and authorised; - hours worked were properly authorised; and - allocations were reasonable and correctly posted. We also tested the first pay of a sample of new employees and the last pay of a sample of terminated employee. The Town's payroll system was also reviewed to determine if adequate controls were in place to help ensure wages and salaries are properly processed and payments are properly controlled. Through using data analytics, we were able to compare a list of bank account details of creditors and employees for any indicators of similarities including BSB and Account Numbers. Once any consistencies were identified we enquired with the Town as to whether any of the relationships were cause for concern and required further investigation.

Appendix A – Review Procedures (continued)

System	Description of Procedures Performed
Rates	The Town's rating procedures were examined to determine if they were adequate in ensuring rates were being imposed or raised correctly. This also included inspection of the rate record, rate notices, instalment notices, valuation reconciliations and general ledger. We selected a sample of rate notices, instalment rate notices and interim rate notices for the period under review. This included: - re-performing the calculations on the rate notices; - ascertaining whether the valuations applied agree to Landgate's valuation roll/report and rates per dollar imposed are as per adopted budget; - ensuring the rate system is properly updated; and - checking proper posting to the general ledger.
Bank Reconciliations	An examination of bank reconciliations and procedures for the period under review to ensure they are up to date as well as being prepared regularly and promptly for all bank accounts.
Trust Funds	Trust funds held by the Town were examined through testing a sample of receipts and refunds to determine proper accountability in the Town's financial management system and compliance with regulatory requirements.
Fees and Charges	Fees and Charges imposed at the time of budget adoption were found to be in accordance with legislative requirements. Detailed testing of a sample of fees and charges was performed. This included tracing to receipts, the adopted fees and charges schedule and the general ledger to ensure they were correctly charged, and their allocation/posting was correctly performed.
Cost and Administration Allocations	The Town's cost and administration allocations system was examined to determine if indirect costs have been properly allocated to various jobs/programs. This included review of the allocation basis and rates used to ensure they are appropriate and regularly reviewed.
Minutes and Meetings	Council meeting minutes were reviewed to ensure compliance with procedures and protocols.
Financial Reports	A review of the Town's systems and procedures over the annual financial report and monthly financial reports was performed to determine if: - Structured reporting processes are in place and being properly managed; - Reports are properly constructed based balanced trial balances; - Reports include all relevant and necessary details as required for proper financial/management reporting purposes; and - Monthly reports with variance analysis are presented to Council for adoption in a timely manner. Review the contents of the annual financial report and ensure that it has been prepared in accordance with Australian Accounting Standards, Australian Accounting Interpretations and Local Government Act 1995.

Appendix A – Review Procedures (continued)

System	Description of Procedures Performed
Budget	The Town's budgetary system and procedures was examined to determine if: - A structured process is in place and being managed properly; - The Budget is properly constructed and based on reasonable assumptions in line with the Town's strategic documents; - The Budget includes all relevant and necessary details and was properly adopted; and - The Budget is subject to proper half yearly review and variances are properly dealt with. Ensure that the annual budget and the budget review documents have been lodged to the Department of Local Government, Sport and Cultural Industries within the statutory timeframe.
Plans for the Future	A review of the Strategic Community Plan and Corporate Business Plan which comprise the Long Term Financial Plan are up to date and complied with legislative requirements.
Fixed assets (including depreciation, acquisition, and disposal of property)	The fixed assets system including controls over acquisition and disposal of assets, updating of the fixed assets register, depreciation of fixed assets and reconciliation of the fixed assets register to the general ledger was examined. A sample of asset additions and disposals was selected and testing performed to ensure: - tax invoices existed; - correct posting to the general ledger; - fixed assets register was promptly updated; and - classification of assets was correct. In addition, a sample of assets was selected and testing performed to ensure the depreciation rates used are in line with the Town's accounting policy.
Registers	Financial Interest Register The register was examined to ensure compliance with regulatory requirements. Tender Register The Town's tender process was reviewed to determine if adequate controls were in place to ensure the tendering of goods and services is being managed properly. This included walking through a sample of tenders selected for review from inception through to award of tender against the tender register, minutes and relevant supporting documentation. Through using data analytics, we were able to separate and analysis payment transactions by supplier. This enabled us to enquire as to whether a public tender process had been followed in those situations where it was required.
Delegations	The register was examined to ensure compliance with regulatory requirements.
Audit Committee	The Town's establishment of its audit committee and the constituted membership was examined by us and considered satisfactory

Appendix A – Review Procedures (continued)

System	Description of Procedures Performed
Insurance	Discussions with staff and review of policy documents revealed policies are current. Evidence also exists to suggest an annual review of insurance risks occurs.
Storage of Documents / Record keeping and IT Controls	The Town's record keeping / storage system and IT general control environment surrounding its information systems (such as access to the computer system, regular changes to passwords and data backup) were examined to determine if adequate controls and safeguards are in place.
Credit Card Procedures	A review of the Town's credit card procedures was performed to determine if adequate controls are in place. We selected a sample of credit card transactions from 1 July 2019 to 29 February 2020 across all credit cards to determine whether they are legitimate and usual in the context of the Town's operations. This included: - Sighting tax invoices; - Ascertaining whether the transactions are for bona fide Town business, and - Determining whether transactions are in line with the credit card policy.
General Journals	The Town's journal procedures were examined to determine if they were sufficiently reviewed / approved at every staff level before processing.

Appendix B – Ratio Table

Ratios provide useful information when compared to industry and internal benchmarks and assist in identifying trends. Whilst not conclusive in themselves, understanding ratios, their trends and how they interact is beneficial for the allocation of scarce resources and planning for the future. Information relating to the statutory ratios disclosed in the financial report is summarised in the table below.

		The Town's Ratios			The Town's	2019 Average [2]	
	Target Ratio	2019[3]	2018	2017	3 Year Trend [1]	Regional	State
Current Ratio	≥ 1	**1.44**	1.30	1.40	↑	1.39	2.93
Asset Sustainability Ratio	≥ 1.1	**0.62**	0.72	0.61	↓	0.83	0.89
Debt Service Cover Ratio	≥ 5	**6.07**	4.85	5.34	↑	97.69	33.23
Operating Surplus Ratio	≥ 0.15	**0.11**	0.10	0.09	↑	0.01	(0.21)
Own Source Revenue Coverage Ratio	≥ 0.9	**1.07**	1.01	1.00	↑	0.95	0.66
Asset Consumption Ratio	≥ 0.75	**0.73**	0.75	0.76	↓	0.74	0.76
Asset Renewal Funding Ratio	≥ 1.05	**1.01**	0.99	1.04	⇔	1.10	1.06

1 *The 3-year trend compares the 2019 ratio to the average of the ratios for the last 3 years.*

2 *The average in relation to the Regional and State comparisons is an average of 2019.*

3 *Red = below the DOLGSC basic target ratio, Orange = above the DOLGSC basic target but below the advanced target and Green = above the DOLGSC advanced target ratio.*

Summary

Whilst the majority of the ratios are above the accepted industry benchmark, two of the ratios appear to be trending downwards over the longer term and this should be considered moving forward.

We would like to take this opportunity to stress one off assessments of ratios at a point in time can only provide a snapshot of the financial position and operating situation of the Town. As is the case with all ratios and indicators, their interpretation is much improved if they are calculated as an average over time with the relevant trends being considered.

We suggest it would be prudent for Council and management to continue to monitor the financial position and ratios in future financial years as they strive to manage the scarce resources of the Town.

If the Town requires, we have a report available which can compare your ratios against other Local Governments across the State and by Region. The report is also able to incorporate a selection of your peer Local Governments, whether they be of near neighbours or similar in size. This may be of relevance in your case as you are included in the Metropolitan region when comparison to other, more similar local governments, may be more appropriate.

If you are interested in such an expanded report, please contact us.

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INTERNAL AUDIT PROGRAM 2020-2021

OVERVIEW

The Internal Audit Program for the 2020/2021 financial year takes a systematic risk-based approach to determine the effectiveness of organisational controls and processes for managing the High-Risk Events of non-compliance and fraud and corruption identified in the Strategic Risk Register. It is intended that the findings of this evaluation will inform improvements to the effectiveness of risk management, internal controls, and governance processes.

