



TOWN OF
VICTORIA PARK



Agenda Briefing Forum Agenda – 3 September 2024



WE'RE OPEN
VIC PARK

Please be advised that an **Agenda Briefing Forum** will be held at **6:30 PM** on **Tuesday 3 September 2024** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr David Doy – Acting Chief Executive Officer
29 August 2024

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1 About the Agenda Briefing Forum

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

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

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

All others may participate in the meeting during the allotted Public Participation Time. While it is not required, members of the public are encouraged to submit their questions and statements in advance by [email](#) or by completing the [Public Question/ Statement Form on the Town's website](#). Please note that questions and statements at the Agenda Briefing Forum must be related to agenda items only.

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

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

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

2 Opening

3 Acknowledgement of country

Acknowledgement of the traditional owners

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

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

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

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

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

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

4 Announcements from the Presiding Member

4.1 Purpose of the Agenda Briefing Forum

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

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

4.2 Notice of recording and live-streaming

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

4.3 Conduct of meeting

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

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

4.4 Public participation time

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

The opportunity to ask questions and make statements at the end of the meeting is limited to those members of the public who did not participate in the first public participation time at this meeting.

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

4.5 Questions taken on notice

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

5 Attendance

Mayor	Ms Karen Vernon
Banksia Ward	Cr Claire Anderson Cr Peter Melrosa
Jarrah Ward	Cr Sky Croeser Cr Jesse Hamer Deputy Mayor Bronwyn Ife
Acting Chief Executive Officer	Mr David Doy
Chief Operations Officer Acting Chief Financial Officer Chief Community Planner	Ms Natalie Adams Mr Trent Prior Ms Natalie Martin Goode
Strategic Projects Manager Manager Property Development and Leasing Acting Business Services Manager Acting Manager Infrastructure Operations	Mr Nick Churchill Mr Paul Denholm Mr Michal Lowenhoff Mr Paul Williams
Acting Manager Governance and Strategy	Ms Rhonda Bowman
Secretary Public liaison	Ms Felicity Higham Ms Tomoko Kidahashi

5.1 Apologies

5.2 Approved leave of absence

Banksia Ward	Cr Peter Devereux
Banksia Ward	Cr Lindsay Miles

5.3 Statutory leave

Jarrah Ward	Cr Daniel Minson
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6 Declarations of interest

6.1 Declarations of financial interest

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

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

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

6.2 Declarations of proximity interest

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

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

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

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

6.3 Declarations of interest affecting impartiality

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

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

11 Chief Executive Officer reports

11.1 Council Resolutions Status Report - August 2024

Location	Town-wide
Reporting officer	Governance Officer
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Outstanding Council Resolutions Status Report - August 2024 [11.1.1 - 16 pages]2. Completed Council Resolutions Status Report - August 2024 [11.1.2 - 6 pages]

Summary

The Council Resolution status reports are provided for Council's information.

Recommendation
<p>That Council:</p> <ol style="list-style-type: none">1. Notes the Outstanding Council Resolutions Report as shown in attachment 1.2. Notes the Completed Council Resolutions Report as shown in attachment 2.

Background

1. On 17 August 2021 Council resolved as follows:

That Council:

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

Discussion

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

The Completed Council Resolutions Report details all Council resolutions that have been completed by officers from 30 July 2024 to 27 August 2024. A status update has been included by the relevant officer/s.

Legal and policy compliance

Not applicable.

Financial implications

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

Risk management consideration

Risk impact category	Risk event description	Risk Rating	Risk appetite	Risk Mitigation
Financial	Not applicable.		Low	
Environmental	Not applicable.		Medium	
Health and safety	Not applicable.		Low	
Infrastructure/ ICT systems/ utilities	Not applicable.		Medium	
Legislative compliance	Not applicable.		Low	
Reputation	Not applicable.		Low	
Service delivery	Not applicable.		Medium	

Engagement

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

Strategic alignment

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

11.2 Quarterly Strategic Reporting

Location	Town-wide
Reporting officer	A/Manager Governance and Strategy
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	Nil

Summary

To review the method of Corporate Business Plan quarterly progress reporting to Council.

Recommendation

That Council no longer receive the additional written information as part of the quarterly progress report on the actions, projects and outcomes for the following Town plans and strategies:

- (a) Corporate Business Plan
- (b) Annual Strategic Project Summary
- (c) 5 Year Capital Works Program
- (d) Economic Development Strategy
- (e) Urban Forest Strategy
- (f) Reconciliation Action Plan
- (g) Access and Inclusion Plan
- (h) Community Benefits Strategy
- (i) Climate Emergency Plan

Background

1. At the Ordinary Council Meeting on 16 July 2019, Council resolved:

"That Council requests that the Chief Executive Officer;

...

3. *Presents to Council, commencing from the October Ordinary Council Meeting, quarterly written progress reports on the actions, projects and outcomes within the Town's following plans and strategies:*

- (a) Corporate Business Plan*
- (b) 2019/2020 Annual Strategic Project Summary*
- (c) 5 Year Capital Works Program*
- (d) Economic Development Strategy 2018 – 2023*
- (e) Urban Forest Strategy*
- (f) Reconciliation Action Plan*
- (g) Disability Access and Inclusion Plan*
- (h) Community Benefits Strategy"*

2. At the Ordinary Council Meeting on 20 July 2021, Council resolved:

"That Council:

...

(c) Instructs the Chief Executive Officer to include the Climate Emergency Plan in the Quarterly progress reports to Council, commencing in the next quarter for 2021."

3. The quarterly written progress reports were requested to enable Council to assess performance against strategies and plans, identify risks and significant variations in project performance and budgeting, receive information needed to be able to make informed decisions and to take action to address any issues that arise. They were also requested to give Council and the community a higher level of transparency and accountability relating to strategic actions, plans and projects.
4. The item was presented to the Ordinary Council Meeting on 20 August 2024, however a procedural motion of Council resolved:

"To defer this item to the September 2024 meeting."

The reason provided was:

"Quarterly reporting is important for our ability to properly understand staff progress on our plans and strategies and for the community to properly understand the progress of the Town."

Discussion

5. Since the previous resolutions of Council in 2019 and 2021, Administration has procured a software system that records all actions against the relevant plans and strategies and provides for reporting against these to show progress towards completion and comments where appropriate.
6. A report is extracted from the software system and provided to Council through the Audit and Risk Committee each quarter as an attachment to the written report.
7. The information included in the written report is a duplication of what is contained in the attachment.
8. Should there be any information relating to the completion of the goals for each strategy or plan that needs to be highlighted to Elected Members, this information can be included in the written report.

Relevant documents

[Corporate Business Plan](#)

[Economic Development Strategy](#)

[Urban Forest Strategy](#)

[Reconciliation Action Plan](#)

[Access and Inclusion Plan](#)

[Community Benefits Strategy](#)

[Climate Emergency Plan](#)

Legal and policy compliance

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

Financial implications

Current budget impact	Not applicable.
Future budget impact	Not applicable.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not applicable.		Low	
Environmental	Not applicable.		Medium	
Health and safety	Not applicable.		Low	
Infrastructure/ ICT systems/ utilities	Not applicable.		Medium	
Legislative compliance	Not applicable.		Low	
Reputation	Negative public perception towards the Town in relation to transparency		Low	TREAT risk by ensuring accuracy of reporting and additional highlighting of any items of note within the written report.
Service delivery	Not applicable.		Medium	

Engagement

Not applicable.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Council is provided with the information in an effective yet time efficient manner.
CL3 - Accountability and good governance.	Progress towards goals of relevant Town plans and strategies is provided in a clear and transparent manner within additional commentary provided where required.

Further consideration

12 Chief Community Planner reports

12.1 Urban Forest Implementation Action Plan Review

Location	Town-wide
Reporting officer	Place Leader Urban Forest
Responsible officer	Manager Place Planning
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Urban Forest Implementation Action Plan 2019-2024 Document Review [12.1.1 - 6 pages]2. Urban Forest Implementation Action Plan 2024 -2029 Draft [12.1.2 - 7 pages]

Summary

In 2019, the Urban Forest Implementation Action Plan (IAP) was endorsed by Council for 5 years from 2019 – 2024, which is now due for review. This report and its attachments identify and explain the revisions to the previous IAP and proposes a new IAP for 2024-2029.

Recommendation

That Council endorses the revised Urban Forest Implementation Action Plan 2024 – 2029.

Background

1. At the Ordinary Council Meeting held on 11 September 2018, Council endorsed the Urban Forest Strategy (UFS) and approved the development of an Implementation Plan.
2. The initial Urban Forest draft Implementation Action Plan was developed by the Transition to Implementation Working Group (TIWG) with the purpose of setting out the actions the Town and community were to undertake to achieve the UFS' Strategic Outcomes.
3. In September 2019, the Council endorsed the Urban Forest Implementation Action Plan which would identify delivery of actions over five years, from 2019-2024.

Discussion

4. Town staff, in collaboration with the Urban Forest Implementation Working Group (IWG), have reviewed the Implementation Action Plan 2019 – 2024. This process of review involved the IWG as co-authors of the document with an internal review process from key stakeholders.
5. The review of each action involved its status being identified as being either complete, in progress, not started, or removed.
6. Each action was also reviewed to ensure the wording was appropriate and the action was responding to current best practice or emerging research in the field. Some actions were reworded for clarification and to appropriately align with internal operations.
7. A number of new actions have also been proposed.

8. The status and review of all actions from the Implementation Action Plan 2019 – 2024 can be seen in Attachment 1 - Urban Forest Implementation Action Plan 2019-2024 Document Review.
9. An updated Implementation Action Plan ready for publishing can be seen in Attachment 2 - Urban Forest Implementation Action Plan 2025-2029 Draft (IAP 2024 – 2029).
10. It should be noted that the review of the IAP precedes the Urban Forest Strategy review, resulting in a conflict of information around the canopy cover target. The 2024 -2029 IAP proposes an increase from 20% to 30% canopy cover. The Urban Forest Strategy will be reviewed in 2025 and will reflect this amendment if endorsed.

Relevant documents

[Urban Forest Implementation Action Plan 2019 - 2024](#)

Legal and policy compliance

N/A

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	<p>The IAP 2024 – 2029 has been designed to be accommodated within the current Urban Forest yearly expenditure, noting that this will continue to be dependent on future budget requests for the relevant year.</p> <p>Should the Town wish to increase the delivery of the Urban Forest Program, additional resources would be required, however, these would be considered in future budget requests.</p>

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	N/A			
Environmental	Not adopting the revised IAP 2024-2029 limits the Towns ability to delivery on the Town environmental values.	Medium	Low	TREAT - Endorsement of the IAP 2024-2029
Health and safety	Not implementing the IAP 2024-2029 limits the communities environmental health benefits.	Medium	Low	TREAT - Endorsement of the IAP 2024-2029
Infrastructure/ ICT systems/ utilities	Not applicable.			

Legislative compliance	Not applicable.			
Reputation	Not adopting the IAP 2024-2029 risks the Town's reputation with the local community as it prides itself on leading the way in the Urban Forest and Environmental field.	Medium	Low	TREAT - Endorsement of the IAP 2024-2029
Service delivery	Without the IAP 2024-2029 being endorsed, it is difficult for the Urban Forest Program to be delivered as it is the guiding document	Medium	Medium	TREAT - Endorsement of the IAP 2024-2029

Engagement

Internal engagement	
Urban Forest Implementation Working Group	To provide a community council and Town perspective on the revisions and offer contributions to the development of actions.
Environment	Oversight and review of the document as it relates to environmental targets and identify actions that crossover with the delivery of the Environmental Plan.
Place Planning	Input through the view of each strategic program lens to ensure the actions can be achieved through relevant delivery streams. Supportive of the proposed revisions.
Community Development Reconciliation Officer	Review actions that align with the Towns Reconciliation Action Plan and indigenous education and engagement. The action plan will be presented to the Mindeera Advisory Group in November liaising with them on indigenous engagement of the program.
Urban Planning	Provided comments on relevant actions in the IAP 2024-2029.
Infrastructure Operations	Provided guidance and feedback with consideration to operational policies and program delivery.

Strategic alignment

Environment	
Community Priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	The public value of the IAP 2024 – 2029 is the commitment to investing in the continuous improvement of environmental health, diversity of our local ecologies, and human comfort and livability within the Town as the IAP works as a guide for the Town to deliver its greening strategy.

Further consideration

12.2 Adoption of revised Local Planning Policy 23 'Bicycle Parking, Car Parking and Access for Non-Residential Development'

Location	Town-wide
Reporting officer	Coordinator Strategic Planning and Economic Development
Responsible officer	Manager Place Planning
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Draft revised LPP23 – Bicycle Parking, Car Parking and Access for Non-Residential Development - with modifications2. Local Planning Policy 23 – Parking3. Local Planning Policy 24 – Loading and Unloading4. Local Planning Policy 30 – Car Parking Standards for Albany Highway

Summary

This report is presented for Council to consider public submissions received in response to the advertising of draft revised Local Planning Policy 23 'Bicycle Parking, Car Parking and Access for Non-Residential Development' (LPP23). The Town's Administration recommends that minor modifications be made to the draft revised policy in response to public submissions, and that the draft revised policy at Attachment 1 be adopted by the Council.

Should Council resolve to adopt the draft revised LPP23 it will supersede LPP24 'Loading and Unloading' and LPP30 'Car parking standards for Albany Highway' which are recommended to be revoked.

Recommendation

That Council:

1. Notes the submissions received and requests the CEO to advise submitters of the Council's decision.
2. Adopts draft modified Local Planning Policy 23 - 'Bicycle Parking, Car Parking and Access for Non-Residential Development' at Attachment 1 pursuant to Schedule 2, Part 2, Clause 4 (3) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
3. Revokes Local Planning Policy 24 'Loading and Unloading' and Local Planning Policy 30 'Car parking standards for Albany Highway' in accordance with Schedule 2, Part 2, Clause 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Background

1. At its meeting held 18 June 2024, Council resolved to advertise draft Local Planning Policy 23 - 'Bicycle Parking, Car Parking and Access for Non-Residential Development' (LPP23). The relevant Council report provide the full background and rationale for the proposed policy amendments.
2. LPP23 has been revised and renamed, to reflect the intent and recommended actions of the Town's Integrated Transport Strategy and Parking Management Plan.

3. Key attributes of the draft revised LPP23 include:
 - 'Open Option' approach where no minimum car parking requirements apply, allowing businesses the choice to provide car parking suitable to their needs.
 - Setting requirements for the provision of bicycle parking and end-of-trip facilities to support active modes of transport such as walking and cycling.
 - Design guidance for both bicycle and car parking facilities to ensure that all parking facilities are designed to be safe, accessible and support good quality development outcomes.
4. Should Council resolve to adopt the revised LPP23 it will supersede LPP24 'Loading and Unloading' and LPP30 'Car parking standards for Albany Highway' which are recommended to be revoked.

Discussion

Submissions

5. Following Council's resolution to endorse LPP23 for public advertising, the draft revised policy was advertised between 1 July and 29 July 2024 (28 days).
6. At the close of the advertising period, 85 submissions were received on the draft policy as detailed below:

Overall Submissions		
	Number	Percentage
Support	54	63%
Oppose	21	25%
Neutral / Unsure	10	12%
Total	85	100%

7. All submissions received during the advertising of the revised LPP23 have been reviewed. The key themes raised in submissions are as follows:
 - Support or concerns for 'Open Option' vs other approaches
 - ACROD parking
 - Loading bays
 - Bicycle Parking and End-of-Trip Facilities
 - Public Realm Improvements
 - Paid Parking and Residential Permits
 - Application of Policy
8. A summary of the comment/issues raised across submissions relating to each of the key themes as well as the Town's response and whether modifications are recommended to LPP23 are provided in the table below.