The Program comprises a set of prioritised audits which cover compliance, fraud and corruption and other risks in selected high-risk focus areas.

APPROACH

Focus areas which make up the scope of the risk-based Internal Audit Program were identified from an analysis of the Town of Victoria Park's Strategic Risk Register (current as at June 2020), addressing the following elements of the Register:

a) Risk Events
b) Risk Impact Category
c) Inherent Risk Rating
d) Risk Treatment Actions

Inherent High Risk Event	Risk Treatment Action
Non-compliance with Council's governance obligations under the Local Government Act	• Develop and implement internal audit on compliance and performance
Failure to prevent occurrences of fraud and corruption	• Conduct a regular internal audit on fraud and corruption • Conduct regular audits against findings by integrity bodies like the CCC, PSC and OAG

The design and approach is based on extensive research, including, but not limited to, the following references:

a) WA Local Government Operational Guidelines: The operation, function and responsibilities of Audit Committees
b) Key Western Australian Office of Auditor General (OAG) reports on Fraud Prevention and Information Systems
c) Public Sector Commission (PSC) WA Integrity Framework
d) Corruption and Crime Commission (CCC) reports and findings (Western Australia and interstate counterparts)
e) Industry and international best practice standards, guidance material and articles

SCOPE AND CRITERIA

The scope covers cross-functional audits to be undertaken in the following high-priority focus areas for the 2020-2021 financial year:

(a) Conflicts of Interest
(b) Gifts, Benefits and Hospitality
(c) Misuse of Information
(d) Information Security
(e) Reporting of Fraud and Corruption

The Internal Audit Program proposes minimum internal audit criteria for each focus area audit to enable evidence-based assessment of the extent to which the focus areas are being effectively managed by the Town, in compliance with legislative and regulatory requirements, and in alignment with best practice.

AUDIT PLANS

A detailed Audit Plan will be developed for each focus area. The internal audit criteria are subject to review and updates as part of detailed planning for each specific audit, taking into consideration emergent risks, internal and external trends and identified issues as they arise. A responsive, proactive and agile approach to audit planning will ensure currency and relevance, through environmental scanning, research and networking to keep abreast of industry and sector developments and changes in the regulatory environment.

REPORTING AND MONITORING

In line with the Terms of Reference of the Audit and Risk Committee, the findings of each audit will be presented at the first Audit and Risk Committee meeting following the completion of the audit.

Progress against internal audit recommendations will be tracked and a report presented to the Audit and Risk Committee at each quarterly meeting of the Committee.

PROBITY

To ensure the probity and integrity of the Internal Audit function, it is recommended that:

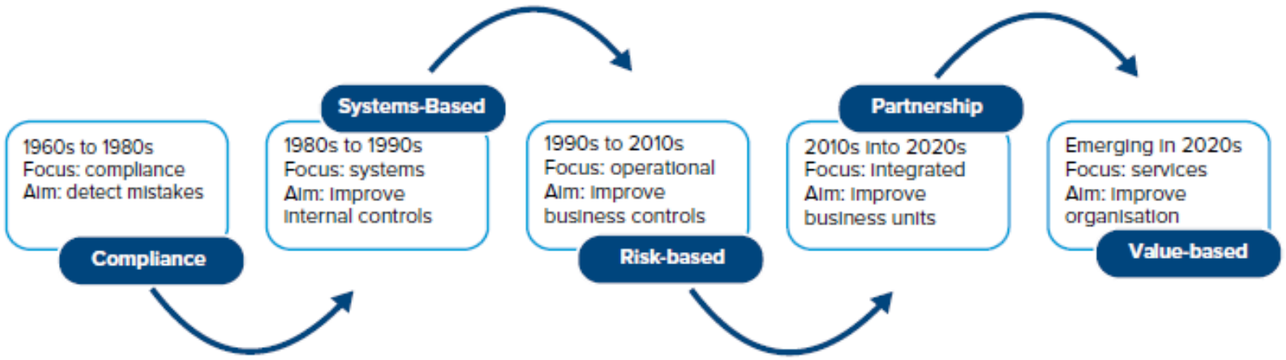
(a) The Internal Audit Program includes an out-sourced independent internal audit of the Internal Audit function in future years.
(b) Where it is identified that the performance of an internal audit would create a conflict of interest for the Internal Audit function, an out-sourced independent auditor be appointed.

LOOKING FORWARD

While the scope of this Program focuses on 2020-2021 priorities, a multi-year view of internal audit should be considered, with a rolling three-year program (reviewed annually) which proposes future focus areas to be audited for the second and third years. Scope selection in terms of focus areas will be based on assessments of the risk and threat environments undertaken through the strategic risk management function, with the Strategic Risk Register as a starting point.



It is intended that as the Town's internal audit model matures, it will evolve in line with the contemporary view of internal audit as outlined in the Institute of Internal Audit's factsheet "Evolution of Internal Audit", developing accretionally from a compliance-based function to one that helps to drive enterprise-wide value.



SUMMARY INTERNAL AUDIT PROGRAM SCHEDULE

Schedule	Risk Events Addressed (Strategic Risk Register)	Risk Impact Category (Strategic Risk Register)	Inherent Risk Rating (Strategic Risk Register)	Focus Area	Description (including rationale and risk drivers)	Suggested Minimum Internal Audit Criteria (Best Practice and Compliance)	Specific References and Legislation

Nov-20	• Failure to detect and
	• prevent occurrences of fraud and corruption
	• Non-compliance with Council's governance obligations under the Local Government Act
		• Financial
		• Reputation
		• Legislative compliance
			HIGH	**Conflicts of Interest**	• A conflict of interest (actual, potential or perceived) which is not properly identified, declared or managed, provides opportunities for corruption, placing the Town's finances, reputation and compliance at risk.
					• The need to identify, declare and manage conflicts of interest is central to an effective integrity framework.
					• Common risk areas include:
					  • Procurement processes, tenders and contracts
					  • Private sector sponsorships
					  • Allocation of grants for community-based services
					  • Dual roles as a public officer
					  • Boards and Committees with representative members
					  • Gifts, benefits and hospitality
					  • Recruitment
					  • Secondary employment.
					  • Planning and development applications
					•
						• Compliance with relevant legislation, including the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007
						• A clear policy position and guidelines on conflicts of interest, which is consistent with legislative provisions and operating environment, with specific guidance on identifying, declaring and managing conflicts of interest.
						• Inclusion of Conflicts of Interest clauses in Code of Conduct which applies to elected members, employees and independent Council Committee members
						• Clear guidance on how to manage conflicts of interest in identified common high-risk functions and activities including procurement and recruitment.
						• Requirement for elected members, employees, independent Council Committee members, consultants and contractors to identify and declare conflicts of interest
						• An actively maintained central conflicts of interest register, which is monitored by a designated officer and/or by the Audit and Risk Committee.
						• Management of conflicts of interest is documented and follow best practice.
						• Inclusion of Conflicts of Interest guidance in Induction programs for elected members, employees and independent Council Committee members.
						• An ongoing integrity-based education, training and awareness program for elected members and employees which addresses conflicts of interest.
							Conflicts of Interest Guidelines for the Western Australia Public Sector
							
							Fraud Prevention in Local Government 2019-2020, OAG
							
							Public Sector Management Act 1994
							Western Australian Public Sector Code of Ethics
							Financial Administration and Audit Act 1985 (FAAA)
							State Supply Commission Act 1991
							Local Government Act 1995 and associated Regulations:
							• Regulation 11 of Local Government (Rules of Conduct) Regulations 2007
							
							Division 6 of the Local Government Act 1995 *'Disclosure of financial interests and gifts'*

Schedule	Risk Events Addressed (Strategic Risk Register)	Risk Impact Category (Strategic Risk Register)	Inherent Risk Rating (Strategic Risk Register)	Focus Area	Description (including rationale and risk drivers)	Suggested Minimum Internal Audit Criteria (Best Practice and Compliance)	Specific References and Legislation
							• Regulation 34 (C)(1) Local Government Act (Administration) Regulations 1996
20/21FY Nov-20	Failure to detect and prevent occurrences of fraud and corruption Non-compliance with Council's governance obligations under the Local Government Act	• Financial • Reputation • Legislative compliance	HIGH	**Gifts, benefits & hospitality**	The acceptance of gifts, benefits and hospitality can create perceptions of conflicts of interest and that an employee's integrity has been compromised. This is recognised in the Local Government Act.	• Policies and guidelines are consistent with relevant provisions of the Local Government Act and associated regulations and the DLGSC Gifts Policy Position • A policy clearly outlining the council's position on gifts, benefits and hospitality, including employee obligations in relation to gifts, benefits and hospitality. • Policies on gifts, benefits and hospitality are broad in scope and apply to all elected members, employees and other personnel acting on behalf of the council. • A 'GIFT test' (such as the "Four Chart Model") to help all Council personnel (elected members and employees) decide whether or not to accept a gift or benefit. • Policy and guidelines require elected members and employees to declare gifts, benefits and hospitality regardless of whether they are accepted or declined, and for all offers to be recorded, regardless of whether they are accepted or declined. • Policy and guidelines require all offers from suppliers to be declared, regardless of their value, and recording this information on the gifts, benefits and hospitality register. • Explicit prohibition of the acceptance of gifts, benefits or hospitality from those about whom the elected member or	DLGSC Local Government Act Review Gifts Policy Position Fraud Prevention in Local Government 2019-2020, OAG S.5.87A, 5.87B, 5.89A of the Local Government Act 1995 'Disclosure of financial interests and gifts' Regulation 34B of the Local Government (Administration) Regulations 1996

Schedule	Risk Events Addressed (Strategic Risk Register)	Risk Impact Category (Strategic Risk Register)	Inherent Risk Rating (Strategic Risk Register)	Focus Area	Description (including rationale and risk drivers)	Suggested Minimum Internal Audit Criteria (Best Practice and Compliance)	Specific References and Legislation
						employee is likely to make decisions, including current or prospective suppliers. • Prohibition of the acceptance of monetary gifts or gratuities by elected members and employees regardless of their value. • Central monitoring and oversighting of gifts, benefits and hospitality registers, including oversight by the Audit and Risk Committee, to identify potential trends and patterns, including possible vulnerabilities in relation to particular individuals and organisations. • Gifts, benefits and hospitality registers are publicly available, in the interests of transparency and accountability. • Breaches are documented, reported and managed appropriately. Escalations, controls, feedback loops and remedial actions are recorded and documented. • Value thresholds are actively monitored, with alerts in place before thresholds are reached. • The topic of gifts, benefits and hospitality is included in a corporate integrity-based education, training and awareness program for elected members and employees.	
20/21FY Feb-21	Failure to detect and prevent occurrences of fraud and corruption Non-compliance with Council's governance obligations under the Local Government Act	• Financial • Reputation • Legislative compliance	HIGH	**Misuse of Information**	• Information misuse, i.e. unauthorised information access and disclosure, is highlighted as a risk in fraud and corruption prevention policies and plans. • High risk vulnerable areas for unauthorised information access and disclosure include: • Information made under Council • Information technology (employees with high	• Established policies and procedures are in place relevant to the appropriate use of information and information systems, including policies on information management, confidentiality and privacy. • A stand-alone information security policy which addresses confidentiality, integrity and unauthorised access to sensitive information. • Providing guidance on the appropriate use of council information and information systems, and/or the importance of privacy and	Regulation 6 of Local Government (Rules of Conduct) Regulations 2007 – *Use of Information*

Schedule	Risk Events Addressed (Strategic Risk Register)	Risk Impact Category (Strategic Risk Register)	Inherent Risk Rating (Strategic Risk Register)	Focus Area	Description (including rationale and risk drivers)	Suggested Minimum Internal Audit Criteria (Best Practice and Compliance)	Specific References and Legislation
					levels of access to information, such as system administrators or IT specialists). • Procurement • Human Resources • Planning and development applications •	confidentiality in employee codes of conduct. • Elected members and staff are made aware of, and formally acknowledge their obligations and due of care regarding sharing and disclosure of sensitive and confidential information, as part of an induction program and annual integrity training. • New employees are required to sign information confidentiality agreements when they commence employment with the council. • Members of tender evaluation panels or contractors and consultants who are engaged to evaluate or supervise contracts are required to sign confidentiality agreements. • Contractors must understand their obligation to maintain confidentiality of council information, and to comply with the council's privacy policy and the Public Interest Disclosure Act 2003. • Requiring employees involved in activities which involve access to information and have a heightened risk of corruption, such as procurement, to formally acknowledge they understand and comply with confidentiality obligations. • Processes are in place to detect, report and manage breaches and misconduct relating to the misuse of information. Processes include escalations and remedial actions.	
20/21FY Feb-21	Failure to detect and prevent occurrences of fraud and corruption	• Financial • Reputation • Legislative compliance	HIGH	**Information Security**	Information security and cyber risk is an increasing risk area in public organisations due to: • Changes in the threat landscape • Rapid changes in technology	• The Town's cybersecurity risk assessment, processes, and controls, are reviewed, using industry standards as a guide, with recommendations for improvements • Assessment of implementation of revised security models, such as	OAG Information Systems Audit Report – State Government entities, April 2020 Australian

Schedule	Risk Events Addressed (Strategic Risk Register)	Risk Impact Category (Strategic Risk Register)	Inherent Risk Rating (Strategic Risk Register)	Focus Area	Description (including rationale and risk drivers)	Suggested Minimum Internal Audit Criteria (Best Practice and Compliance)	Specific References and Legislation
					• Changing regulatory environments • Social change impacting on employee work behaviours • Capabilities and techniques used by hackers The OAG conducts an annual Information Systems Audit of State Government entities and recommends that entities: • Ensure good security practices are implemented, up-to-date, regularly tested, and enforced for key computer systems. • Conduct ongoing reviews and monitoring of user access to information to ensure they are appropriate at all times • Develop and implement mechanisms to continually raise information and cyber security awareness and practices among all staff. The OAG also recommends that In the current pandemic environment, controls around remote IT access infrastructure will also need to be an area of priority as entities increasingly support staff to work in more flexible ways in response to current public health measures for the COVID-19 virus.	multilayered defences, enhanced detection methods and encryption of data leaving the network • Implementation of a robust employee training and education program • Assessment of third-party security providers to determine the extent and adequacy of their demonstrated cyber risk management capability, policies and controls.	Government Information Security Manual AS/NZS ISO/IEC 27000 series – Information Security Management
20/21 FY May-21	Failure to detect and prevent occurrences of fraud and corruption	• Financial • Reputation • Legislative compliance	HIGH	**Fraud and Corruption Detection (Reporting)** *In conjunction with Integrity Leadership soft*	Well-designed and effective integrity frameworks include mechanisms to help councils prevent and detect potentially corrupt conduct in a timely manner. Detection mechanisms complement strong risk	• Comprehensive protected disclosure/whistleblowing policy and procedures, consistent with the Public Interest Disclosure Act 2003 and Public Sector Commission (PSC) guidelines and Corruption and Crime Commission (CCC) findings.	Public Interest Disclosure Guidelines for Public Authorities PID Officers Code of Conduct, PSC August 2014

Schedule	Risk Events Addressed (Strategic Risk Register)	Risk Impact Category (Strategic Risk Register)	Inherent Risk Rating (Strategic Risk Register)	Focus Area	Description (including rationale and risk drivers)	Suggested Minimum Internal Audit Criteria (Best Practice and Compliance)	Specific References and Legislation
				audit	management policies, corruption and fraud control frameworks, and policies and procedures in relation to identified corruption risks to form an integrity framework. Detection mechanisms include effective reporting procedures for employees and others (including members of the public and suppliers) and strong auditing practices.	• Relevant policies and procedures outline both internal and external channels for employees to report suspected fraud and corruption (including employees' ability to report to CCC directly. • Reporting processes are well advertised, and include anonymous options. • Broad application of the council's whistleblowing /protected disclosure procedures to include employees, elected members, volunteers, contractors, consultants and independent Council Committee members. • Examples of corrupt and improper conduct provided in relevant policies and procedures to help employees better understand the types of conduct that should be reported and may be assessed as a protected disclosure. • Appointment of a welfare officer to support disclosers or a person who is the subject of the disclosure. • Centralised reporting system which can only be accessed by authorised employees to ensure confidentiality and minimise the risk of reprisals. • Clear statement of the responsibility of the council CEO to mandatorily report suspected corrupt conduct to CCC, in relevant policies and procedures.	Public Interest Disclosure Act 2003 Integrity Strategy for WA Public Authorities 2020-2023 Victorian IBAC reports and findings
20/21 FY May-21	Failure to detect and prevent occurrences of fraud and corruption (Prevention)	• Financial • Reputation • Legislative compliance	MEDIUM-HIGH	**Integrity Leadership & Culture (Soft integrity audit / WA Integrity Snapshot Tool)** *In conjunction with Fraud and Corruption*	Strong integrity leadership and , culture is an effective prevention against fraud and corruption risks. Without good ethical leadership, corrupt behaviours and practices can be rationalised and engrained into the culture of the organisation with no regard for adverse consequences. Likewise, poor management oversight can open up opportunities for corrupt	• Statements from the CEO are included in employee codes of conduct to emphasise the importance of understanding and complying with the code, and using it to guide ethical decision making. • Promotion of an ethical organisational culture, including a zero tolerance approach to breaches of conduct in relation to fraud, corruption, bullying,	