Theme	Summary of Submissions	Comment
'Open Option' approach	Support approach contributing to encouraging more trips to be made by active and sustainable modes such as walking, cycling and public transport and reducing traffic congestion	Noted.

	Support approach giving flexibility for businesses to determine their own car parking needs	Noted.
	Concerns that the approach will make it more difficult to find parking and/or increase spillover parking on residential streets	Noted. Should demand for on-street and public parking increase, the Town will implement the recommendations of the Town's Parking Management Plan Intervention Matrix to ensure that the availability of on-street parking is effectively managed.
	Concerns that people will choose to shop elsewhere if car parking is not readily available	Noted. Should demand for on-street and public parking increase, the Town will implement the recommendations of the Town's Parking Management Plan Intervention Matrix to ensure that the availability of on-street parking is effectively managed.
	Concerns that the approach forgoes the Town's ability to collect 'cash in lieu of parking'	<p>Noted. Cash-in-lieu of parking can now only be collected where the local government has established a Payment in Lieu of Car Parking Plans in accordance with State planning Regulations.</p> <p>The Town has yet to prepare any Payment in Lieu of Car Parking Plans, and therefore, cannot impose payment in-lieu of parking conditions on development approvals at this point in time under either the current or revised LPP23.</p> <p>Cash-in-lieu of parking plans are not considered to be an effective measure to achieving the Town's strategic transport goals.</p>
	Requests for minimum parking requirements to be retained	Noted. Minimum parking requirements are in direct conflict with achieving the strategic objectives of the Town's Strategic Community Plan 2022-2032, Integrated Transport Strategy and draft Local Planning Scheme No.2.
	Requests for the application of maximum parking caps	Noted. Maximum parking caps limit the amount of car parking that can be provided giving businesses less choice and can negatively impact upon development feasibility.

		For these reasons, LPP23 recommends that maximum limits to the amount of car parking that can be provided only be applied where recommended via detailed planning for a precinct through a structured plan or the like.
	Request for approach to remove minimums to be extended to residential development	Noted. This matter is outside of the scope of LPP23. Changes to minimum parking requirements for residential development must be undertaken via amending the parking requirements of the Residential Design Codes through a WAPC approval process.
ACROD parking	Support for increased rate required for ACROD bays where parking is provided	Noted.
	Concern that no minimum parking requirements will reduce the overall supply of ACROD bays	Noted. The provision of ACROD parking is currently determined by the Building Code of Australia. The Building Code requirement for ACROD parking is within the range of one ACROD bay for every 50-100 bays provided (or part thereof) dependent on the building classification. It is proposed that the draft revised LPP23 specifies an alternative rate of one ACROD bay for every 20 parking bays provided (or part thereof). The recommendation to increase the the ratio for the provision of ACROD bays is to prioritise the provision of bays for high priority users. The proposed ratio for the provision of ACROD bays is commensurate to ratio of the Town's population that identify as having as needing help in their day-to-day lives due to disability.
Loading bays	Support for loading bay requirements	Noted.
Bicycle Parking and End-of-Trip Facilities	Support for requirements for bicycle parking and end of trip facilities.	Noted.
	Requests for increased rates of bicycle parking to be provided	Noted. The bicycle provision rates provided for in LPP23 are based on a 10% mode share of bicycle users (double the

		Town's 2031 mode share target of 5%) to ensure a suitable level of bicycle parking is provided.
	Requests for more secure on-street bicycle parking	Noted. While LPP23 does contemplate the provision of on-street bicycle parking where a business cannot provide bicycle parking on-site, the focus of LPP23 is upon the provision of bicycle parking on private land. The provision of public on-street bicycle parking is the responsibility of the Town and is provided through the Pedestrian Infrastructure Sub Program.
Public Realm Improvements	Comments that the approach must be coupled with improvements to the public realm to make walking and cycling more attractive include: <ul style="list-style-type: none"> - Low vehicle speeds - Improved pedestrian crossings - Better cycling infrastructure - More street trees - More alfresco dining areas 	Noted. This matter is outside of the scope of the LPP23 review, however, the LPP23 has been prepared to support the delivery of improvement to the public realm through the implementation of the Town's Integrated Transport Strategy.
Paid Parking and Parking Permits	Requests for residential parking permits	Noted. This matter is outside the scope of the LPP23 review.
	Requests for exemptions or discounted rates for residents on paid parking facilities	Noted. This matter is outside the scope of the LPP23 review
Application of Policy	Concerns that the policy scope is unclear as to how/whether it applies to existing businesses and/or changes of use to existing buildings. Request that the policy be modified to ensure no parking minimums apply to changes of use of existing buildings.	Noted. Modifications are recommended to the Scope provisions of the policy to provide greater clarity that the 'Open Option' approach is intended to apply to new development and a change of use to an existing development.

Modifications to policy

9. The following modifications have been made to the policy (as annotated in red in Attachment 1) in response to submissions:

Modification	Rationale
Application of the policy (Scope)	<p>To clarify that the policy's 'Open Option' approach to car parking also applies to the changes of use of existing buildings and not only the development of new buildings.</p> <p>To clarify that the requirements of the policy other than the 'Open Option' approach to car parking do not apply to changes of use or minor additions to existing buildings.</p>
Bicycle Parking Provision Rates	All other land uses modified from 'not applicable' to 'at the discretion of the Town'. To ensure that land uses not explicitly listed by the policy still appropriately provide bicycle parking and end of trip facilities. Table 1 has been modified to clarify that the Town will apply a minimum bicycle provision rate of the most appropriate land use group for the use.

10. It is recommended that Council formally adopt revised LPP23, as modified and contained in Attachment 1 to this report and that LPP24 and LPP30 are revoked.

Relevant documents

[Town of Victoria Park - Integrated Transport Strategy](#)

[Town of Victoria Park – Parking Management Plan](#)

[Town of Victoria Park – Climate Emergency Plan](#)

Legal and policy compliance

[Planning and Development \(Local Planning Schemes\) Regulations 2015](#)

11. In accordance with the Regulations, after the expiry of the period within which submissions may be made, the local government must -

- (a) *review the policy in the light of any submissions made; and,*
- (b) *resolve to -*
 - (i) *proceed with the policy without modification; or*
 - (ii) *proceed with the policy with modification; or*
 - (iii) *not proceed with the policy.*

12. As per deemed clauses 4(5) and 6(b), the adoption of a new or revised local planning policy, or the revocation of an existing local planning policy, takes effect upon publication of a notice in accordance with deemed clause 87.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	The passing of this recommendation is not anticipated to result in any direct future budget impacts.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not applicable.			
Environmental	Not applicable.			
Health and safety	Not applicable.			
Infrastructure/ ICT systems/ utilities	Not applicable.			
Legislative compliance	Not applicable.			
Reputation	Continued application of existing policy does not reflect Town's strategic transport objectives.	Low	Low	Treat - Council adopt draft revised LPP23.
Service delivery	Not applicable.			

Engagement

Internal engagement	
Stakeholder	Comments
Elected Members	<p>Concept Forum held on the 27 February 2024, points of discussion included:</p> <ul style="list-style-type: none"> The relationship between how parking policies can be approached, and the level of alignment different approaches can have with the Town's informing strategies. Key components of parking policy, including: <ul style="list-style-type: none"> Parking ratios (minimums, maximums and open option approaches) Special purpose bays – ACROD and loading bays etc. Requirements for bicycle and end of trip facilities. Design of car parking facilities – access, appearance, sustainability considerations.
Place Planning	Liaison in preparation of revised LPP23 to ensure alignment with other key strategies and plans including Integrated Transport Strategy, Parking Management Plan, Urban Forest Strategy and Economic Development Strategy.

Urban Planning	Liaison in preparation of revised LPP23 inclusive of recommended modifications in response to submissions.
Parking and Rangers	Liaison in preparation of revised LPP23.

External engagement	
Stakeholder	General community - residents, landowners, businesses
Period of engagement	28 days. 1 July – 29 July 2024
Level of engagement	2. Consult
Methods of engagement	YourThoughts engagement platform Phone calls and counter enquiries
Advertising	<p>The following activities were undertaken to promote the public advertising of LPP23:</p> <ul style="list-style-type: none"> Public notice (Town website) Online advertising (YourThoughts) Public inspection of policy (Admin/Library) Public notice (Admin/Library) noticeboards 2x newspaper advertisements during the advertising period Inclusion in e-newsletter items (eVibe and Business e-news) during the advertising period. 2x dedicated Social media posts (3 July and 23 July) plus inclusion in 'Weekly Outlook' posts during the advertising period. Animated explanatory video describing the rationale for the 'Open Option' shared on YourThoughts, e-news and social media posts.
Submission Summary	<p>A total of 85 submissions were received:</p> <ul style="list-style-type: none"> Support – 54 (63%) Oppose – 21 (25%) Neutral – 10 (12%)
Key Findings	<p>A variety of views were shared in submissions.</p> <p>The key issues/themes are listed and responded to in the discussion part of this report.</p>
Stakeholder	Access and Inclusion Advisory Group
Period of engagement	27 March and 26 June 2024

Level of engagement	1. Inform
Methods of engagement	<p>The draft LPP23 content was presented and discussed at the 26 June 2024 Access and Inclusion Advisory Group meeting.</p> <p>The Group was informed of how feedback received at the 27 March Access and Inclusion Advisory Group meeting had informed modifications to the draft policy for public advertising.</p> <p>The Group were informed of the upcoming public advertising period and opportunities to make submissions on the draft policy.</p>
Advertising	Not applicable
Submission summary	Not applicable
Key findings	<ul style="list-style-type: none"> • General support for 'Open Option' parking approach if applied with prioritising improving walkability within the Town. • Support for the policy to encourage the provision of ACROD Bays above minimum requirements (noting that ACROD bay provision is subject to the Building Code of Australia not Town policy). • Support for including standards to accommodate larger bicycle parking bays for cargo bikes and family bike trailers (noting that bike bay specifications are subject to Australian Standards). • Comments that it is important that bicycle parking does not impede access to buildings.
Stakeholders	Business Advisory Group
Period of engagement	4 July 2024
Level of engagement	2. Consult
Methods of engagement	The draft LPP23 content was presented and discussed at the 4 July 2024 Business Advisory Group meetings.
Advertising	Not applicable.
Submission summary	Not applicable.
Key findings	<ul style="list-style-type: none"> • Comments in support of 'Open Option' approach supporting businesses to make their own decisions on how much car parking they are required to provide. • Comments in support of 'Open Option' approach removing the regulatory burden and financial penalty of 'cash-in-lieu of parking' from businesses. • Comments that to be successful the 'Open Option' parking approach needs to be complimented with managing public car parking

effectively and also improving the attractiveness of the Town as a place to visit by means other than car.

Strategic alignment

Economic

Community Priority	Intended public value outcome or impact
EC1 - Facilitating a strong local economy.	Adopting the revised policy will reduce a regulatory barrier to establishing and growing local businesses within the Town.

Environment

Community Priority	Intended public value outcome or impact
EN3 - Enhancing and enabling liveability through planning, urban design and development.	Adopting the revised policy supports improved urban design outcomes and reduces barriers to good development outcomes within the local planning framework.
EN6 - Improving how people get around the Town.	Adopting the revised policy supports development to be oriented towards access via walking, cycling and public transport rather than access by private vehicle.

12.3 Proposed road names for portion of Precinct A within Belmont Park Racecourse Redevelopment

Location	Burswood
Reporting officer	Manager Development Services
Responsible officer	Chief Community Planner
Voting requirement	Simple majority
Attachments	1. Street Name Submission - Rev 4 [12.3.1 - 4 pages]

Summary

For Council to consider proposed road names for roads to be created within the first stage of subdivision of the area known as North Park, Precinct A within the Belmont Park Racecourse redevelopment, for approval by the Minister for Lands.

Recommendation

That Council:

- Approves the use of the following road names in accordance with section 26A(3) of the *Land Administration Act 1997*, for new roads to be created in association with the subdivision of a portion of Lot 3001, No. 3 Graham Farmer Freeway, Burswood (as per subdivision approval WAPC Ref. 162656):
 - Shoreline Place;
 - Sunline Drive;
 - Tranquil Lane;
 - Caviar Lane;
 - Racecourse Boulevard;
 - Karasi Lane;
 - Hyperion Lane;
 - Elite Way.
- Submits the road names referred to in 1. above to the Minister for Lands for approval.

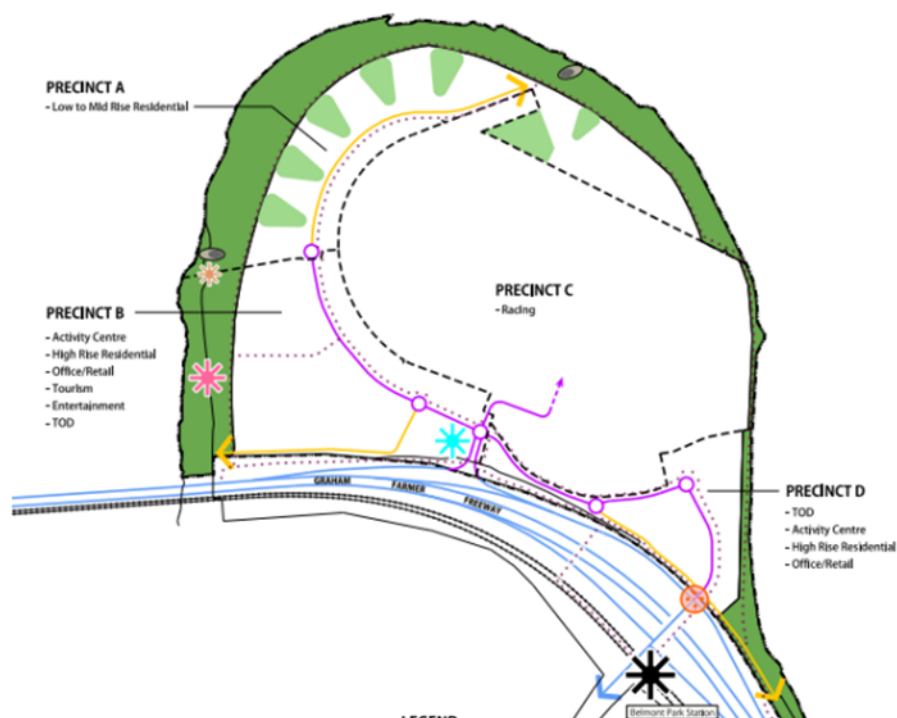
Background

Structure Plan

- The Belmont Park Racecourse Structure Plan ('Structure Plan') was approved by Council at the Ordinary Council Meeting on 11 September 2012 and subsequently approved by the Western Australian Planning Commission on 26 March 2013. The Structure Plan establishes a statutory framework to guide the planning and design of the site, to facilitate development proposals that will comprise a mix of land uses including retention and upgrading of the racing facility, high and medium density residential

development, a significant Activity Centre and riverfront Parks and Recreation. A copy of the Structure Plan is available [here](#).