Schedule	Risk Events Addressed (Strategic Risk Register)	Risk Impact Category (Strategic Risk Register)	Inherent Risk Rating (Strategic Risk Register)	Focus Area	Description (including rationale and risk drivers)	Suggested Minimum Internal Audit Criteria (Best Practice and Compliance)	Specific References and Legislation
				Detection (Reporting) audit	conduct. An important element of integrity education is to ensure that all employees understand what constitutes corrupt conduct and are aware of corruption risks, as well as how to report suspected corrupt conduct. Transparency of the Town's code of conduct and service delivery standards ensures that the community is aware of these standards and expectations, in order to hold all Town personnel accountable, and to discourage external attempts to engage and implicate employees in corrupt conduct. This also encourages community reporting of corruption.	harassment and gifts, benefits and hospitality. • Nominating a senior officer in the organisation to have overall responsibility for fraud and corruption control, including reporting to the executive team and Audit and Risk Committees. • Nomination of senior officers to be responsible for protected disclosures and welfare management in the organisation. • Risk management and fraud and corruption resistance accountabilities are explicitly stated and embedded into all management position descriptions, including KPIs • An up to date and active education and training program, including regular training, for Elected Members and employees on fraud and corruption awareness, risk management, procurement and protected disclosures. •	
TBC (Post 20/21 FY)	Failure to detect and prevent occurrences of fraud and corruption Non-compliance with Council's governance obligations under the Local Government Act	• Financial • Reputation • Legislative compliance	MEDIUM	**Employment Practices**	Employment practices are vulnerable to corruption including recruitment compromised by nepotism, conflicts of interest and inadequate pre-employment screening. This can result in the recycling of employees with problematic discipline and criminal histories. Councils are required under the Local Government Act to ensure employment decisions are based on merit and that employees have avenues of redress against unfair or unreasonable treatment.	• Policy, guidelines and practice compliance with relevant provisions of the Local Government Act and regulations. ***Pre-employment*** • A range of pre-employment screening checks, particularly for high risk positions, including police checks, working with children checks, reference checks, verification of qualifications, currency of professional memberships and proof of eligibility to work. • Requiring prospective employees to complete a statutory declaration about their employment history, including if they have been investigated for disciplinary or criminal matters. • Conducting pre-employment screening for internal applicants, particularly if they	Public Sector Standards in Human Resource Management s.21 Public Sector Management Act 1994

Schedule	Risk Events Addressed (Strategic Risk Register)	Risk Impact Category (Strategic Risk Register)	Inherent Risk Rating (Strategic Risk Register)	Focus Area	Description (including rationale and risk drivers)	Suggested Minimum Internal Audit Criteria (Best Practice and Compliance)	Specific References and Legislation
						are applying for positions which are considered high risk. Considering additional pre-employment screening processes for high risk positions such as bankruptcy checks, credit history checks and psychometric screening. ***Selection*** • Recruitment panel members are required to withdraw from a panel where a conflict of interest, either personal or professional in nature, exists or is perceived to exist. • Maintaining confidentiality of council information, particularly where an employee's secondary employment may be with an organisation that interacts with the council. ***Secondary employment and conflicts*** • Clear articulation in policy or guidelines that secondary employment can create a conflict of interest and therefore approval is required to undertake external employment; failure to do so may result in disciplinary action. • Prohibiting council employees from working for the council under contract arrangements (i.e. employees cannot act as staff and suppliers simultaneously). ***CEO and Executive employment*** • An advisory committee (with an independent chair) advising council on matters of CEO performance, contract extensions remuneration matters and recruitment. • Extension of Executive and Senior Management contracts is subject to performance-based criteria, independently assessed.	
TBC (Post 20/21 FY)	Failure to detect and prevent occurrences of fraud and corruption Non-compliance with Council's	• Financial • Reputation • Legislative compliance	MEDIUM	**Community Funding & Grants**	Funding providers have to ensure due diligence and probity in the administration of grants and other funding and sponsorships. This is an area which is vulnerable to	• Clear policies and guidelines governing the lifecycle of the grants administration process, from application through to disbursement and review.	The Administration of Government Grants: Inquiry into Auditor-General's Reports (2019-20)

Schedule	Risk Events Addressed (Strategic Risk Register)	Risk Impact Category (Strategic Risk Register)	Inherent Risk Rating (Strategic Risk Register)	Focus Area	Description (including rationale and risk drivers)	Suggested Minimum Internal Audit Criteria (Best Practice and Compliance)	Specific References and Legislation
	governance obligations under the Local Government Act				conflicts of interest and corruption risks, as evidenced by the Federal Parliamentary inquiry into the administration of government grants relating to poor accountability and transparency in the decision-making for granting of funds to community and non-profit organisations.	• Clear and transparent communication of policies, guidelines and process to applicants. • Independent assessment panel with clear terms of reference • Requirement for all personnel involved in the grants administration function to declare conflicts of interest. • Separation of roles between applicant advisory and funding assessment functions to avoid conflicts of interest. • Deliverables are properly acquitted • Expenditure of grants is in line with policy	
TBC (Post 20/21 FY)	Failure to detect and prevent occurrences of fraud and corruption Non-compliance with Council's governance obligations under the Local Government Act	• Financial • Reputation • Legislative compliance	MEDIUM	**Misuse of Assets & Resources**	Theft and misuse of assets and other resources can present a corruption risk. Both high and low value resources can present corruption risks. The LG Act requires councils to ensure that resources are used efficiently and effectively, and that services are provided in accordance with best value principles while meeting the needs of the local community.	• Policies and procedures around the appropriate use of council assets and resources including policies on the use of motor vehicles, fuel cards, corporate credit cards, management and disposal of assets. • There is a range of controls to mitigate the risk of misuse of motor vehicles, fuel cards and corporate credit cards. • Clear statement that fraudulent or unauthorised use of council assets and resources will be subject to the council's disciplinary code and possibly criminal prosecution. • Registers or systems for managing low value assets including, for example, IT equipment, and small plant and equipment. • Regular and random audits of council assets and resources (eg checking motor vehicle log books and auditing fuel card usage). • Clear policies and controls around disposal of surplus or scrap material and assets (regardless of value). • Assigning unique identifiers to all small plant and equipment and other low value assets, and recording these in a register.	CCC report on Misconduct Risk in Local Government Procurement

Schedule	Risk Events Addressed (Strategic Risk Register)	Risk Impact Category (Strategic Risk Register)	Inherent Risk Rating (Strategic Risk Register)	Focus Area	Description (including rationale and risk drivers)	Suggested Minimum Internal Audit Criteria (Best Practice and Compliance)	Specific References and Legislation
						• Ensuring all decisions regarding asset disposal are documented, even if assets are disposed via donation to not-for-profit organisations or charities.	
TBC (Post 20/21 FY)	Failure to detect and prevent occurrences of fraud and corruption Non-compliance with Council's governance obligations under the Local Government Act	• Financial • Reputation • Legislative compliance	MEDIUM	**Detection & Reporting (Audit)** **Note: Must be outsourced to avoid conflicts of interest**	While reporting mechanisms are essential to provide opportunities for employees, community members and others to advise councils of suspected corrupt conduct, auditing provides for systematic and proactive reviews of processes and practices to identify corruption vulnerabilities and possible corrupt conduct. An effective auditing regime can serve as an early warning system to identify emerging risks and procedural weaknesses, and a detection mechanism to identify specific instances of misconduct or corruption.	• The internal audit program is strategically integrated with fraud and corruption controls and planning, and is reviewed and updated regularly annually to ensure audit plans cover a range of fraud and corruption issues. • Council's Audit and Risk Committee has an independent chair and comprise a majority of independent members. • Audit and Risk Committee is required to review reports of suspected fraudulent and corrupt conduct as a standing agenda item. • Audit and Risk Committee members are required to declare conflicts of interest at the beginning of meetings or prior to discussion of the matter to which the conflict pertains, with declarations minuted. • Mandatory requirement for independent audit committee members to have experience and qualifications or training in financial reporting, accounting or business management. • Reports and audits of the CCC and OAG are referenced as guidance in the design of internal audits to ensure the council considers and implements relevant recommendations. • A central register of declared conflicts of interest for Audit and Risk Committee members is maintained. • Audit and Risk Committee Terms of Reference/Charter explicitly highlight responsibility for corruption prevention and how that responsibility will be given effect.	Fraud Prevention in Local Government 2019-2020, OAG

Schedule	Risk Events Addressed (Strategic Risk Register)	Risk Impact Category (Strategic Risk Register)	Inherent Risk Rating (Strategic Risk Register)	Focus Area	Description (including rationale and risk drivers)	Suggested Minimum Internal Audit Criteria (Best Practice and Compliance)	Specific References and Legislation

TBC (Post 20/21 FY)	Failure to detect and prevent occurrences of fraud and corruption
	
	Non-compliance with Council's governance obligations under the Local Government Act
		• Financial
		• Reputation
		• Legislative compliance
			HIGH	**Procurement**
				Note: Operational Review 2020
					Poor procurement practices that ignore principles of probity, accountability and transparency expose the organisation to procurement risks and jeopardise the delivery of good outcomes for ratepayers. When procurement processes are not followed, or local governments are seen not to be acting in the best interests of their communities, they face reputational damage and expose themselves to the risk of fraud and misconduct.
					The OAG report into Local Government procurement highlighted weaknesses in procurement controls, processes and documentation.
						• Good procurement policies and guidelines,
						• Procurement practices are in alignment
						• Appropriate training is provided to staff
						• Controls over raising and approving purchase orders
						• Processes for checking goods and services when receiving them
						• Appropriate segregation of duties
						• Exemptions from seeking quotes are well documented and justified.
						• Recording of tender processes and conflict of interests
						• Supplier credentials are checked, particularly for high-risk or high value purchases, including:
						  • Confirm ABN
						  • Confirm directors are not bankrupt or disqualified.
							OAG Report into Local Government Procurement
							CCC report on Misconduct Risk in Local Government Procurement
							OAG Report into Local Government Contract Extensions and Variations and Ministerial Notice Not Required, May 2020

TBC (Post 20/21 FY)	Non-compliance with Council's governance obligations under the Local Government Act	• Reputation • Legislative compliance	LOW	**Records Management** Note: Internal audit performed in 2017	To be completed	• To be completed	

RELEVANT LEGISLATION

Local Government Act 1995 and associated regulations

- Local Government (Administration) Regulations 1996
- Local Government (Rules of Conduct) Regulations 2007
- Local Government (Financial Management) Regulations 1996
- Local Government (Functions and General) Regulations 1996
- Town of Victoria Park Meeting Procedures Local Law 2019 Consolidated

REFERENCES

Terms of Reference - Audit and Risk Committee
Strategic Risk Register
Risk Management Framework

Public Sector Commission

- Integrity Strategy for WA Public Authorities 2020-2023
- Integrity Snapshot Tool for WA Public Authorities

WA Office of Auditor General (OAG)

- Report on Fraud Prevention in Local Government, August 2019
- Information Systems Audit Report – State Government entities, April 2020
- Report into Local Government Procurement, October 2018

WA Corruption and Crime Commission (CCC)

- Report into misconduct risks with access to confidential information in the Office of the Auditor General, April 2020
- Review of an inadequate investigation by the Department of Communities into allegations of bribery, April 2020
- Review of recommendations made following unauthorised release of confidential information from the Public Transport Authority, February 2020
- Review of recommendations made to Department of Transport arising from three reports, October 2019
- Report into how conflicts of interest undermine good governance - A report on the Chief Executive Officer of the Shire of Halls Creek, August 2018
- Report into Allegations of Serious Misconduct by Councillors of the City of Perth between 21 and 24 October 2017
- Report on Matters of Serious Misconduct in the Shire of Exmouth. May 2017
- Report on a Matter of Governance at the Shire of Dowerin, October 2016
- Report on City of Perth Lord Mayor (gifts and travel contributions), October 2015
- CCC report on Misconduct Risk in Local Government Procurement, February 2015

WA Local Government Accounting Manual – Section 7 Internal Control Framework

WA Local Government Operational Guidelines: The operation, function and responsibilities of Audit Committees

Internal Audit in Australia, Institute of Internal Auditors

Victorian Independent Broad-based Anti-Corruption Commission (IBAC)

- Local Government Integrity Frameworks Review March 2019
- Controlling fraud and corruption: a prevention checklist

Queensland Department of Local Government guidance on IA and Audit Committees

NSW Department of Premier and Cabinet Internal Audit Guidelines for Local Councils

Institute of Internal Audit

- Internal Audit in Australia
- Effective Internal Auditing in the Public Sector – A Good Practice Guide
- International Standards for the Professional Practice of Internal Auditing
- International Professional Practices Framework (IPPF)
- Factsheet: Evolution of Internal Audit

KPMG

- Top 10 Internal Audit considerations in 2020
- Internal Audit: Understanding the audit universe and the journey to risk maturity
- ICAS Risk Maturity Matrix with Audit Tests

PWC

- The 8 Attributes of Successful Internal Audit Functions

Australian Standard AS 8001-2008 Fraud and Corruption Control (the Standard

Policy number	Policy 212
Policy title	Graffiti removal management
Strategic outcomes supported	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. EN5 – Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed.

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:

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

2. 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.

3. 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.

4. 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.

5. The Town will not remove graffiti from:

    a. 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;
    b. Places where it is necessary for the removalist to traverse a roof,
    c. Places where it is possible or likely that the removalist may become exposed to hazardous materials such as asbestos or chemicals.

6. 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

Policy manager	Manager – Infrastructure Operations
Responsible officers	-
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Adopted	07/12/1999	Council	-	Item 3.5
1	Reviewed	15/08/2006	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1
2	Reviewed and Amended	11/08/2015	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1

Policy number	Policy 212
Policy title	Graffiti Removal Management
Strategic outcomes supported	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. EN5 – Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed. S04 - A place where all people have an awareness and appreciate of arts, culture, education and heritage.

POLICY OBJECTIVE:

To provide for the management of graffiti in the Town.

POLICY SCOPE:

This policy applies to graffiti in the Town.

DEFINITIONS:

Graffiti means any drawing, writing, painting, symbol or mark applied to or marked on property by —
(a) spraying, writing, drawing, marking or otherwise applying paint or another marking substance; or
(b) scratching or etching;~~Nil.~~

POLICY STATEMENT:

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

2. 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.

3. 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.

4. 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.
1.

~~4.~~5. The Town will seek to apply any recourse available to its graffiti removal operations under the *Graffiti Vandalism Act 2016.*

~~5. The Town will not remove graffiti from:~~

~~a. 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;~~
~~b. Places where it is necessary for the removalist to traverse a roof,~~
~~c. Places where it is possible or likely that the removalist may become exposed to hazardous materials such as asbestos or chemicals.~~

6. 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.

~~6.~~7. Murals/Street Arts are large-scale artworks, often outdoor paintings or installations that may cover an outdoor wall or other public infrastructure. These works are done with the permission of the building owner/occupier and not defined as graffiti.