2. The four Precincts forming part of the Structure Plan area are depicted in the following image from the Structure Plan, with the subject road being within Precinct A:



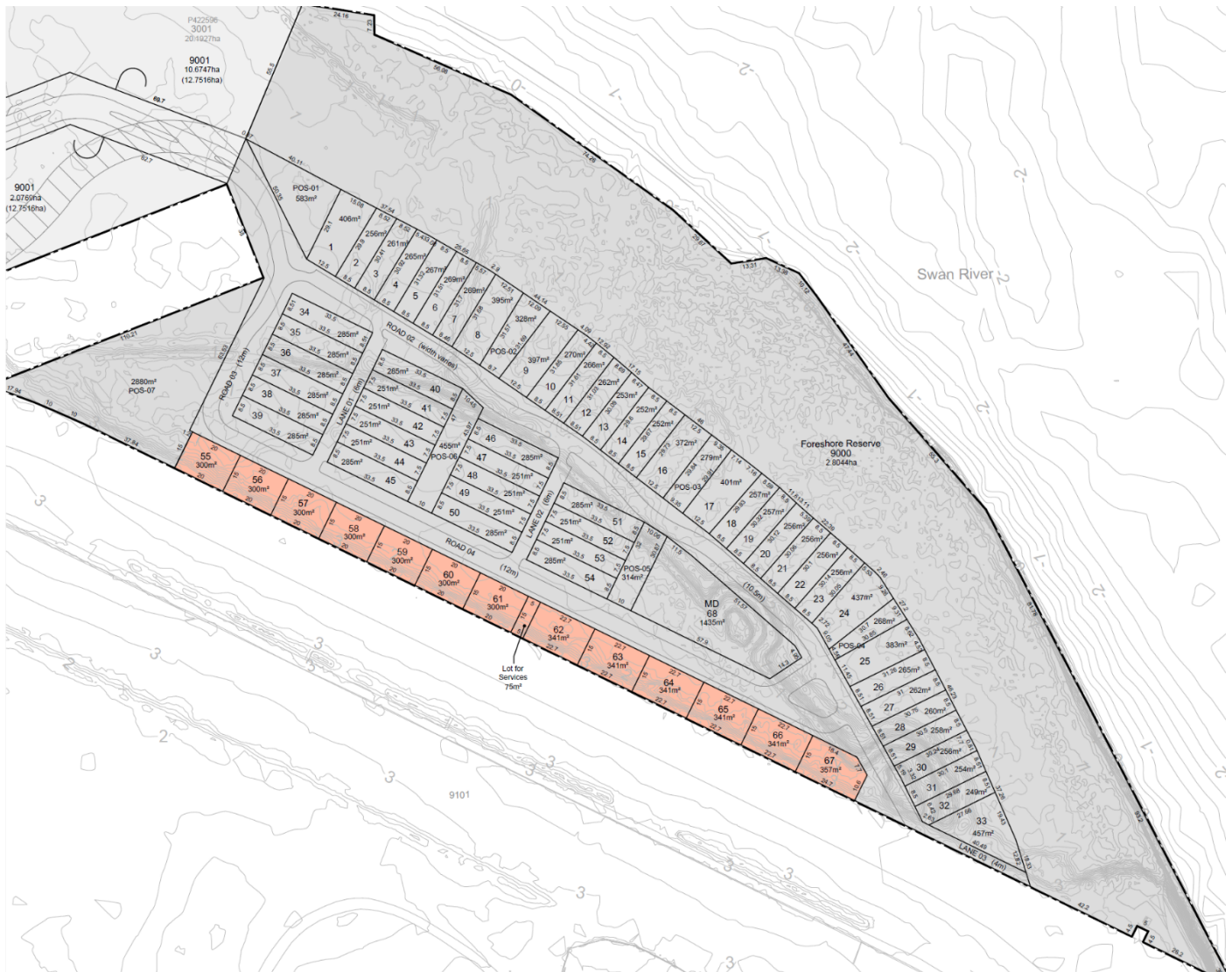
Local Development Plan (LDP)

3. The Council at its meeting on 13 December 2022 resolved to approve the LDP for Precinct A subject to modifications and the approval of the WAPC for the proposed foreshore setback provisions. The WAPC approved the LDP on 22 June 2023, with the Town subsequently approving a final version of the LDP for Precinct A on 17 August 2023. The image below depicts the proposed road and subdivision layout and building typologies for Precinct A, with the area the subject of the proposed road name proposal being principally those roads within the area noted on the plan as 'North Park'.



Subdivision Plan

4. The Western Australian Planning Commission (WAPC) have issued preliminary subdivision approval for the subdivision of the area known as the 'North Park' within Precinct A, into residential lots, road reserves and areas of public open space, as per the amended plan below. Subdivision clearance and titles are yet to be applied for.



Road names

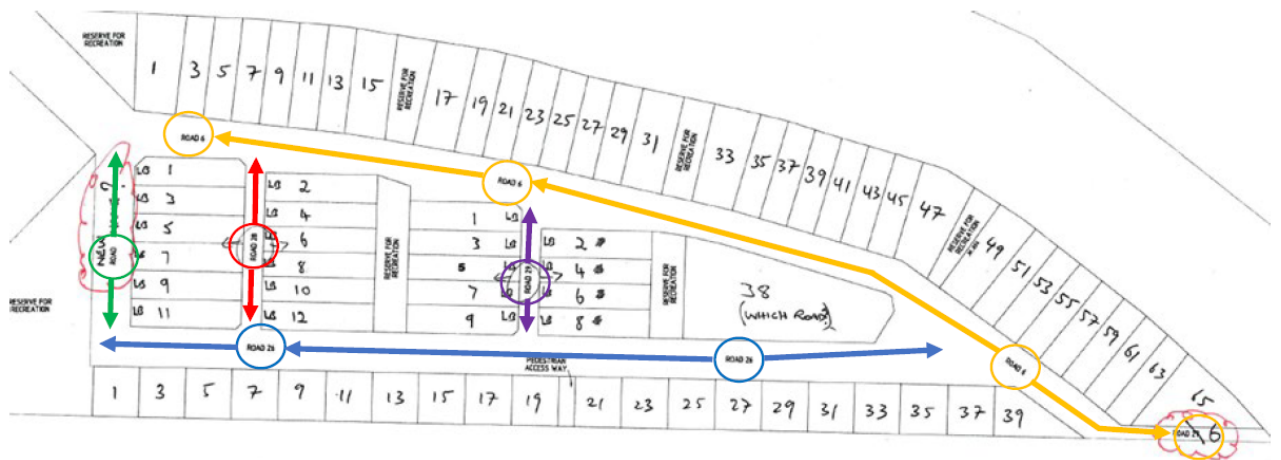
5. The Council at its meeting on 12 March 2013 considered a request for approval of road names in the first stage of the Belmont Park Racecourse Redevelopment area (herein referred to as 'Belmont Park redevelopment'). This related to proposed roads within Precinct D. The proposed road names were Saintly Entrance, Placid Ark Avenue and Seabiscuit Drive, all being names in keeping with a horse racing theme for the development and subdivision of the Belmont Park redevelopment.

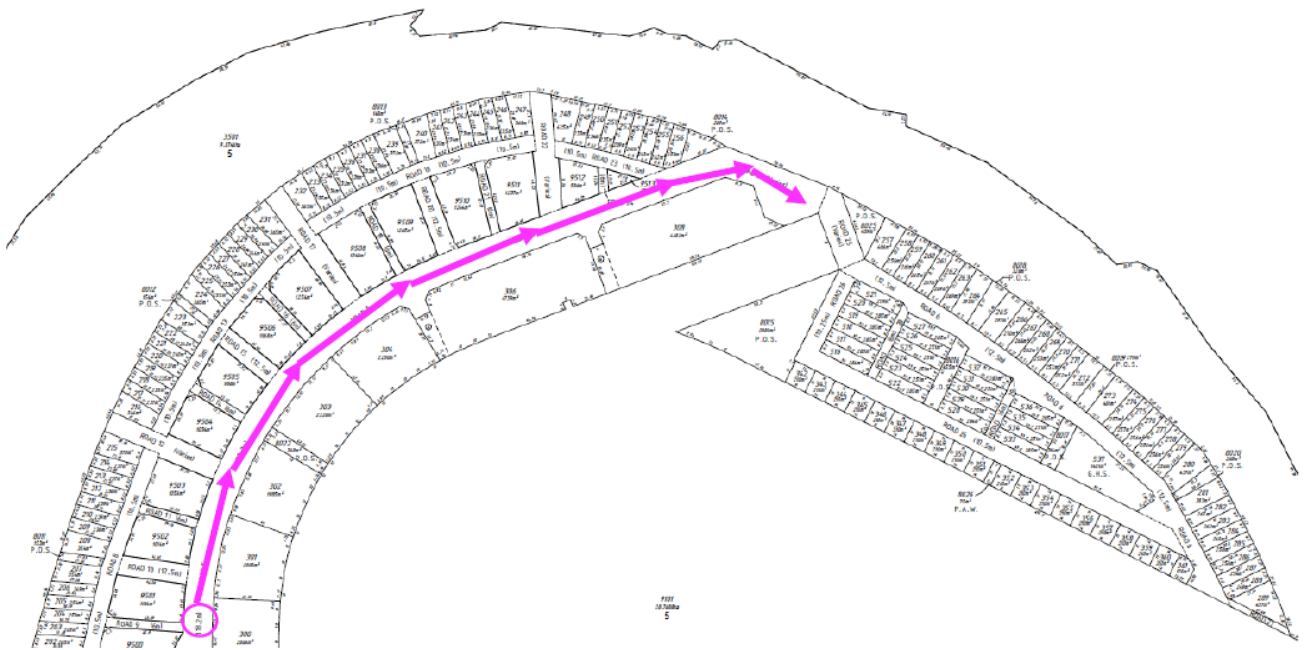
6. The relevant Council report commented that :

"The proposed names will form part of the horseracing theme adopted for the development at Belmont Park, and it is expected that future roads to be named at the development will have names taken from famous racehorses."

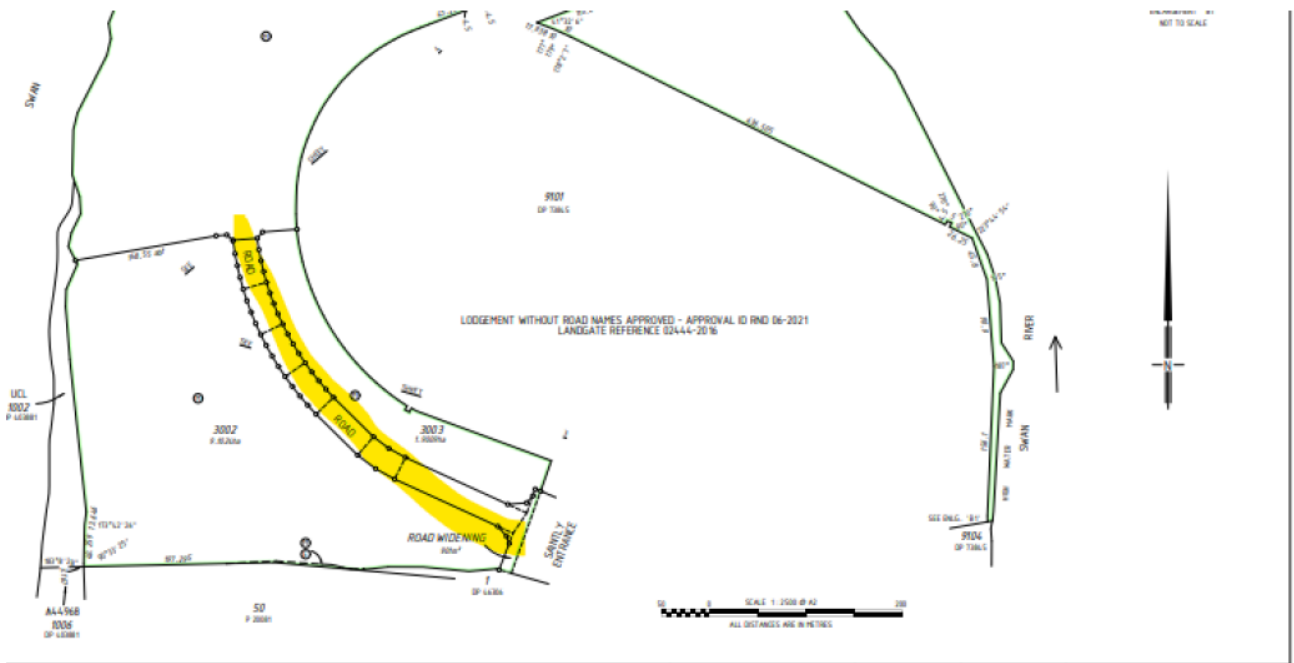
7. A request has been received from Golden Sedayu for the naming of the 5 new roads proposed within the North Park area, as well as the road connecting the North Park area to the entry roundabout at Saintly Entrance (see Attachment 1).
8. The proposed road names generally continue the theme of road names being based upon a racehorse or racecourse theme, with the preferred proposed names and their origin and location being as follows-

Road Number	Road ID	Location	Name	Suffix	Prelim Assessment	Meaning/Origin
Road 6	6	River Homes	Shoreline	Place	Passed	The line where a body of water touches the shore
Road 26	26	Racecourse Homes	Sunline	Drive	Passed	Famous racehorse named Australia's best 3 times.
Road 28	28	Garden Home Laneway	Tranquil	Lane	Passed	Tranquil Star – famous Australian Racehorse
Road 29	29	Garden Home Laneway	Caviar	Lane	Passed	Black Caviar – famous Australian Racehorse
New Road	N	POS, Garden and Chute	Verdant	Way	Passed	Green with lush grass
Boulevard	5	Precinct Connection	Racecourse	Boulevard	Passed	A course or track that is used for racing





Note: The boulevard will continue down into Precinct B as shown in yellow below:



9. Alternative names have also been put forward for consideration as follows :

Name	Suffix	Prelim Assessment	Meaning/Origin
Karasi	Lane	Passed	Famous Australian racehorse
Hyperion	Lane or Drive	Passed	Hyperion Stakes - type of group race run at Belmont Racecourse
Elite	Way	Passed	Elite Belle – Belmont Sprint winner

10. As part of subdivision requirements for any subdivision where new roads are created, the allocation and approval of names for new roads has to be in accordance with procedures as laid out in relevant Acts and guidelines published by Landgate's Geographic Names Committee (GNC).

11. In considering the proposed road names, both Golden Sedayu and the Town's Officers have had regard to Landgate's 'Policies and Standards for Geographical Naming in Western Australia' which has included an online preliminary assessment of the proposed names against Landgate's Guidelines.

Discussion

12. As outlined in the 'Internal Engagement' table below, there has been engagement between the Town and Golden Sedayu in arriving at the proposed road names presented to Council for consideration. The current list of proposed names has been amended in response to earlier feedback provided by Town Officers.
13. The Town's Place Planning team and Coordinator Local History have expressed a preference for names with a link to local horses. A suggested list of local horse names linked to the Belmont Park Cup in the early 1900s was provided by the Town to Golden Sedayu, but was found to not meet an online preliminary assessment against Landgate's Guidelines. Alternative names with a local link are continuing to be explored and can be considered for future stages of the subdivision.
14. The Council's decision of 2013 acknowledged the intent for road names within the development to have a horseracing or racecourse theme. The current names proposed by Golden Sedayu are generally consistent with this agreed theme. While understanding there is a view that road names should reflect local horses, the Council's decision of 2013 and subsequently the Geographic Names Committee (GNC) of Landgate, has established the acceptability of road names within the Belmont Park redevelopment associated with horses either locally, nationally or internationally.
15. Feedback has been sought from the GNC in arriving at the proposed road names.
16. Therefore on balance, and to ensure consistency with previous decisions, the proposed road names are generally supported.
17. Two road names are proposed which do not have an association with horses or horseracing, being the names Shoreline and Verdant. Shoreline is supported as it has a geographical reference to the river edge, but the name Verdant, which is said to reflect green lush grass, has no relationship to the site, its geography, and is not supported.
18. In response to questions raised by Officers around opportunities for the potential use of indigenous names within the development, Golden Sedayu have advised that consistent with the 2013 Council decision road names have been selected based upon the theme of horses or horseracing, and the intention is for indigenous recognition to occur within Precinct B, through local public art or landscape themes.