RELATED DOCUMENTS:

Graffiti Vandalism~~Management~~ Act 2016

Policy manager	Manager – Infrastructure Operations
Responsible officers	-
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Adopted	07/12/1999	Council	-	Item 3.5
1	Reviewed	15/08/2006	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1
2	Reviewed and Amended	11/08/2015	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1

Policy number	Policy 212
Policy title	Graffiti Removal Management
Strategic outcomes supported	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. EN5 – Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed. S04 - A place where all people have an awareness and appreciate of arts, culture, education and heritage.

POLICY OBJECTIVE:

To provide for the management of graffiti in the Town.

POLICY SCOPE:

This policy applies to graffiti in the Town.

DEFINITIONS:

Graffiti means any drawing, writing, painting, symbol or mark applied to or marked on property by

(a) spraying, writing, drawing, marking or
(b) otherwise applying paint or another marking substance; or

POLICY STATEMENT:

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

2. 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.

3. 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.

4. 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.

5. The Town will seek to apply any recourse available to its graffiti removal operations under the *Graffiti Vandalism Act 2016*.

6. 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.

7. Murals/Street Arts are large-scale artworks, often outdoor paintings or installations that may cover an outdoor wall or other public infrastructure. These works are done with the permission of the building owner/occupier and not defined as graffiti.

RELATED DOCUMENTS:

Graffiti Vandalism Act 2016

Policy manager	Manager – Infrastructure Operations
Responsible officers	-
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Adopted	07/12/1999	Council	-	Item 3.5
1	Reviewed	15/08/2006	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1
2	Reviewed and Amended	11/08/2015	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1

Policy number	Policy 255
Policy title	Street trees
Strategic outcomes supported	EN6 – Appropriate, inviting and sustainable green spaces for everyone that are well maintained and managed. EN7 – Increased vegetation and tree canopy.

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:

    a. To remove or avoid conflict with public utility services;
    b. To promote the health of the tree;
    c. To remove or avoid a hazard to pedestrians, cyclists or motor vehicles;
    d. To remove or avoid damage to adjoining property;

e. 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
f. 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

6. Owing to the hazardous nature of the task, owners, residents, developers/builders or occupants are not permitted to remove street trees themselves.

7. 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.

8. 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:

    a. 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;
    b. Is causing damage or has the potential to cause damage or conflict with adjacent property, underground or overhead services;
    c. The tree is dead, significantly dying or diseased beyond remedial treatment;

d. The tree has been assessed by the Town is structurally weak and dangerous placing the public at risk;
e. The tree has been irreparably damaged by a storm or mechanical means;
f. Is incompatible with its environment or the provisions of the TREEPLAN,
g. 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;
h. Is a hazard or has the potential to become a hazard to road users and/or traffic safety;
i. Where the owner/developer is able to demonstrate that it is not possible to retain the tree:

    i. When a redesign of the access is not feasible; and
    ii. The tree is still impeding the development.

j. Where the tree is dead, or due to pest and disease, poor health and growth, and will not return to full vigour.

9. Street trees will not be removed for the following reasons:

a. The tree obscures or potentially obscures views (other than traffic and pedestrian sight lines)
b. The tree variety is disliked;
c. The tree variety causes nuisance by way of leaf, fruit or bark shedding or the like;
d. 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.
e. The tree is in the way of a non-essential crossover or verge paving options; and
f. The tree shades private gardens, solar installations or the like.

Pruning and Maintenance

10. All requests for pruning and maintenance to be submitted in writing or via the Town's Service Request system.

Planting of street trees

11. 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.

12. 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;

13. Street trees shall be located with due consideration to the proximity of existing and possible future public utility services, crossovers and footpaths;

14. 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;

15. 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

16. 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

17. 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.

18. 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.

19. Urgent removals after hours because of immediate safety concerns will be assessed by appropriate Town Officers at the time.

20. Owing to the hazardous nature of the task, owners, residents or occupants are not permitted to remove street trees themselves;

21. Notification of the removal shall be in writing to the owners and occupiers stating the approximate removal date and reasons for the removal; and

22. 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.

23. 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:

Nil.

Policy manager	Manager – Infrastructure Operations
Responsible officers	-
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes

1	Approved	12/08/1997	Council	-	Item 14.3
1	Reviewed	15/08/2006	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1
1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1

Policy number	Policy 255
Policy title	Trees
Strategic outcomes supported	EN6 – Appropriate, inviting and sustainable green spaces for everyone that are well maintained and managed. EN7 – Increased vegetation and tree canopy.

POLICY OBJECTIVE:

To provide for the management of trees ~~on road reserves~~that are managed by the Town.

POLICY SCOPE:

This policy applies in relation to road reserves, parks and public spaces and assets managed by the Town.

Commented [v1]: Proposed expansion of scope from street trees to all town managed trees and a change of the policy title to 255 Tree Policy to reflect the scope.

DEFINITIONS:

Full cost, in relation to the removal of a tree means Helliwell or other appropriate valuation system, plus costs of removal, replacement & establishment, maintenance for 3 years.

~~Nil~~**Significant canopy** means more 25m2 of canopy cover.

POLICY STATEMENT:

~~**POLICY:**~~

Pruning and Maintenance

1. The Town is responsible for the maintenance of ~~street~~ trees situated within the Crown Land road reserves, parks, public spaces and assets managed by the Town. Pruning is undertaken by qualified arborists in a way to ensure the long-term survival of the trees and protect them for future generations.

Commented [v2]: Contemporary terminology

2. The Town has a planned approach to ~~street~~ tree pruning whereby the Town is divided into pruning precincts. Programmed pruning includes lifting the canopies to enable pedestrian movement and allow clear sight lines for road users.

Commented [v3]: Precinct terminology not sections currently in use.

3. All requests for pruning and maintenance of a Town tree are to be submitted in writing to the Town.

Commented [v4]: Updated following Policy Committee Review

4. Tree root encroachment and suspected damage to adjoining infrastructure shall be assessed on a case by case basis and actioned accordingly.

5. The Town may arrange for a detailed Arborist Assessment or further investigation as required.

6. Trees will be pruned clear of Western Power infrastructure as per compliance requirements.

7. Requests for pruning of Town trees overhanging a property boundary will be assessed on an individual basis. If work is approved it will be undertaken by the Town's contracted service provider.

8. The Town will prune ~~street~~ trees only for the following reasons:

   a. To remove or avoid conflict with public utility services;
   b. To promote and improve the health and form of the tree and to allow for improved health of understorey planting;
   c. To remove or avoid a hazard to pedestrians, cyclists or motor vehicles;
   d. To ensure CPTED (Crime Prevention Through Environmental Design) principles can be maintained;
   e. To remove or avoid damage to adjoining property; and
   f. To allow access to a building site that would otherwise harm the tree.

9. The cost of pruning a verge tree(s) necessitated by adjacent property development shall be the responsibility of the developer;

10. Any unauthorised pruning, removal or deliberate damage of Town tree assets is an offence and prosecution can occur under the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000*.

~~All requests for pruning and maintenance to be submitted in writing to the Town.~~
~~Tree root encroachment and suspected damage to adjoining infrastructure shall be assessed on a case by case basis and actioned accordingly.~~
~~The Town may arrange for a detailed Arborist Assessment or further investigation as required.~~

11. Pruning and maintenance shall be undertaken in accordance with AS4373-2009 Pruning of Amenity Trees and Guidelines for the Management of Vegetation near Power Lines (Government of Western Australia);

~~2.~~

~~Planting of Street~~ Trees Planting

~~Annual Tree Planting Program~~

12. ~~Street t~~Trees are increasingly being recognised and managed throughout Australia as important community assets as the benefits they deliver are progressively identified, understood and measured. The extent of benefit provided, in most circumstances, is directly linked to the combined area of canopy cover, which in turn is linked to the number, type and size of ~~street~~ trees.

13. The Town undertakes an annual ~~street~~ tree planting program during the winter months or until appropriate soil moisture conditions as a result of rainfall has been achieved.

Commented [v5]: Simplification of statement

Commented [v6]: This allows timely response to customers' needs rather than waiting for the pruning round and clarifies that assessment is required.

Commented [v7]: The Parks team recommend this expansion of when and how the Town will perform maintenance on street trees

Commented [v8]: This is difficult to apply as there are trees flowering at different times of the year across the town. In addition individual trees are not usually pruned every year, aside from compliance pruning (which would take precedence), therefore the impact would be minimal.

Commented [v9]: The Parks team feel this should be clarified in the street tree policy to raise awareness and discourage this activity. This is particularly important given the increases to street tree planting programs directed by the UFS and the potential for opposition to street trees leading to vandalism.

Commented [v10]: It is recommended this planting of street trees is split into the Annual Tree Planting Program and Street Tree Requests to communicate the different and improve their management.

Commented [v11]: Addition of description of policy intent, from Town of Nedlands policy review wording.

Commented [v12]: Included in request section

14. Suitable planting locations will be selected by the Town for the program in accordance with the Urban Forest Strategy.

~~3.~~

15. Tree planting to ensure continuity of street tree provision will take precedence over adjoining property owner's refusal to accommodate street trees.

16. Adjacent land owners will be informed of the Town's intention to plant trees within the road reserve at least 2 weeks prior to planting.

17. Species selection will be determined by the Town in accordance with the Urban Forest Strategy.

18. Large-growing species ~~-~~will be planted wherever possible due to the ~~superior ecosystem services they provide and~~ increased contribution to canopy coverage targets outlined in the Urban Forest Strategy.

19. Local, native species will be planted wherever possible due to the ecosystem services they provide, as outlined in the Urban Forest Strategy.

~~4.~~

~~Street Tree Requests~~

20. In addition private property owners can request that the verge adjacent their property be listed for consideration within the Annual Tree Planting Program. The Town will provide and plant, at no charge, one or more street trees on the road verge ~~adjacent to a private property~~. It is a requirement the applicant waters the tree(s) a minimum of once per week for at least three (3) successive summers following the planting.

21. Applications for street tree planting ~~can be made in writing by filling out the online form or emailing~~shall be made in writing to the Town and the request will be considered within the planting program. Requested locations are checked to determine the species and amount of trees that can be planted.

~~5.~~22. Requests 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) and is subject to appropriate available stock. Street trees shall be located with due consideration to services, sightlines and alignment of existing vegetation.

~~Street~~ Tree Removal

Commented [v13]: "road reserve" removed following Policy Committee

Commented [v14]: The Parks team has encountered opposition towards street tree planting by adjacent residents and propose this inclusion for consideration by the policy committee.

Commented [v15]: Annual Tree planting procedure updated to allow implementation of the UFS and significant increase to tree canopy on public land.

Commented [v16]: They are checked as the request is received

Commented [v17]: This is not always the case as some dominant species in streets are not planted anymore (eg queensland brush box) and with improved planting techniques the team is aiming to reduce this watering duration on some species.

Commented [v18]: Wording retained but reordered and reference to TREEPLAN removed.

Commented [v19]: Included in policy section

Commented [v20]: Wording updated and included in point 4.

Commented [v21]: Species selection is proposed to be included in the procedure section.

TOWN OF VICTORIA PARK

23. Owing to the hazardous nature of the task, owners, residents, developers/builders or occupants are not permitted to remove street trees or any other Town managed trees themselves.

24. The Town recognises the significant contribution made by street trees to both the aesthetic and environmental aspects of existing streetscapes within the Town.

25. It also recognises that in some cases, tree retention may not be possible ~~owing~~ due to the condition, location or species of the tree, or the achievement of other Town objectives for broader community benefit.

~~6.~~26. Applications for street tree removal shall be made in writing to the Town.
~~Individual cases where trees with significant canopy are proposed for removal may be referred to council for final determination.~~

27. The Town wishes to avoid removal of street trees. In accordance with this policy, the Town may remove, or approve a request from an adjacent property owner or ~~his/her~~their authorised agent for the removal of any street tree which:

a. ~~I~~is causing significant damage to adjacent property, infrastructure, underground or overhead services; ~~A property owner may request a decision regarding tree removals be reviewed by a more senior officer.~~
b. Is dead, or due to pest and disease, poor health and growth, and will not return to full vigour
    i. Being dead - having less than 10% photosynthetic material or live tissue present in the canopy mass;
    ii. Being diseased and unlikely to respond to treatment within the scope of approved modern arboricultural management practices
c. Has been assessed by the Town is structurally weak and dangerous placing the public at risk;
d. Has been irreparably damaged by a storm or mechanical means;
e. Is incompatible with its environment or the direction of the Urban Forest Strategy;
f. Is a hazard to road reserve users and/or traffic safety.

28. Individual cases where trees with significant canopy are proposed for removal may be referred to cCouncil for final determination.

29. Where the Town refuses a request to remove a street tree, a review of that decision may be requested in accordance with the relevant policies and management practices relating to the review of decisions.

~~7. Is a hazard to road reserve users and/or traffic safety.~~
~~8.~~
30. ~~Applicants are required to design developments to retain and protect street trees.~~ Applicants should take all measures to design developments to retain and protect street trees.

31. Removal of street trees for new crossovers will only be considered where all other design options have been exhausted.

~~9.~~
32. The full cost of removal and replacement of a verge tree(s) necessitated by adjacent property development shall be the responsibility of the Developer in accordance with the amount shown in the

Commented [v22]: Replace desirable feasible or reasonable with possible. The existing wording is ambiguous and has been used to request tree removals for perceived lack of desirability. Changing the wording to possible removes this ambiguity and strengthens tree protection.

Commented [v23]: It is proposed that this statement is removed to encourage private development to be designed and constructed in a manner that supports tree retention.

Commented [v24]: Proposed addition to policy

Commented [v25]: As above removal of this wording is recommended.

Commented [v26]: Recommend removal of this statement based on differing interpretation of the term nuisance.

Commented [v27]: Change wording to reduce ambiguity and differing interpretations.

Commented [v28]: Addition of option to request decision is reviewed.

Commented [v29]: Update wording to current strategic document.

Commented [v30]: Difficult to define "not feasible" and against the Town's preference for reduced crossovers in new developments

Commented [v31]: Proposed addition to policy

Commented [v32]: Recommend removing this wording based on difficulty interpreting "potential to become a hazard"

Commented [v33]: Proposed rewording

Schedule of Fees and Charges contained within the Annual Budget. ~~**Full cost** = Helliwell or other appropriate valuation system, plus costs of removal, replacement & establishment, maintenance for 3 years.~~

33. Street trees will not be removed for the following reasons:

a. The tree obscures or potentially obscures views (other than traffic and pedestrian sight lines)
b. The tree variety is disliked;
c. The tree variety causes nuisance by way of leaf, fruit or bark shedding or the like;
d. ~~The~~ The tree causes allergy or health problems. The Town may consider removal of the tree, subject to appropriate evidence from a medical practitioner confirming that allergy or health problem ~~tree causes allergy or health problems. In cases of extreme diagnosed medical condition, the Town may consider removal of the tree, subject to appropriate certification and allergy testing from an appropriate medical practitioner confirming an allergy.~~
e. The tree is in the way of a non-essential crossover or verge paving options; and
f. The tree shades private gardens, solar installations or the like.

34. Any decision to remove a mature living 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 urgent in the view of the Town.

35. Subject to clause 26(e), a tree that is clearly dead can be removed without community consultation, unless:
a. The tree has evidence of habitation or recent habitation of species that is classified as threatened or endangered; or
b. The tree is of cultural heritage significance as defined in the *State Heritage Act 2018*.

Commented [v34]:

Commented [v35R35]: Amended following Policy Committee Review

Commented [v36]: Amended following Policy Committee review

~~**PROCEDURE:**~~

Commented [v37]: Separate procedure section has been removed and the content moved above and included as a single policy section

~~**Pruning and Maintenance**~~

~~10. All requests for pruning and maintenance to be submitted in writing or via the Town's Service Request system.~~
~~11. Tree root encroachment and suspected damage to adjoining infrastructure shall be assessed on a case by case basis and actioned accordingly.~~
~~12. The Town may arrange for a detailed Arborist Assessment or further investigation as required.~~
~~13. Pruning and maintenance shall be undertaken:~~
~~14. In accordance with AS4373-2009 Pruning of Amenity Trees and Guidelines for the Management of Vegetation near Power Lines (Government of Western Australia);~~
~~15. To clear infrastructure such as street lights, street signs and Town controlled CCTV;~~
~~16. To clear overhead powerlines and other utility services.~~

Planting of trees

Annual Tree Planting Program

17. Suitable road reserve planting locations will be selected by Parks Operations for the annual tree planting program based on the direction of the Urban Forest Strategy.
18. Adjacent land owners will be informed of the Town's intention to plant trees within the road reserve at least 2 weeks prior to planting.
19. Species selection will be determined by Parks Operations and will align with the direction of the Urban Forest Strategy for the specific area.
20. Large-growing species will be planted wherever possible due to the superior ecosystem services they provide and increased contribution to canopy coverage targets outlined in the Urban Forest Strategy.
21. If a hardstand verge treatment is installed, a minimum 4 metres square (2m x 2m) clearance must be made accessible to allow planting. The Town will advise the most suitable position prior to the tree well being created.