Relevant documents

[Policies and Standards for Geographical Naming in Western Australia](#)

Legal and policy compliance

Council is requested to approve the proposed road names and forward notice of the approval to the Minister for Lands under section 26A(1), (2) and (3) of the *Land Administration Act 1997*. The final approval for road names rests with the Minister.

Financial implications

Current budget impact	Not applicable.
Future budget impact	Not applicable.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not applicable.			
Environmental	Not applicable.			
Health and safety	Not applicable.			
Infrastructure/ ICT systems/ utilities	Not applicable.			
Legislative compliance	Landgate not supporting the names approved by Council	Low	Low	Accept - Landgate's Guidelines have been considering in the preparation of the proposed names.
Reputation	Not applicable.			
Service delivery	Not applicable.			

Engagement

Internal engagement	
Stakeholder	Comments
Place Planning	Provided preliminary support for the names "Racecourse" and "Shoreline", as they acknowledge the place and site of the development. Support the proposed names put forward, but with some reservations noting the comments of the Coordinator Local History and the names do not strongly relate to the place or site.
Coordinator Local History	Suggested to the developer that they consider road names associated with horses that won the Belmont Park Cup from the early 1900s. Has expressed disappointment around the non-use of local horse names with a relationship to Belmont Park. Is sourcing names for consideration by Golden Sedayu as part of future stages of subdivision.

External engagement

Community engagement was not undertaken on the names for the first proposed roads within the Belmont Park redevelopment (see 2013 proposal described above). It is understood that no consultation was undertaken due to the isolation of the site from other properties.

Having regard to Landgate's Guidelines and the isolated location of the proposed roads, and these being new roads within a subdivision where there are no residents, businesses or ratepayers directly affected, it is considered that community consultation on the proposed names within Precinct A is not necessary. GNC have advised that they have no objection to this approach as it is consistent with the Town's processing of the 2013 road name proposals.

Strategic alignment

Environment

Community Priority	Intended public value outcome or impact
EN3 - Enhancing and enabling liveability through planning, urban design and development.	The proposed names have a relationship to horseracing or the geography of the site, with road names being necessary to identify the places and future development.

13 Chief Operations Officer reports

13.1 TVP/24/09 Kerbline and Footpath Weed Control

Location	Town-wide
Reporting officer	Acting Manager of Infrastructure Operations
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. CONFIDENTIAL - TVP-24-09 Evaluation Report [13.1.2 - 13 pages]

Summary

To seek Council's endorsement to engage a contractor to provide Kerbline and Footpath Weed Control as the tender exceeds \$250,000.

The Town has gone out to tender TVP/24/09 Kerbline and Footpath Weed Control.

Recommendation

That Council awards the contract associated with tender TVP/24/09 Kerbline and Footpath Weed Control, to Website Weed and Pest WA Pty Ltd ACN 104 545 637 with the terms and conditions as outlined in the contract, as their offer has been evaluated as the most advantageous to the Town.

Background

1. The Town carries out treatment of its kerblines and paved areas usually 4 times a year. A combination of chemical and steam treatments are used.
2. Tender TVP/24/09 Kerbline and Footpath Weed Control was advertised on Friday 21 June 2024, closing at 2pm 19 July 2024.
3. Two (2) submissions were received.
4. An evaluation of the tender submissions against the selection criteria recommends appointing Website Weed and Pest WA Pty Ltd ACN 104 545 637 as the successful contractor, at an estimated cost of \$250,000 per annum, depending on weed type and assuming 100 Ha of broad acre coverage per year. The contract period is for three (3) years, with two (2) possible 12-month extensions.

Discussion

5. The Town carries out control of weeds within the footpath networks using chemical and non-chemical control as well as selective control of weed species in turf.
6. While the majority of footpath and kerbline weed treatments are using chemical, several areas of the Town are treated only with steam due to specific residents documented chemical sensitivities. Town residents also have the option of maintaining their own kerbline and footpath area adjacent to their property and go on the "do not spray" register. The successful contractor is required to ensure these nominated sites are not sprayed during any maintenance round.

7. A previous report on the Town's spraying program was done for the Council, a copy of which is included in the attachments.
8. Suppliers were requested to provide a schedule of rates for spraying various chemicals as well as steam treatment of weeds.
9. An assessment of the submissions was formally undertaken by a panel that included:
 - Streetscapes Supervisor
 - Reserves and Capital Works Supervisor
 - Civil Design Engineer

Compliance Criteria

1. Compliance with the Conditions of Submitting
2. Compliance with the General Conditions of Contract / Schedules
3. References, provide a minimum of three (3)
4. Complete Respondent's Offer
5. Acknowledgement of Addenda (if any)
6. Complete Pricing Schedule
7. Provide Corporate Information
8. Financial Position details
9. Conflict of Interest information
10. Insurance information provided
11. Access and Inclusion Plan (AIP) response
12. Software Licence Agreements

Selection criteria

<p>Demonstrated Understanding (30% Weighting)</p> <p>Supply details to address the following criteria along with an outline of your proposed methodology in an attachment labelled "Demonstrated Understanding".</p> <p>I) Demonstrating Industry Knowledge and Experience: Respondents must provide comprehensive details regarding their knowledge and experience in the industry relevant to the goods, services, and works being procured as per this Request. Three examples should be included where Respondents have successfully delivered similar applications to other Local Governments. Additionally, Respondents should provide references to substantiate their claims.</p> <p>II) Scope of Involvement: Respondents should clearly outline their scope of involvement in previous projects, specifying whether they acted as the prime contractor or sub-contractor. Details of achieved outcomes should also be provided to showcase the Respondents' contribution to those projects.</p> <p>III) Learning from Past Project Issues: Respondents are expected to outline any issues that arose during previous project(s) and explain how those issues were effectively managed. Additionally, Respondents should highlight how they intend to apply the lessons learned from past projects to ensure the success of the current</p>	30%
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<p>project. Please ensure your response covers these points in order to meet the requirements of the Request.</p>	
<p>Organisational Capacity (15% Weighting)</p> <p>Supply details to address the following criteria in an attachment labelled “Organisational Capacity”.</p> <p>I) Approach: Respondents must provide an approach that includes the phases, tasks, timelines, and major milestones for the transition-in process. Additionally, they should detail their plan for knowledge transfer.</p> <p>II) Roles and Responsibilities: Respondents are expected to outline the transition management structure, including the roles and responsibilities of both the Respondent and the Council during the transition. This should include estimated resources and days required for the transition.</p> <p>III) Integration with Third-Party Providers: Respondents should describe their process for working with and integrating with third-party providers. Additionally, they should address how they will manage any disagreements or issues that may arise with these third parties.</p>	<p>15%</p>
<p>Suitability of Proposed Goods and Services (5% Weighting)</p> <p>Respondents must, as a minimum, address the following information in an attachment and label it “Suitability of Proposed Solutions”.</p> <p>I) Fit-for-Purpose Solution: Respondents must demonstrate that their proposed solution is suitable for the intended purpose by providing detailed responses to all the requirements in the specification.</p> <p>II) Customer Support Capability: Respondents must provide information about their customer support capability, including the location of their support team, support structure, escalation processes, methods of logging calls (e.g., telephone, email, web form), ticketing systems used, hours of operation, and the number of customers they currently support.</p> <p>III) Support During Town’s Operational Hours: Respondents should outline how they will meet the Town’s requirements for providing support during the Town’s operational hours</p>	<p>5%</p>
<p>Price (40% Weighting)</p> <p>I) Price to be offered as a lump sum (fixed price) fee basis. Include in the lump sum fee all:</p> <ul style="list-style-type: none"> a. Fees; b. Any other costs; and c. Disbursements to provide the required service and appropriate level of the Goods and Services Tax. 	<p>40%</p>

II) The offered price must represent the best value for money.	
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The evaluation of the submissions against the quantitative and qualitative criteria resulted in the rankings with the first ranking scoring the highest.

Company	Ranking
Website Weed and Pest PTY LTD	1
Environmental Industries PTY LTD	2

Relevant documents

Not applicable.

Legal and policy compliance

[Section 4.20\(4\) of the *Local Government Act 1995*](#)

Financial implications

Current budget impact	Sufficient funds exist within the annual Parks Maintenance budget to address this recommendation.
Future budget impact	Proposed contact will be for three years with option of two one-year extensions. Expected estimated contract expenses will be \$120 000 per financial year. Funds will need to be allowed in future parks maintenance Budgets to ensure ongoing level of service.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Increased costs of weed control and impacts on Town assets	High	Low	TREAT risk by continuing to use integrated weed management practices using various weed control techniques including chemical.
Environmental	Failure to maintain weeds resulting in infestation of non desirable species	High	Medium	TREAT risk by continuing to use integrated weed management practice using various weed control techniques including chemical.
Health and safety	Inappropriate use of chemicals	High	Low	TREAT risk by utilising licenced, experienced and qualified contractors for spraying activities.
Infrastructure/ ICT systems/ utilities	Not applicable.		Medium	

Legislative compliance	Use of unapproved chemicals	Moderate	Low	TREAT risk by following the guidelines of the Australian Pesticides and Veterinary Authority (APVMA) requirements, use licenced contractors and only use chemicals on the Town's Chemical register.
Reputation	Negative public perception towards the use of glyphosate	Moderate	Low	TREAT risk by providing consistent information regarding chemical usage, Promotion of "do not spray" list and ensure Town follows APVMA advice on chemical use
Service delivery	Inability to maintain weed control within the Town	Moderate	Medium	TREAT risk by continuing to use integrated weed management practice using various weed control techniques including chemical.

Engagement

Internal engagement	
Stakeholder	Comments
Procurement	Assist with process and tender documentation
Park's staff	Assistance with tender specifications and advice on level of service required

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	A public tender process ensures integrity in the appointment of contracts for maintaining Town assets.

Environment	
Community Priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	Integrated weed management prevents the spread of non-desirable plants into bushland and Public Open Space
EN4 - Increasing and improving public open spaces	Programmed maintenance and control of weeds in the Towns Public Open Space ensures an aesthetically pleasing and clean area for the public to use.

Further consideration

13.2 Lathlain Precinct Zone 1 - Contract CTVP-24-04 Construction of the Grandstand - Notice to Proceed

Location	Lathlain
Reporting officer	Manager Strategic Projects
Responsible officer	Chief Operations Officer
Voting requirement	Absolute majority
Attachments	<ol style="list-style-type: none">1. Funding Briefing Note 20240828 [13.2.1 - 4 pages]2. Lathlain Stadium Advocacy Briefing [13.2.2 - 9 pages]3. Letters of Support [13.2.3 - 5 pages]4. Letter PFC to Town 230824 [13.2.4 - 1 page]5. Agreement to Partially Surrender Lease and Construction Licence [13.2.5 - 16 pages]6. Partial Surrender of Lease N428022 [13.2.6 - 8 pages]7. Construction Works Access Licence [13.2.7 - 22 pages]

Summary

At the Ordinary Council Meeting held May 2024, Council approved the Lathlain Precinct Redevelopment Plan Project Zone 1 Approval of Business Plan, and the Award of Request for Tender TVP/24/04 – Lathlain Precinct Redevelopment Project – Zone 1. This report addresses the outstanding items from those reports, as requested by Council, and seeks approval to progress with the Lathlain Precinct Redevelopment Stage 2. At the time of publishing this report for the ABF, the Town was still awaiting final documentation on some areas. This information will be supplied in time for the Ordinary Council Meeting in September 2024 so that a fully informed Council decision can be made.

Recommendation

That Council:

1. Issues a Notice to Proceed for Stage 2 Lathlain Precinct Redevelopment Project – Zone 1.
2. Notes that the 2025/26 Future Fund Reserve will be used to fund any shortfall for the Stage 2 Lathlain Precinct Redevelopment Project – Zone 1, which is indicatively \$4.8million.
3. Notes that the CEO will terminate the existing leases with Vodafone Network Pty Ltd and Telstra Pty Ltd and that a further report will be presented to Council by December 2024 on the proposed new Heads of Terms for a lease with co-location of replacement telco services to a new site.
4. Notes the Agreement in Principle by the Perth Football Club regarding the proposed lease and requests a further report to be presented to Council by December 2024 on the negotiated lease conditions.
5. Authorises the Chief Executive Officer to negotiate and settle the terms of the following documentation and to execute the documents as deeds:-
 - a. Partial surrender with Indian Pacific Ltd of an approximately 217 square metre part of the West Coast Eagles lease area;

- b. Construction licence with Indian Pacific Ltd for construction logistics within the West Coast Eagles lease area;
- c. Construction licence and/or partial surrender of lease for works to be undertaken to develop the new Grandstand within the Perth Football Club's existing lease area.

Background

1. In 2018, the Federal Government committed \$4m of funds to the Town for the redevelopment of the Perth Football Club. The Town also secured \$4m in State Government funding, \$1m contribution from the West Coast Eagles and \$200,000 from the WA Football Commission. A further \$6m in State Government funding is subject to the completion of this procurement activity in such that it states a final cost and tender is to be completed.
2. The federal funding agreement has a strict timeline for acquittal, with all financial acquittals to be completed before the end of the 2025/2026 financial year.
3. At the Ordinary Council Meeting held 18 October 2022, Council considered a Business Case for the Lathlain Park Redevelopment Precinct Zone 1 based on the four options and numerous specialist reports.
4. At that meeting, Council endorsed Scenario 1: Staged Delivery as the preferred delivery approach including the addition of the building location and the staging of delivery in accordance with the concept briefs endorsed by Council at the August 2021 and February 2022 Council meetings.
5. The Scenario 1: Staged Delivery of the Business Case recommended the relocation of the new building to the North of the current facility to allow construction to occur independently of the continuing operation of the Perth Football Club. Demolition and additional costs related to this approved approach were incorporated into the option costings.
6. Council also approved the CEO to commence Stage 1 design development (Football Club, Function Centre and Community Space) based on *Concept Option 2a*. This Option 2a was named the "Low intervention plus future proof (scenario 1)" which included an expansion of the second floor for a cold shell space for the management of the Town (community space).
7. Concept Option 2a had a funding shortfall of \$4,126,000. However, an adjacent development site presents a future opportunity to seek to offset this funding shortfall.
8. Additionally, Council endorsed that the Long Term Financial Plan be updated to account for the current funding shortfall of \$4,126,000 while additional funding was being sourced.
9. At the Ordinary Council Meeting held May 2024, Council endorsed the 'Business Plan for the Lathlain Precinct Redevelopment Project Zone 1' and agreed to continue seeking additional funding contributions.
10. At the same meeting, Council awarded a tender for Stage 1 and Stage 2 was to commence once the conditions precedent of the contract had been met and Council had approved the issuing of a Notice to Proceed to Stage 2.