Street Tree Requests

22. 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.

23. Requests 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. Street trees shall be located with due consideration to services, sightlines and alignment of existing vegetation. ;

Street Tree Removal

24. 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 view of the Chief Operations Officer, urgent.

25. Any decision to remove a tree that is clearly dead, can be removed without community consultation providing a 'Delegation of Authority' application has been approved by Manager Infrastructure Operations.

26. Emergency removals due to immediate safety concerns will be assessed by appropriate Town Officers at the time and actioned including removal if required.

27. Owing to the hazardous nature of the task, owners, residents or occupants are not permitted to remove street trees themselves;

RELATED DOCUMENTS:

Nil.

Policy manager	Manager – Infrastructure Operations
Responsible officers	-
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	12/08/1997	Council	-	Item 14.3
1	Reviewed	15/08/2006	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1
1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1
3	Reviewed and Amended		Council		

Policy number	Policy 255
Policy title	Trees
Strategic outcomes supported	EN6 – Appropriate, inviting and sustainable green spaces for everyone that are well maintained and managed. EN7 – Increased vegetation and tree canopy.

POLICY OBJECTIVE:

To provide for the management of trees that are managed by the Town.

POLICY SCOPE:

This policy applies in relation to road reserves, parks and public spaces and assets managed by the Town.

DEFINITIONS:

Full cost, in relation to the removal of a tree means Helliwell or other appropriate valuation system, plus costs of removal, replacement & establishment, maintenance for 3 years.

Significant canopy means more 25m2 of canopy cover.

POLICY STATEMENT:

Pruning and Maintenance

1. The Town is responsible for the maintenance of trees situated within the Crown Land road reserves, parks, public spaces and assets managed by the Town. Pruning is undertaken by qualified arborists 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 tree pruning whereby the Town is divided into pruning precincts. Programmed pruning includes lifting the canopies to enable pedestrian movement and allow clear sight lines for road users.

3. All requests for pruning and maintenance of a Town tree are to be submitted in writing to the Town.

4. Tree root encroachment and suspected damage to adjoining infrastructure shall be assessed on a case by case basis and actioned accordingly.

5. The Town may arrange for a detailed Arborist Assessment or further investigation as required.

6. Trees will be pruned clear of Western Power infrastructure as per compliance requirements.

7. Requests for pruning of Town trees overhanging a property boundary will be assessed on an individual basis. If work is approved it will be undertaken by the Town's contracted service provider.

8. The Town will prune trees only for the following reasons:

    a. To remove or avoid conflict with public utility services;
    b. To promote and improve the health and form of the tree and to allow for improved health of understorey planting;
    c. To remove or avoid a hazard to pedestrians, cyclists or motor vehicles;
    d. To ensure CPTED (Crime Prevention Through Environmental Design) principles can be maintained;
    e. To remove or avoid damage to adjoining property; and
    f. To allow access to a building site that would otherwise harm the tree.

9. The cost of pruning a verge tree(s) necessitated by adjacent property development shall be the responsibility of the developer;

10. Any unauthorised pruning, removal or deliberate damage of Town tree assets is an offence and prosecution can occur under the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000*.

11. Pruning and maintenance shall be undertaken in accordance with AS4373-2009 Pruning of Amenity Trees and Guidelines for the Management of Vegetation near Power Lines (Government of Western Australia);

Tree Planting

12. Trees are increasingly being recognised and managed throughout Australia as important community assets as the benefits they deliver are progressively identified, understood and measured. The extent of benefit provided, in most circumstances, is directly linked to the combined area of canopy cover, which in turn is linked to the number, type and size of trees.

13. 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.

14. Suitable planting locations will be selected by the Town for the program in accordance with the Urban Forest Strategy.

15. Tree planting to ensure continuity of street tree provision will take precedence over adjoining property owner's refusal to accommodate street trees.

16. Adjacent land owners will be informed of the Town's intention to plant trees within the road reserve at least 2 weeks prior to planting.

17. Species selection will be determined by the Town in accordance with the Urban Forest Strategy.

18. Large-growing species will be planted wherever possible due to the increased contribution to canopy coverage targets outlined in the Urban Forest Strategy.

19. Local, native species will be planted wherever possible due to the ecosystem services they provide, as outlined in the Urban Forest Strategy.

20. In addition private property owners can request that the verge adjacent their property be listed for consideration within the Annual Tree Planting Program. The Town will provide and plant, at no charge, one or more street trees on the road verge. It is a requirement the applicant waters the tree(s) a minimum of once per week for at least three (3) successive summers following the planting.

21. Applications for street tree planting shall be made in writing to the Town and the request will be considered within the planting program. Requested locations are checked to determine the species and amount of trees that can be planted.

22. Requests 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) and is subject to appropriate available stock. Street trees shall be located with due consideration to services, sightlines and alignment of existing vegetation.

Tree Removal

23. Owing to the hazardous nature of the task, owners, residents, developers/builders or occupants are not permitted to remove street trees or any other Town managed trees themselves.

24. The Town recognises the significant contribution made by street trees to both the aesthetic and environmental aspects of existing streetscapes within the Town.

25. It also recognises that in some cases, tree retention may not be possible due to the condition, location or species of the tree, or the achievement of other Town objectives for broader community benefit.

26. Applications for street tree removal shall be made in writing to the Town.

27. The Town wishes to avoid removal of street trees. In accordance with this policy, the Town may remove, or approve a request from an adjacent property owner or their authorised agent for the removal of any street tree which:

    a. Is causing significant damage to adjacent property, infrastructure, underground or overhead services;
    b. Is dead, or due to pest and disease, poor health and growth, and will not return to full vigour
        i. Being dead - having less than 10% photosynthetic material or live tissue present in the canopy mass;
        ii. Being diseased and unlikely to respond to treatment within the scope of approved modern arboricultural management practices
    c. Has been assessed by the Town is structurally weak and dangerous placing the public at risk;
    d. Has been irreparably damaged by a storm or mechanical means;
    e. Is incompatible with its environment or the direction of the Urban Forest Strategy;
    f. Is a hazard to road reserve users and/or traffic safety.

28. Individual cases where trees with significant canopy are proposed for removal may be referred to Council for final determination.

29. Where the Town refuses a request to remove a street tree, a review of that decision may be requested in accordance with the relevant policies and management practices relating to the review of decisions.

30. Applicants should take all measures to design developments to retain and protect street trees.

31. Removal of street trees for new crossovers will only be considered where all other design options have been exhausted.

32. The full cost of removal and replacement of 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.

33. Street trees will not be removed for the following reasons:

    a. The tree obscures or potentially obscures views (other than traffic and pedestrian sight lines)
    b. The tree variety is disliked;
    c. The tree variety causes nuisance by way of leaf, fruit or bark shedding or the like;
    d. The tree causes allergy or health problems. The Town may consider removal of the tree, subject to appropriate evidence from a medical practitioner confirming that allergy or health problem.
    e. The tree is in the way of a non-essential crossover or verge paving options; and
    f. The tree shades private gardens, solar installations or the like.

34. Any decision to remove a mature living 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 urgent in the view of the Town.

35. Subject to clause 26(e), a tree that is clearly dead can be removed without community consultation, unless:
    a. The tree has evidence of habitation or recent habitation of species that is classified as threatened or endangered; or
    b. The tree is of cultural heritage significance as defined in the *State Heritage Act 2018*.

RELATED DOCUMENTS:

Nil.

Policy manager	Manager – Infrastructure Operations
Responsible officers	-
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

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3	Reviewed and Amended	29/06/2020	Council		