Discussion

11. The following information is provided to show that Council can now proceed to issue a Notice to Proceed to Stage 2.

Conditions Precedent

Conditions Precedent required	Town response
The Contractor has prepared and submitted the Final Cost Plan to the satisfaction of the Principal	The Final cost plan, and accompanying documentation required to demonstrate the procurement had been undertaken with a focus on transparency and value for money, is due to be submitted on 5 September 2024.
The Contractor has prepared and submitted a Baseline Program and the Baseline Program has been approved by the Superintendent	The Contractor has prepared and submitted a draft Baseline Program which is currently being reviewed for final approval by the Superintendent by 5 September 2024
The Contractor has submitted, and the Superintendent has approved the Draft management Plans	The Contractor has submitted, and the Superintendent is currently reviewing the Draft Management Plans for approval on 5 September 2024
The Contractor has lodged the Initial Dilapidation Survey with the Principal and the Superintendent	The Contractor has commenced the Initial Dilapidation Survey on 20 August 2024 and will be submitted prior to the September Ordinary Council Meeting
The Contractor has complied with its obligations and the Consultant Fee has been finalised and included in the Final Cost Plan	The Contractor has commenced process required to allow the final Consultant Fee to be included in the Final Cost Plan. This process has involved the novation of the Lead Design from Town of Victoria Park to PS Structures for the Stage 2 design and construction works
The Contractor has, where requested, consented to conducting a financial due diligence assessment on the Contractor and provided all necessary documentation reasonably required to enable the Principal to conduct the financial due diligence assessment	The Contractor has, where requested, consented to conducting a financial due diligence assessment on the Contractor and provided all necessary documentation reasonable required to enable the Principal to conduct the financial due diligence assessment

12. These conditions are in an advanced stage of completion and all expected to be met by the September 2024 Ordinary Council Meeting. A further update on these condition precedents will be included in the September 2024 Ordinary Council Meeting report.

Telco leases

13. The current telecommunication leases on the roof of the existing Grandstand are:
 - a. Lease dated 16 July 2007 to Vodafone Network Pty Ltd (assigned to Towers Business Operations Pty Ltd), with sub-lease to Optus (the TowerCo Lease);
 - b. Lease dated 13 July 2004 to Telstra Corporation Limited (the Telstra Lease)
14. The fixed term of the Telstra lease ended in July 2024 and the lease is in holding over, and the Towerco lease expires in June 2025. As such, the CEO will be issuing Notices of Termination for the Telstra lease and for the Towerco lease.
15. The Town has identified a parcel of land adjacent to the existing facility for a replacement telecommunications infrastructure and is progressing negotiations with Telstra (Amplitel) regarding non binding heads of terms for a new lease at this site for co-location of Telstra services, with a sub lease for Vodafone/TPG and Optus network services. Subject to a satisfactory conclusion to these negotiations, there will be a future report to Council to seek authorisation for the commercial lease terms.
16. Matters relating to the telecommunications infrastructure are progressing satisfactorily at this time, noting that the holders of the telecommunication leases on the roof of the existing Grandstand are now agreeable to co-location of relocated telecommunication services onto a single monopole.

Perth Football Club Lease

17. A final response on the lease agreement is being prepared by Perth Football Club with the final details now available as a result of the ongoing design and pricing for the project.
18. As at the date of preparation of this report, PFC's most recent correspondence is the attached letter dated 23 August 2024. The Town is aiming to obtain an updated position from PFC to report to the meeting. PFC have also advised that:

Rent review - PFC will support a 5-year review term with increase in rent being related to improved turnover of the Club's hospitality business. This is the only Club income stream which produces profit. WAFC Grants and Sponsorships are fully aligned to 100% spending agreements and little to no profit is made from this income. The formula to be agreed.

Fitout contribution - PFC require a facility fit for purpose and to a turnkey state so that the functions of the football operations and the hospitality function are operational. In terms of specialist technical fit-out, bar lines, audio visual equipment, tables and chairs for office and functions, and laundry are the responsibility of PFC Details to be finalised, costed and agreed.

Liquor licence - PFC propose to seek a Restricted Tavern licence and are seeking professional advice at present. In respect of the licence application, PFC will not support the Town seeking a separate licence for the Community space, in particular on game days, in competition to the Club's main hospitality business. It was planned to be available to community groups for special meetings and activities that are not in competition to the main tenant. PFC will support the Town hosting licensed events, but on the basis that the Extended Trading Permit is applied for and issued to PFC and the costs of supply, cleaning, security and other services are covered and agreed according to the liquor licensing laws.

19. The Town is seeking to finalise with PFC the rent review process, asset management responsibilities, rent amounts according to the final pricing, and fitout contribution.

20. In relation to the tavern licence, the business plan approved by Council in May 2024 made provision for a Restricted Tavern Licence. The Town has agreed not to seek our own liquor licence, subject to a formal Council approval.
21. A further report will be presented to Council by December 2024 on the negotiated lease outcomes with the PFC.
22. The new facility is located on part of PFC's existing lease area. PFC's existing lease is holding over. A construction licence and partial surrender of lease will be required to provide space for construction logistics to enable the new Grandstand to be constructed. This would permit PFC to continue to occupy the existing Grandstand in the meantime, without the Town having to terminate. PFC have agreed to these arrangements.
23. The current status of the PFC lease does not impede Council issuing the Notice to Proceed to Stage 2 under the contract.

West Coast Eagles – Partial Surrender of Lease and Construction Licence

24. Subject to resolution of some detailed terms introduced by WCE, the preparation of the attached detailed documentation for the partial surrender of a small part of the West Coast Eagles (WCE) leased area to cater for the new facility (roof overhang and seating) and for West Coast Eagles to grant temporary use of part of their lease area for construction purposes is at an advanced stage and is expected to be resolved, given the relationship between the Town and WCE. The Town is aiming to obtain an updated position from WCE to report to the meeting.

Funding

25. The 2024/25 budget has the following allocations:

Lathlain	Total Bud	Grant	Reserve
Carried Forward	4,500,000	1,500,000	3,000,000
New Budget	15,200,000	13,200,000	2,000,000
Total	19,700,000	14,700,000	5,000,000

26. The Lathlain Reserve currently has \$5m available. Alongside the upfront external grant milestone payments upon issuing the Notice to Proceed, the Town has sufficient funds for the project with all additional funds expected to be in the 2025/26 financial year.
27. It is recommended that Future Fund Reserve be used to fund any shortfall for the Stage 2 Lathlain Precinct Redevelopment Project – Zone 1 which as at 29 August 2024 is estimated at \$4.8million inclusive of \$2.49million of project contingency (10% overall).
28. There are no budget impacts for the current year 2024/2025.
29. The Town can financially accommodate any funding shortfalls in a financially sustainable manner (see Attachment Funding Analysis).

Basis for Recommendation

30. All matters relating to the issuing of a Notice to Proceed to Stage 2 have been considered and will all be resolved by the September Ordinary Council Meeting. Therefore, it is recommended that Council issue the Notice to Proceed to Stage 2.

Other considerations

31. A decision not to approve a Notice to Proceed to Stage 2 will jeopardise the existing grants which will need to be returned.
32. A formal request for additional Federal funding grant has been declined in a response to the Town by Minister Catherine King in a letter dated 5 February 2024
33. No formal extension to the grant timing has been allowed. A further request has been sent but with no response.
34. Should the Council decide not to issue a Notice to Proceed to Stage 2, Council will be required (at a later stage) to make a decision regarding the existing facility (clubrooms and grandstand), as the facility is not fit for purpose and is in a critical need of repair including:
 - a. Several key elements of the existing building (such as the concrete) are very near the expected end of life given the age of the facility and need repair.
 - b. Various building components will require structural strengthening.
 - c. Asbestos needs to be removed.
 - d. The building does not comply with current Building Codes of Australia.
 - e. The facilities that do not cater for AFLW (e.g. toilet facilities and umpire facilities for women).
 - f. Access and inclusion requirements cannot be met.
35. It is estimated that approximately \$1m would be required in the immediate term for works and a further \$4million in the short to long term. This would erode the Lathlain Reserve as no other facility funding is available to the scale that is required.
36. Alternatively, demolishing the building which would cost approximately \$1m due to the asbestos and heights of the buildings, but would impact on the existing users who would not have a facility to operate any football operations or games for either WAFL, WAFLW, AFL Scratch matches, nor AFLW.

Legal and policy compliance

[Section 3.59 Local Government Act 1995](#)

Financial implications

Current budget impact	No budget impact for the current year.
Future budget impact	<p>See attachment "Funding Briefing Note 20240827" – with the proposed funding gap recommended to be sourced from the Future Fund Reserve.</p> <p>The Future Fund Reserve could be used to fund the remaining funding gap. The purpose of this reserve is to assist the funding initiatives and purchases that diversify the revenue streams of Council. This project satisfies the use of this reserve and will provide additional revenue streams created through the new development site and through the Town's new community room.</p> <p>At this stage there have not been any new initiatives listed for this reserve or planned in the near future.</p> <p>Based on the additional revenue from the lease the current funding gap would be recovered in 17 years and would leave a net profit of \$1.32million after the 20</p>

Lease term. This does not include additional revenue from the development site created nor the reduced long term maintenance liabilities.

The new Telco lease is expected to secure an additional income stream to the Town by way of a commercial rent for up to 20 years.

Current indicative pricing from the Contractor – subject to the Final Cost Plan being submitted indicates that value engineering has been successful.

The funding gap has reduced from an advocacy target of \$5.4million to the current amount of \$4.8million inclusive of 10% overall contingency. Further pricing will be obtained from the PS Structures on 5 September 2024 to inform the final council decision.

Further Lotterywest and Play Our Way grant applications can possibly assist in the further reduction of costs to the Town but are dependent on a decision by Council to proceed with this development.

A Lotterywest grant application would be for the fit out of the community space, not included within the approved business case Option 2a, which is costed at approximately \$1.2million

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk mitigation
Financial	Not proceeding with the Stage 2 of the contract will have an impact on the project timelines. This would produce a high chance of failing to meet the milestones of the \$4million federal grant and will not allow the use of the \$6million of additional State funding.	High	Low	TREAT risk by awarding the Stage 2 works to ensure the grant funding does not get extinguished through the inability to meet the timeline.
Financial	Entering a construction contract of this scale is a financial risk particularly if any unexpected issues emerge during the contract period.	High	Low	TREAT risk by having sufficient allowance with contingencies (currently 10%) and also carrying out a detailed risk analysis and investigation as part of the Two-stage procurement process. Both are being completed as part of the contract process.
Financial	Ability to attract future grant funds is impacted by the ability of the town to deliver on current commitments.	High	Low	TREAT risk by ensuring ongoing discussion with relevant state and federal.

	PFC changing agreement in principle terms.	Medium	Low	TREAT risk by ensuring that all agreements are confirmed in formal manner to ensure obligations are met.
Environmental	Poor construction practices can have a negative impact on the environment.	Medium	Medium	TREAT risk by including environmental credentials and an environmental management plan in place for construction.
	Climate Emergency objectives are not met for meeting Green Star Positive Category.	Medium	Medium	TREAT risk by ensuring the green building reference and proposed building meet the targets.
Health and safety	Construction activities have a high level of safety risk for those involved in the activity, particularly on large scale building projects.	Medium	Low	TREAT risk by ensuring a quality builder is selected with a strong OHS track record, procedures and systems.
	Telco EMF zone impacts the construction of the new facility.	Medium	Low	TREAT risk by arranging operational shutdowns, termination of leases and relocation of service on a 30m monopole suitable away from existing and proposed facilities.
Infrastructure/ ICT systems/ utilities	Current infrastructure cannot meet current and future compliance or functionality required of a current Category 4 AFL facility.	High	Medium	TREAT risk by proceeding, if not there will be further work required to address this.
	BCA compliance is not achieved.	Low	Medium	TREAT risk by full DA and building permit processes.
Legislative compliance	LGA compliance for tenders in excess of \$250,000.	High	Low	TREAT Risk by following requirements of Local Government Regulations and Town procurement policies.
Reputation	Negative media and political commentary on the Town and the breach of commitments if the Stage 2 works don't commence.	High	Low	TREAT risk by having a dedicated response if notice to proceed does not occur.
	Future funding opportunities potentially compromised if	High	Low	TREAT risk by utilising the funding provided.

	development doesn't proceed.			
	The condition of the current facility is an ongoing concern and stakeholders will escalate if the project does not progress to Stage 2.	High	Low	TREAT risk by awarding the Stage 2 works to ensure that works proceed to address the future functionality of the facilities.
Service delivery	Significant impacts on existing clubs and groups that use the ground during construction.	High	Medium	TREAT risk by implementing a full construction management plan and put in place Construction Licence for impacted clubs.
	The Ability to use the venue for AFLW is impacted in the future due to insufficient functionality.	High	Medium	TREAT risk by temporary measures only.

Engagement

Internal engagement	
Finance	Provided advice on funding the shortfall for the project.
Assets	Provided advice the asset condition of the existing facility
Property Development & Leasing	Advice on the progression and status of the leasing and land matters
Communications	Developed and executed an Advocacy Strategy Group with a specific Terms of Reference
Place Planning	Advice on the proposed community room and Lathlain place Plans
Procurement	Process checks to ensure compliant
Community Development	Advice on the proposed community room usage and equipment expectations
Planning	Advice on the development approval and related matters

External engagement	
Stakeholders	<p>South-East Corridor Council Alliance SECCA regional Mayors Zaneta Mascarenhas MP Hon Catherine King MP Hon David Templeman MP West Coast Eagles Perth Football Club Perth Football Club junior affiliates and schools</p>
Level of engagement	Empower
Methods of engagement	<ul style="list-style-type: none"> • Sent letters and briefing documents • In Person meetings • Online meetings • Regular emails and briefings • Presentations • Templated advocacy letters of support
Advertising	No advertising was undertaken
Submission summary	Not applicable.
Key findings	<p>The Objectives of the engagement</p> <ul style="list-style-type: none"> • Securing \$5.4 million in funding (including contingency). • Collaborating with the Perth Football Club and related stakeholders. • Demonstrating a unified approach to completing the project. • Obtaining an extension on Federal Funding for an additional year. <p>Three groups were established to deliver the actions related to the advocacy and funding review.</p> <ul style="list-style-type: none"> • Internal project team • Advocacy strategy and delivery group which included Mayor Karen Vernon • Stakeholder groups which included Perth Football Club <p>Over the 12 week period, the Mayor and administration completed the following advocacy activities.</p> <ul style="list-style-type: none"> • Identified Federal, State and regional stakeholders who could support the listed objectives. • Sent letters and briefing documents to all stakeholders. • Presented to the South-East Corridor Council Alliance CEO group. • Met with regional Mayors to garner project support. • Met with Zaneta Mascarenhas MP in Canberra to garner support for the Federal funding extension • Met with Federal policy advisors from Hon Catherine King MP's office to discuss the Federal funding extension. • Worked with Perth Football Club to gather support from junior sporting clubs and affiliated schools. • Met with Hon David Templeman MP to garner support for further funds to be allocated to the project in the State Governments mid-year budget review.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	The two-stage construction contract that includes an Early Contractor Engagement stage significantly reduces risk associated with large construction projects. It allows contractors, officers and consultants to work in partnership to target a set budget and resolve potential future issues proactively

Environment	
Community Priority	Intended public value outcome or impact
EN3 - Enhancing and enabling liveability through planning, urban design and development.	The project delivers a development that completes a precinct level revitalization. The project will further enhance the use and experience of Lathlain Park, its facilities and its surrounding environment. This development will be of social, economic and amenity value to the local community
EN5 - Providing facilities that are well-built and well-maintained.	The project involves replacing a poor-condition Town-owned facility with a contemporary, high-quality facility that enables improvement and expansion of the services delivered from the site.
EN5 - Providing facilities that are well-built and well-maintained.	In the event the Council do not proceed it is currently anticipated that further investigation and remedial works are required to the existing Grandstand.

Further consideration

13.3 4a Temple Street - Outcome of EOI

Location	Victoria Park
Reporting officer	Property Development and Leasing Officer
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. CONFIDENTIAL - Applicant 1 submission [13.3.1 - 50 pages]2. CONFIDENTIAL - Applicant 2 submission [13.3.2 - 63 pages]3. CONFIDENTIAL - Applicant 3 submission [13.3.3 - 43 pages]

Summary

The purpose of this report is for Council to consider a new lease for 4a Temple Street, Victoria Park.

Recommendation

That Council:

1. Authorises the Chief Executive Officer to negotiate with Blue Dot Army Inc ABN 76 597 366 921 for a lease for the 4a Temple Street, Victoria Park, consistent with key terms as follows:
 - a. Land: Portion of Lot 6 on Diagram 7868
 - b. Lessee: Blue Dot Army Inc ABN 76 597 366 921
 - c. Term: 5 years
 - d. Further term: 5 years
 - e. Rent: (plus GST and CPI calculated from commencement):-
 - i. Year 1 – peppercorn rent
 - ii. Year 2 – peppercorn rent
 - iii. Year 3 – \$1,000 (indexed to CPI).
 - iv. Year 4 – \$1,000 (indexed to CPI).
 - v. Year 5 – \$1,000 (indexed to CPI).
 - f. Outgoings: The Tenant is responsible for all outgoings from commencement date.
 - g. Maintenance: The Tenant is responsible for non-structural and preventative maintenance. The Lessor may in its absolute discretion undertake repair and maintenance in accordance with Asset Management Plans, budgetary constraints and other factors as may be considered by the Lessor to be reasonable and/or necessary.
 - h. Permitted use: Office/Consulting
 - i. Insurance: The Tenant is responsible for \$20M Public Liability Insurance and workers compensation cover. The Landlord is responsible for Building Insurance.
 - j. Signage: With prior written consent from the Landlord.
 - k. Special Conditions:
 - i. No operating subsidy during the Term or Further Term.
 - ii. Removal of the redevelopment clause for the initial 5-year lease. The option to renew would require the reinsertion of the redevelopment clause.
 - l. Terms to be set by the Towns lawyers and to incorporate any variations or amendments to key terms as may be considered reasonable and necessary by the Chief Executive Officer.
2. Authorises the Chief Executive Officer to execute as a deed all documents necessary to give effect to the lease referred to in 1 above

3. Authorises the Chief Executive Officer to negotiate with applicant 2 (Sucess Pre-Kindy) within the parameters of the key terms in 1(a)-(l), changing the rent (e) to \$21,500+GST from year 1 and to proceed in the terms of 2 above, should the proposed lease with Blue Dot Army not commence within a reasonable timeframe determined by the Chief Executive Officer.
4. Authorises the Chief Executive Officer to advertise the proposed disposal of 4a Temple Street, Victoria Park by way of lease by public notice pursuant to section 3.58 of the Local Government Act 1995, in the event that the Chief Executive Officer proceeds with applicant 2.
5. Authorises the Chief Executive Officer to negotiate with applicant 3 (People Helping People) within the parameters of the key terms in 1(a)-(l), changing the rent (e) to \$1,000+GST from year 1 and to proceed in the terms of 2 above, should the proposed lease with applicant 1 or 2 do not commence within a reasonable timeframe determined by the Chief Executive Officer.

Background

1. At the Ordinary Council meeting on 19 March 2024 the council approved by Council Resolution (41/2024)
 1. *Notes that expressions of interest for the front dwelling of 4 Temple Street are to be advertised by the Chief Executive Officer in order to progress a lease for community purposes under Policy 310 – Leasing.*
 2. *Approves the Chief Executive Officer to, further to 1 above, invite the expressions of interest and enter into a lease with a suitable tenant under Policy 310 Leasing, without a redevelopment clause applying to the initial five year lease term.*
2. The market rent for 4a Temple Street has been assessed at \$15,000 to \$17,000 per annum plus outgoings plus GST
3. The Town advertised for EOI on Friday 26th April until 3rd June on the following platforms: -
 - a. West Australian Newspaper
 - b. Town's website
 - c. Social media
 - d. Town noticeboards
 - e. E-newsletter
 - f. A professional Real Estate campaign
4. The Town reached out to twenty (20) organisations who had previously inquired about leasing properties to advise them of the opportunity.
5. After receiving no applications, the Town re-advertised the opportunity using paid Facebook advertising in addition to the sources mentioned in point 2, until July 22nd.
6. The Town received one (1) submission upon closing on 22nd July
7. The Town received a request to extend the EOI period to allow time for a second applicant to provide a submission.
8. The Town extended the EOI period until 29th July.
9. The Town then received a further two (2) submissions during the extended period
10. Upon final closing of the EOI at 5pm on 29th July, the Town had received a total of three (3) submissions.
11. The Town's evaluation panel comprising officers from Place Planning, Community Development and Property assessed the submissions against the following qualitative criteria:

Qualitative Criteria	Weighting
<p>A. Business Structure & Financial Position</p> <p>Respondents should detail their business structure and use for the proposed lease space including a detailed business case (labelled "Business Case"). The Business Case should address a minimum of the following:</p> <ol style="list-style-type: none"> 1. BUSINESS STRUCTURE <ol style="list-style-type: none"> a) Organisational background to include mission, purpose, and history. b) Current business structure (evidence of incorporations, NFP or charity) c) Outline how you believe your business will align with the Town's plans, policies, and strategies. d) Any commercial benefit outcomes intended to be achieved e) Any community benefit outcomes intended to be achieved 2. FINANCIAL POSITION <ol style="list-style-type: none"> f) Provide latest audited financial statements g) Financial reference (bank manager or accountant) 3. INSURANCE / RISK MANAGEMENT <ol style="list-style-type: none"> h) Public Liability Insurances (no less than \$20M) i) Workers compensation insurance cover j) Work Health and Safety considerations and compliance. 	<p>35%</p>
<p>B. Detailed Lease Proposal</p> <p>Provide a detailed lease proposal (labelled "Lease Proposal") which addresses, at a minimum the Applicants proposed:</p> <ol style="list-style-type: none"> a) Agreement Type b) Lessee details (registered business name, ABN etc.) <ol style="list-style-type: none"> i) Any guarantor/s to be listed c) Term of Lease d) Rent <ol style="list-style-type: none"> i) Rent Review method ii) Security Deposit / Bank Guarantee e) Special conditions (requested by the Applicant and clearly outlining any terms or licences required etc.) 	<p>35%</p>
<p>C. Fit out Concept Plans</p> <p>Provide high level concept plans for the Applicant's proposed fit out of the premises (Labelled "Fit Out Concept Plans") outlining at a minimum how the proposed fit out:</p> <ol style="list-style-type: none"> a) Caters for the proposed number and type of customer. b) Contributes to the overall look and feel of the premises and matches the concept for the proposed business c) Signage design and locations (both internal and external) d) Any additional relevant information 	<p>10%</p>

Noting, the Applicant will be responsible for any works and will be required to comply with any applicable Planning, Building and Environmental Health requirements.	
D. Relevant Experience Describe your experience in conducting similar Requirements: a) Demonstrated experience in managing, owning, or operating a similar business (include details of the location) b) Demonstrate competency and proven track record in establishing and maintaining a similar viable business. c) Provide a CV for the Applicant's key personnel who will be directly involved in the management and day-to-day operations of the business (including skills, qualifications, and relevant experience). d) Any additional information.	20%

Discussion

12. Below is a summary of each application. Copies of the full applications are attached to the report.

Submission	Summary
Applicant 1	<p>It is a registered charity advocating for positive change to improve experiences for people affected by cancer.</p> <p>A. Business Structure & Financial Position A strong case with a clear mission and purpose, aligning well with community-focused goals. The organisation is properly incorporated and has a well-articulated plan for community and management, with 6 years of operation and a well-organized board, including audited accounts and testimonials.</p> <p>B. Detailed Lease Proposal 5-year term, initially set at \$1 for the first 2 years, then increasing to \$1,000 plus CPI</p> <p>C. Fit out Concept Plans None provided, they do not believe any changes are required for its proposed use</p> <p>D. Relevant Experience The charity has demonstrated a strong record of experience however no previous leases held</p>
Applicant 2	<p>Offers educational programs for 3–4-year-olds (pre-Kindy program)</p> <p>A. Business Structure & Financial Position The business has demonstrated some positive aspects. Gaps in any community benefit. Self-assessed local need.</p> <p>B. Detailed Lease Proposal 5 years+ 5 years \$21,500pa with 3-month equivalent deposit/bond</p> <p>C. Fit out Concept Plans Detailed design and ideas provided. A Deveopment Application (DA) and building permit would be required for the changes to the building and change to the use.</p>

	<p>This would require further financial investment and building changes to ensure compliance, which do not appear to have been considered within the proposal.</p> <p>The applicant requires 3 parking spaces to comply with the DA for the proposed use (As parking spaces on the property are shared with the Town's other tenant of 4 Temple Street – Dental Health Services, the Town is unable to provide exclusive use car bays)</p> <p>D. Relevant Experience</p> <p>Evidence provided of experience within the sector and owning and operating a business in childcare services</p>
Applicant 3	<p>It is a registered charity who offers food hampers to the most vulnerable in the community with produce donated by local stores and individuals.</p> <p>A. Business Structure & Financial Position</p> <p>The charity has provided a compelling case for its community benefits and demonstrated a local focus with its programs.</p> <p>B. Detailed Lease Proposal</p> <p>5 years \$1,000pa+GST with proposed bond/bank guarantee \$2,000</p> <p>C. Fit out Concept Plans</p> <p>None provided, they do not believe any changes are required for its proposed use.</p> <p>D. Relevant Experience</p> <p>Well established, has relevant experience and has leased properties before</p>

13. The evaluation of the submissions against the qualitative criteria resulted in the scores as shown below:

Submission	Weighted Score
Applicant 1	65.25%
Applicant 2	65.23%
Applicant 3	64.77%

14. The Property will be leased "as is," with the applicant responsible for all fit-out works, approvals, and licenses.
15. The building's previous use was "consultative," a Class 6 classification under the NCC-BCA. If a new tenant continues with this classification and no building work is proposed, no Building Permit or universal access compliance is required.
16. Applicants 1 and 3 propose to maintain the current classification and make no new structural changes, thereby not requiring the need for a Building Permit or compliance with universal access requirements.
17. In contrast, Applicant 2 proposes a classification change, which would necessitate significant modifications to meet universal access requirements, including ramps, widened doorways, removal or relocation of internal walls for wheelchair access, and bathroom modifications.
18. Where such works are proposed, a private Building Surveyor would be required to certify the proposed works against the NCC-BCA, at the cost of an applicant.

19. If there are parts of a building not to be changed and are not used to access the proposed parts or are a separate tenancy (4b Temple) then they are not directly affected and will probably not be required to comply with current regulations.
20. Subject to review of detailed reclassification proposals from Applicant 2, a building surveyor may however in assessing certification stipulate that the adjacent tenancy at 4b Temple would be required to effect modifications to ensure universal access requirements are met.
21. Applicant 2 has not addressed these requirements in their proposal and does not appear to have considered the financial impacts this would have on their ability to lease the property.
22. Applicant 2 faces potential challenges with financial and regulatory requirements due to their proposed classification change. Their ability to proceed might be compromised by these factors.
23. The analysis indicates that each applicant has unique strengths and weaknesses, with overall scores being closely matched.
24. Applicant 1 is the most suitable candidate, with a slight edge in evaluation scores and a plan to continue operating under the existing Class 6 classification.

Relevant documents

[Policy 310 – Leasing & Licencing](#)

Legal and policy compliance

[Section 3.58 of the Local Government Act 1995](#)

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	The Town currently spends approximately \$4,600 a year in maintenance and utilities. If the property is leased in accordance with Policy 310 Leasing and Licensing, these outgoings can be recouped by the Town from new lessee.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	If the premises were to continue to be vacant, this would make the Town responsible for upkeep of the premises at the Town's cost.	High	Low	Treat the risk by leasing the property
Environmental	Not applicable.			
Health and safety	Not applicable.			
Infrastructure/ ICT systems/ utilities	Not applicable.			

Legislative compliance	Failure to comply with section 3.58 of the Local Government Act 1995.	Low	Low	TREAT risk by following the disposal of property process in accordance with section 3.58 of the Local Government Act 1995.
Reputation	Failure to lease the property to someone to activate the space and provide services to the community from the property may damage the reputation of the Town	Medium	Low	TREAT risk by granting a lease to a suitable applicant and activating the property and assisting in providing a service to the community.
Service delivery	Not applicable.			

Engagement

Internal engagement	
Community	Formed part of the evaluation panel and supports the recommendation.
Place Planning	Formed part of the evaluation panel and supports the recommendation. The preferred organisation provides a unique and specialised community service that is likely to attract people into Vic Park who may support the local economy, in addition to delivering their community service.
Asset Management	Supportive of the recommendation as discussed with the Property Development and Leasing team
Development Services	The use of the land will need to comply with applicable legislation

External engagement	
Stakeholders	Public at large, service providers, community, commercial organisations
Period of engagement	Friday 26 th April through to 29 th July inclusive
Level of engagement	Consult
Methods of engagement	Written submissions accepted
Advertising	The Towns website, social media, the Towns noticeboards, E-newsletter, Posting in the West Australian News Paper, a professional Real Estate campaign, Gumtree and paid Facebook marketing
Submission summary	Three submissions received
Key findings	Summary of information resulting from engagement.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	By prioritising communication, engagement, and community involvement, we can ensure fostering strong connections and loyalty among the community
CL3 - Accountability and good governance.	ensuring that the process is open and transparent helps build public trust. This means clearly outlining the criteria, process, and timeline for the EOI.

Economic	
Community Priority	Intended public value outcome or impact
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	New businesses can provide support and partnership opportunities for existing local enterprises. This synergy can create a more robust local economy and provide a range of goods and services that benefit the community.

Social	
Community Priority	Intended public value outcome or impact
S3 - Facilitating an inclusive community that celebrates diversity.	Supporting diverse businesses can create economic opportunities for a wide range of entrepreneurs and workers. This helps to ensure that the economic benefits of development are distributed more equitably across different demographic groups.

Further consideration

14 Chief Financial Officer reports

14.1 Changes to Existing Parking Restrictions

Location	East Victoria Park Victoria Park
Reporting officer	Coordinator Parking and Rangers
Responsible officer	Manager Business Services
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Etwell Street Proposed Plans [14.1.1 - 1 page]2. Teddington Road Proposed Plan [14.1.2 - 1 page]3. Etwell Street Existing Plans [14.1.3 - 1 page]4. Teddington Road Existing Plan [14.1.4 - 1 page]5. D 24 18442 Etwell Street - Timed Restrictions Consultation - 2024(2) [14.1.5 - 7 pages]

Summary

To seek Council approval to implement new parking restrictions at Etwell Street and Teddington Road.

Recommendation

That Council:

1. Approves the extension of existing parking restrictions on Etwell Street, East Victoria Park to include Saturdays, as indicated in **Attachment 1**.
2. Approves the installation of clearways on Teddington Road, Victoria Park, as indicated in **Attachment 2**.

Background

1. Council is required to approve changes to existing parking restrictions under the Towns *Vehicle Management Amendment Local Law 2024*.
2. There are two current requests for changes to existing parking restrictions.
 - a. Etwell Street, East Victoria Park.
 - i. As part of the Etwell Street Local Centre Revitalisation Plan, new on-street parking options were created between 63 – 65 and 64 – 66b Etwell Street to contain a mixture of angled and parallel parking. Parallel parking was intended for short-term stays such as pick up and takeaway options, with the angled parking for longer stay visitors. Timed restrictions were introduced for Monday to Friday between 8.00am – 5.30pm. Parking has been divided into 1/4P for parallel parking (4 bays) and 2P for angled parking (6 bays) as indicated in **attachment 3**.
 - ii. Since implementation the Town has received feedback from business owners that the bays are constantly occupied by residents on weekends when no restrictions are in place. A request was received to extend the restrictions to include Saturdays and Sundays.

- iii. The Towns Project Management Team supported conducting a review of the restrictions based on feedback received from business owners and that additional business had opened on the Etwell Street strip since the restrictions were introduced.
- b. Teddington Road, Victoria Park.
 - i. In March 2024, it was approved by the CEO under delegated authority to remove four parking bays on Teddington Road outside of 196 Albany Highway, Lot 8. The 2P restriction was changed to no stopping to improve traffic flow and safety in the area as indicated in **attachment 4**.
 - ii. The change was also supported by Public Transport Authority (PTA) to allow traffic to queue in both lanes on Teddington Road on the approach to Shepperton Road. The change reduces the frequency of traffic banking back and blocking buses and other vehicles on Albany Highway.
 - iii. In June 2024, feedback was received from a nearby car dealership about the removal of the 4 bays and the subsequent impacts on business.
 - iv. On 12 July 2024 a meeting was held with the dealership where they further elaborated on the impacts the removal of the four parking bays, including the impacts on the sales staff of 196 Albany Highway. The dealership also raised concerns there was no consultation or notification about the removal of the four bays.
 - v. At the meeting the dealership requested the four bays be re-instated.

Discussion

3. Etwell Street, East Victoria Park.

- a. As a result of the feedback received, the Town completed occupancy surveys on the Etwell Street bays between 63 – 65 and 64 – 66b Etwell Street over the weekends of 13/14 and 20/21 January 2024.
- b. The occupancy surveys showed that Saturdays occupancy was over 85%, suggesting intervention is required, whilst Sunday occupancy was below the required threshold and insufficient to justify implementing parking restrictions.
- c. A community consultation letter was created explaining the concerns raised and the outcomes of the occupancy surveys conducted by the Town. The consultation letter detailed the Town's proposal to extend the restrictions to include Saturdays and sought feedback from the businesses. The letter also encouraged participants to provide additional comments to raise any other concerns.
- d. Consultation was completed with 5/6 business owners on Etwell Street. 4/5 Business owners supported extending the restrictions to include Saturdays as indicated in **attachment 5**.
- e. Various comments were also provided in the consultation but there was no unified approach or requests that were actionable.
- f. The next steps would be to inform the business owners and residents in the immediate area of Council's decision and if endorsed, provide a timeline for installation of the new signs.

4. Teddington Street, Victoria Park.

- a. An internal discussion agreed that a compromise with impacted businesses would be sought to re-instate four 2P bays with periods of clearway parking to address congestion during peak traffic periods.
- b. Consultation with Public Transport Authority (PTA) occurred, with PTA recommending the clearway be in operation 7:30am – 9:00am and 2:30pm – 6:30pm Monday to Friday to reduce banking of traffic on Albany Highway during peak times.
- c. On 22 July 2024 in a meeting with Impacted businesses and A/CEO David Doy the proposal was agreed by all parties involved.

- d. The next steps would to be inform Impacted businesses of Council's decision and provide a timeline of re-instatement of the parking bays and installation of the new signs (including clearway times).

Relevant documents

Not applicable.

Legal and policy compliance

Not applicable.

Financial implications

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

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not applicable.			
Environmental	Not applicable.			
Health and safety	Not applicable.			
Infrastructure/ ICT systems/ utilities	Not applicable.			
Legislative compliance	Not applicable.			
Reputation	Negative perception towards the Town if the restriction changes are not approved.	Medium	Low	Treat: approve the recommended changes
Service delivery	Not applicable.			

Engagement

Internal engagement	
Operations	Traffic and Transport Engineer provided advice and plans for the proposed changed restrictions for Etwell Street and Teddington Road.
Place Planning	Etwell Street: N/A Teddington Road: Provided advice on the removal of the bays and liaised with PTA and provided information to Parking and Rangers.
Project Management	Etwell Street: Advised that a review of restrictions was appropriate for Etwell Street. Teddington Road: N/A
CEO	Etwell Street: N/A Teddington Road: Provided advice and direction after discussions with Impacted businesses.
Parking and Rangers	Etwell Street: Liaised with Street Improvement and Project Management. Teddington Road: Liaised with Street Improvement and Place Planning.

External engagement	
Stakeholders	Business Owners
Period of engagement	Etwell Street: 21/02/2024 - 22/03/2024
Level of engagement	2. Consult
Methods of engagement	Survey
Advertising	N/A Surveys were hand delivered by the Parking and Ranger Team to all six businesses and collected when completed.
Submission summary	Five submissions were received out of six, one was not returned. Four supported extending the restrictions to Saturdays.
Key findings	Four of the Five submissions supported extending the restrictions to include Saturdays.

Strategic alignment

Environment	
Community Priority	Intended public value outcome or impact
EN6 - Improving how people get around the Town.	Provide parking access for visitors to the businesses on Etwell Street and Teddington Road.

Further consideration

Not applicable.

14.2 Report on trial to remove parking restrictions in the Willis Street and Surrounds

Location	East Victoria Park
Reporting officer	Manager Business Services
Responsible officer	Manager Business Services
Voting requirement	Absolute majority
Attachments	1. D 24 42091 4 P removal trial Survey Responses Report Redacted [14.2.1 - 19 pages]

Summary

To note the findings of the 12-month trial into the removal of 4P timed parking restrictions on Willis, Balmoral, and Hampshire Streets, East Victoria Park and endorse the Town's recommendation regarding future parking restrictions in these streets.

Recommendation

That Council approves the reinstatement of 4P parking restrictions in Willis, Hampshire and Balmoral Streets, East Victoria Park.

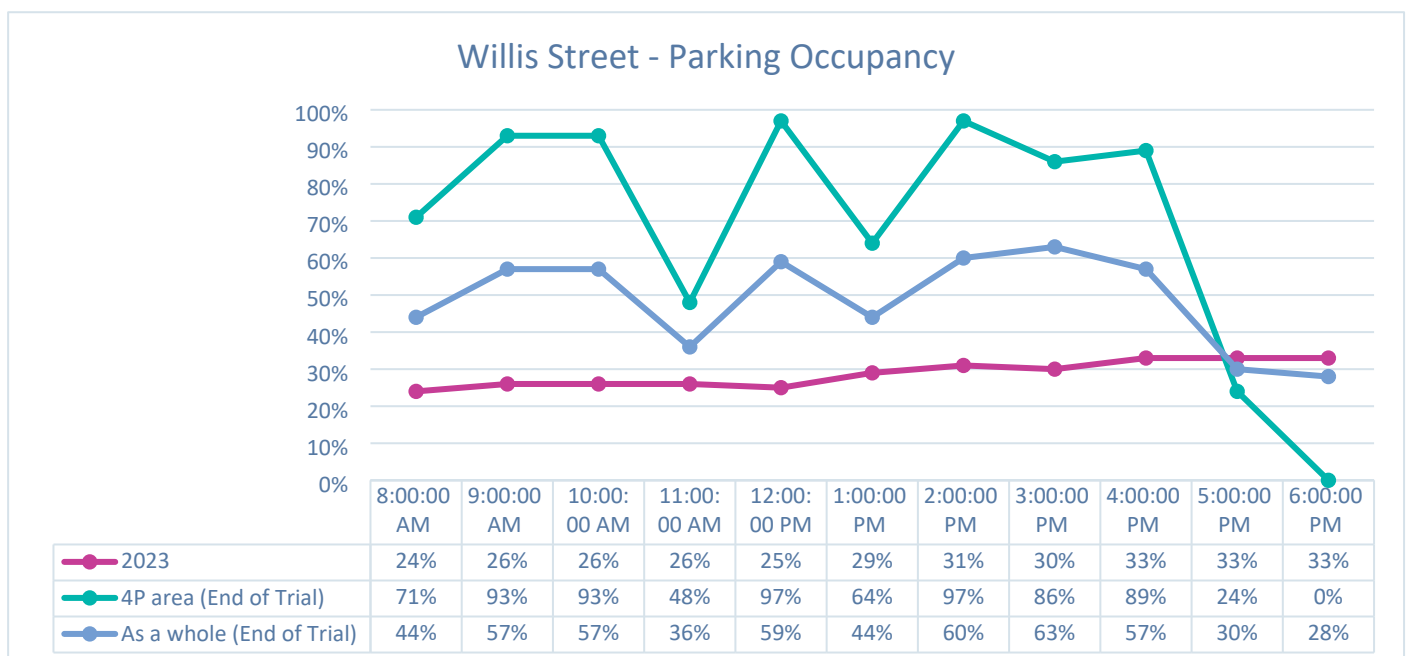
Background

1. At the OCM 21 February 2023, Council received a petition to provide equitable parking arrangements for residents of Willis Street and adjacent streets.
2. At the OCM 18 July 2023, after receiving the report, Council resolved to endorse option 3 in the body of a report:
 - a. Endorses option 3 in the body of this report for the removal of 4-hour parking restrictions to create unrestricted parking for a 12-month trial period, to commence no later than 31 August 2023, on the assessed sections of Willis Street, Balmoral Street and Hampshire Street;
 - b. Requests the CEO to provide a further report to Council at the conclusion of the Trial period.

Discussion

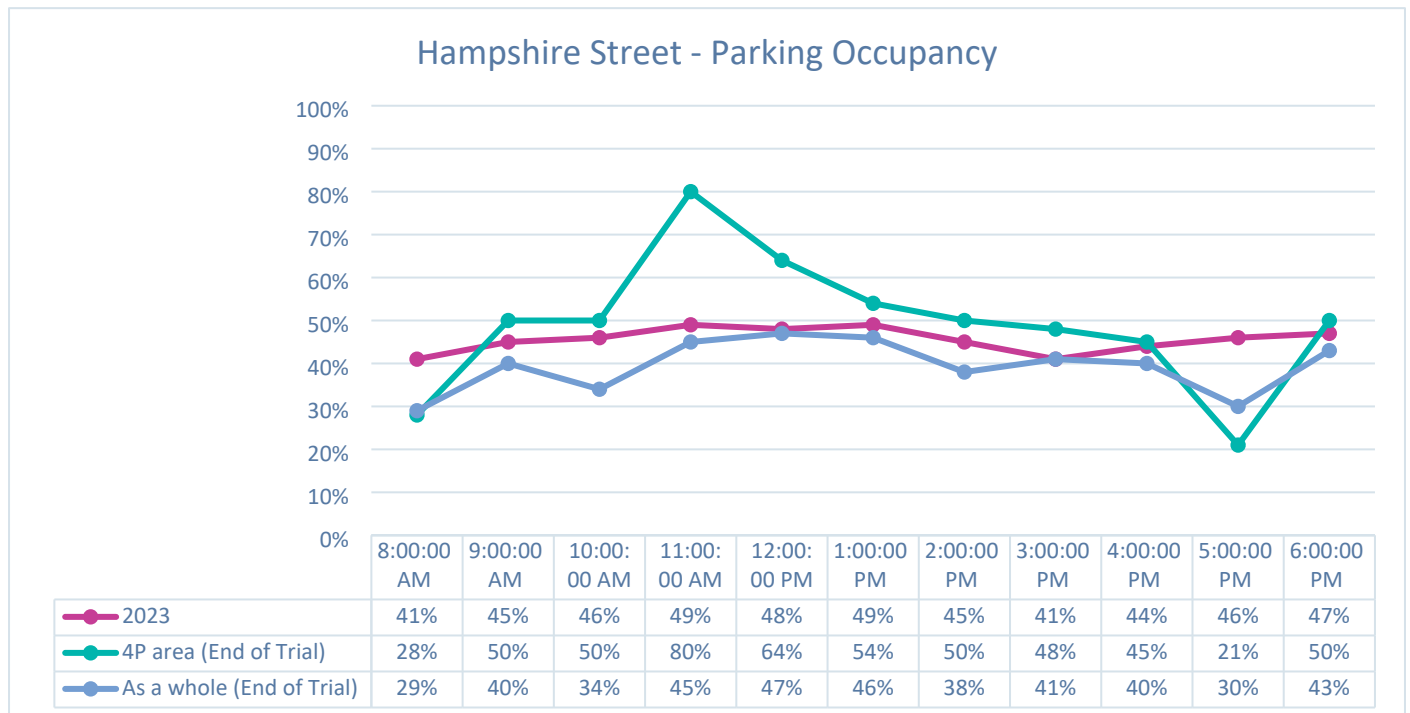
3. Parking Occupancy Surveys
 - a. An initial point-in-time parking occupancy survey was conducted over three days across March 29, 30, and April 1, 2023. A more in-depth occupancy survey was conducted a year later, using the Towns license plate recognition systems from March through April 2024.
 - b. The in-depth occupancy surveys comprised of at least 3 visits per day (morning, midday and afternoon), across three days of the week (two weekdays and one weekend day) and over an extended period of two months. Note that the Town did not have the capacity to conduct such in-depth occupancy surveys at the start of the trial, as this technology was still under development.

- c. The number of available parking bays on each street was determined beforehand, providing a baseline for comparison. The occupancy rate was then calculated by dividing the number of parked vehicles by the total number of available parking bays and expressing it as a percentage.
 - d. Prior to the trial, 39 properties were impacted by 4P time restrictions across the three subject streets.
 - e. The following data highlights parking occupancy on the subject streets in the following order:
 - i. The point-in-time occupancy data at the commencement of the trial.
 - ii. The in-depth occupancy survey (average) only in the 4P sections where timed restrictions were removed.
 - iii. The in-depth occupancy data (average) for the street as a whole.
 - iv. The Town's LPR vehicles drove through the three streets a total of 236 times.
4. The Parking Management Plan, endorsed by Council in April 2022, targets parking occupancy between 65% and 85%. Where occupancy falls outside this range, the Intervention Matrix defines management tools (interventions) to bring occupancy to within the desired range.
5. Willis Street
- a. Willis Street – Parking Occupancy Results



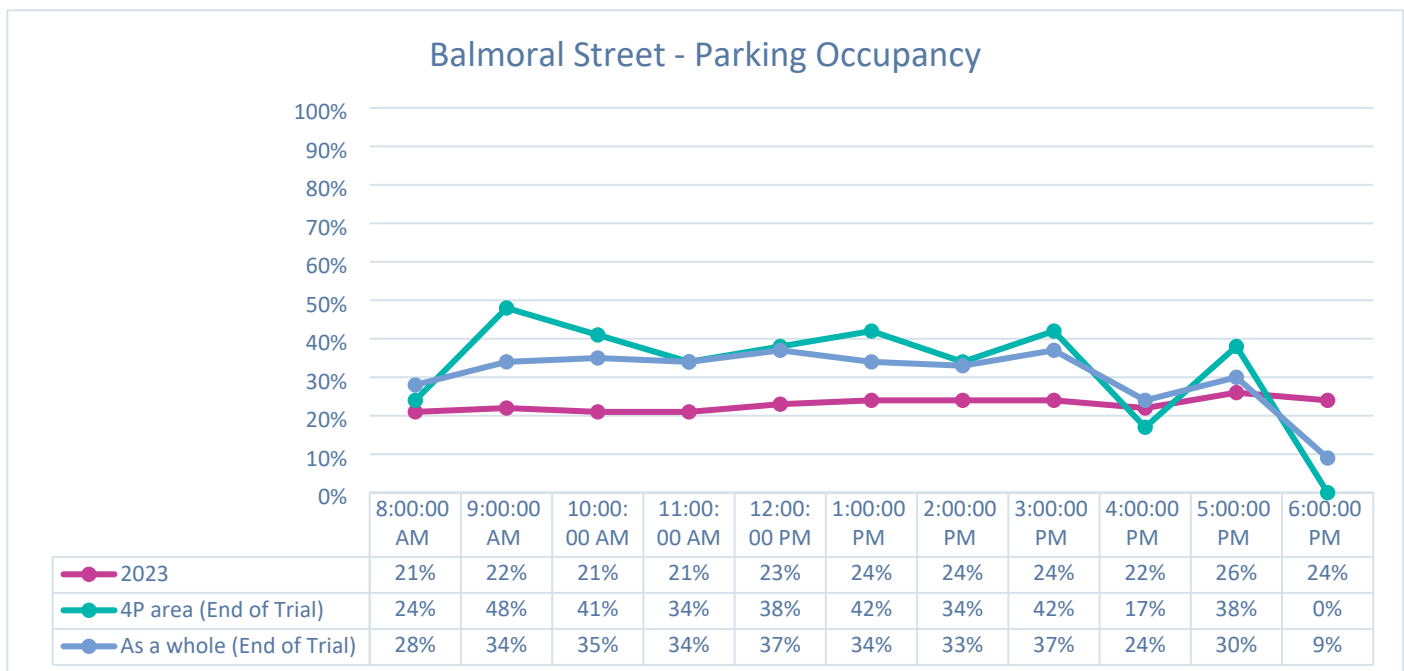
6. Hampshire Street

a. Hampshire Street – Parking Occupancy Results



7. Balmoral Street

a. Balmoral Street – Parking Occupancy Results



8. The data suggests that the trial of unrestricted parking on these streets has led to increased parking occupancy in areas previously subject to timed restrictions, described in more detail below.

a. Willis Street

The in-depth data collected shows that the section previously restricted (i.e. closer to Albany highway), has ongoing occupancy above the upper threshold of 85%, implying interventions are

required to bring occupancy down in this section. Occupancy on Willis Street as a whole, before and after the trial, is below the lower threshold of 65%, indicating sufficient parking bay capacity overall. With or without the 4P restrictions, the street has sufficient capacity for both short- and longer-duration stays (up to 24 hours), however without restriction, the section closer to Albany Highway exceeds desired thresholds and requires intervention.

b. Hampshire Street and Balmoral Street

The in-depth data shows a slight increase in occupancy; however, occupancy remains below the lower threshold of 65%. Occupancy as a whole, before and after the trial, is below the lower threshold of 65%, indicating sufficient parking bay capacity overall. Therefore, with or without the 4P restrictions, both streets have sufficient capacity for parking of both short- and longer-duration stays (up to 24 hours).

c. When applied against the intervention matrix occupancy below 65% would require in easing of restrictions to promote better utilisation of the parking resources. Given the available parking is timed parking (not paid parking) and is adjacent to residential properties, consideration should be given to the appropriateness of encouraging further occupancy, thereby decreasing parking bay availability for residents and visitors.

Community Feedback

9. Community feedback has been captured and logged throughout the trial and through focused engagement via the Towns Your Thoughts web page in June 2024 (after 11 months).

10. Email correspondence received during the trial is summarised below:

- a. The Town received 18 emails regarding the impact of the parking trial. These emails were solely focused on Hampshire Street and mostly from one resident.
- b. Complaints frequently highlight illegal parking, especially near driveways and speed humps, which obstructs visibility and poses safety risks. The Town responded by increasing parking related patrols in the immediate area.
- c. Resident discontent, discussing the negative impacts/frustration with the trial, stating occupancy had increased and that it made parking more difficult and less safe.
- d. Request to end the trial, citing it as a failure and requesting the reestablishment of previous parking restrictions.

11. In June 2024, letters were sent to 191 residents seeking feedback by the end of the 11th month of the trial. The Town received responses from 25 residents (13%). Feedback received via the Town's Your Thoughts consultation (see attachment) is summarised below.

a. The number of responses by street are:

- i. Willis Street: 16
- ii. Balmoral Street: 2
- iii. Hampshire Street: 6
- iv. Albany Hwy: 1

b. Satisfaction levels are noted as being mixed, with

- i. Several residents (60%) are pleased with the removal of the 4P restrictions, citing benefits like the ability to have visitors stay longer.
- ii. Conversely, other residents (12%) are dissatisfied or very dissatisfied, noting issues such as increased difficulty in finding parking in Hampshire Street and Willis Street, due to the trial.

c. Permanent implementation

- i. Opinions on removing 4P parking restrictions permanently are polarized. Some strongly agree with the permanency, while others, especially those dissatisfied with the trial, prefer a reinstatement of the restrictions with suggested modifications (residents in Hampshire Street), which include:

1. The reintroduction of some form of parking restriction to balance the needs of residents with those of visitors and businesses.
2. Restricted timed parking combined with permits for residents.

d. Additional comments:

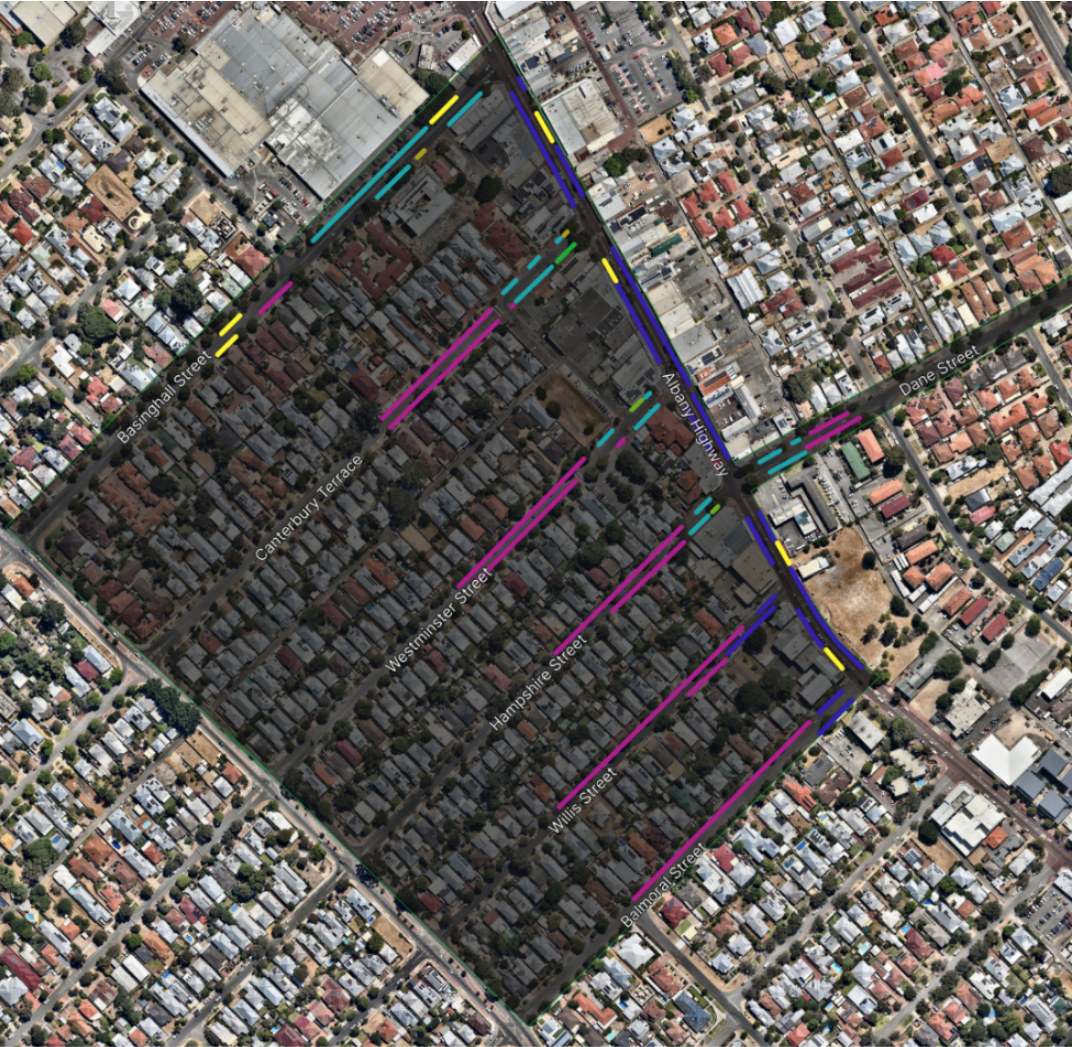
- i. Some residents expressed concerns about the trial's impact on traffic flow and safety, especially on narrower streets where long-term parking could obstruct emergency services.
- ii. One resident asked whether the town was seeking to deter vehicle ownership or vehicle use. Should the Town's goal be to encourage mode shift away from vehicles, that residents should have the capacity to park their vehicles on street without fear of being infringed.
- iii. Some suggested that 4P restrictions could be applied to both sides of the street.

e. Other relevant information obtained, includes:

- i. 60% of respondents (~15) park on-street daily, with the remainder parking either a few times per week (24%) or less than once per week (16%).
- ii. 64% of respondents (~16) parked within a reasonable proximity to their residence. 24% considered the distance they parked was still too far, and 12% of respondents were borderline.
- iii. 42% of respondents (~7) observed an increase in vehicles parked for extended periods (more than 24 hours), 25% occasionally and 33% not at all.
- iv. 52% of respondents (~13) perceived traffic flow and congestion was not impacted, 20% perceived it to be slightly worsened and 28% observed significantly worsened conditions.
- v. 36% of respondents noted improved parking for residents and visitors.

12. To reduce occupancy and ensure adequate parking bay turnover (with the goal of promoting economic activity of nearby businesses), 2P timed parking restrictions were implemented in all streets adjacent to Albany Highway as part of the 2012 Parking Management Plan. A review in 2017 sought to reaffirm restrictions, albeit to increase timed parking to 4P in most areas. It is to be noted that 4P restrictions are not uniformly applied to Hampshire Street, Willis Street or Balmoral Street. Restrictions (4P) predominantly feature on one side of the street and at the northern end in close proximity to the Albany Hwy precinct.

Pre-trial parking restrictions in the subject and adjacent streets.



- 4P 8AM - 6PM MON-FRI
- 2P 8AM - 6PM MON-FRI
- 2P Ticket 8AM - 8PM MON-SUN
- Loading Zone
- ACROD Bay
- Motorcycle Bay
- Bus Zone

13. Residential Parking Permits

- a. Policy 351 Parking Permits contains provisions for residential parking permits.
- b. Eligibility is tied to the Residential Codes (R-Codes).
- c. In the previous 12 months, 27 applications for residential parking permits were made.

Street	Number of Application	Suburb
Bow River Crescent	10	Burswood
The Circus	8	Burswood
Cargill Street	1	Victoria Park
Harvey Street	1	Victoria Park
Hordern Street	1	Victoria Park
Leonard street	1	Victoria Park
Mackie Street	1	Victoria Park
Oldfield Street	1	Burswood
Victoria Park Drive	1	Burswood
Washington Street	1	Victoria Park

- d. Only one property in the past 3 years has been found to be eligible for a residential parking permit.
- e. Policy 351 is currently under review as part of the normal review cycle. This review is scheduled to be reviewed by the Policy Committee in late 2024.

Residential parking permit eligibility criteria

Properties are ineligible for a residential permit if:

They comply with the on-site parking requirements of the State Planning Policy

7.3 Residential Design Codes; or

The development approval concedes less than the required number of on-site parking bays under the R Codes

Options

The following options are available for consideration.

Option 1 - Reinstate 4P parking restrictions as they were prior to the trial (Recommended).

- Despite the petition having 136 signatures and 191 letters being sent out at the end of the trial, the Town received just 25 responses at the end of the trial. A 13% response rate is insufficient to justify making the removal of 4P timed parking permanent.
- Recent occupancy data suggests there is sufficient capacity available on all subject streets (as a whole) to cater to the needs of residents and visitors.
 - Removal of 4P parking restrictions did not enable residents to park significantly closer to their residents, with only 42% of respondents noting the ability to park within a reasonable proximity to their residents during the trial.
- Without restriction, the section of Willis Street closer to Albany Highway exceeds desired thresholds and requires intervention.

Option 2 - Reinstate 4P parking restrictions and extend restrictions to both sides of the street

- The response rate at the end of the trial is insufficient to justify the removal of 4P timed parking being made permanent.
- Recent occupancy data suggests there is sufficient capacity available on all subject streets (as a whole) to cater to the needs of residents and visitors.
 - Removal of 4P parking restrictions did not enable residents to park significantly closer to their residents, with only 42% of respondents noting the ability to park within a reasonable proximity to their residents during the trial.

Option 3 – Remove 4P parking restrictions on Willis Street, Hampshire Street and Balmoral Street permanently.

- The response rate at the end of the trial is insufficient to justify the removal of 4P timed parking being made permanent.
- Removal of 4P parking restrictions has seen occupancy exceed the upper limit of 85% on Willis Street. When assessed against the intervention matrix, some measure of intervention is required to bring occupancy below 85%. 4P restrictions would be reinstated to achieve this.
- Making this change in the subject streets may have unintended consequences for all other streets adjacent to Albany highway with parking restrictions.
- Occupancy surveys of all streets adjacent to Albany highway are not currently planned or budgeted for specifically but will form part of ongoing reviews as required.

- Removing 4P parking in these or all streets adjacent to Albany Hwy is likely to reduce demand for parking in the Town's on-street and off-street parking facilities (both paid and free).

Relevant documents

Policy 351 Parking Permits.

Legal and policy compliance

14. Not applicable.

Financial implications

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

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not applicable.		Low	
Environmental	Not applicable.		Medium	
Health and safety	Not applicable.		Low	
Infrastructure/ ICT systems/ utilities	Not applicable.		Medium	
Legislative compliance	Not applicable.		Low	
Reputation	Some signatories to the petition may be dissatisfied with the outcome.	Low	Low	Accept Risk.
Service delivery	Not applicable.		Medium	

Engagement

Internal engagement	
Stakeholder	Comments
Street Improvement	<p>Please note that the Street Improvement team supports the recommended Option 1 which is reinstating 4P parking restrictions as they were prior to the trial.</p> <p>Further, it should also be noted that the Street Improvement team is currently considering further safety enhancements on Willis Street and Hampshire Street between Berwick Street and Albany Highway. Due to the streets' narrow lane widths, high traffic volumes, and considered high number of midblock crashes reported on the streets (a total of five reported midblock crashes on Willis Street, a total of five reported midblock crashes on Hampshire Street and only one reported midblock crash on Balmoral Street between Berwick Street and Albany Highway in the last five-year period). Therefore, we are considering the introduction of on-street parking restrictions in a staggered layouts on these sections of Willis Street and Hampshire Street next financial year.</p> <p>This proposed measure is aimed at improving traffic flow and reducing the potential for accidents by addressing the current challenges presented by the street's narrow widths. We believe that these changes would significantly contribute to the safety and efficiency of Willis Street and Hampshire Street for all road users.</p>
Place Planning	The recommendation to reinstate 4P restrictions reflects the recommended interventions approach as outlined in the Intervention Matrix of the Town's Parking Management Plan and is supported.

External engagement	
Stakeholders	Residents residing on streets impacted by the trial.
Period of engagement	Throughout the 12-month trial and focused engagement for a period of 2 weeks towards the end of the trial.
Level of engagement	0. Consult
Methods of engagement	<p>Written submissions via:</p> <ul style="list-style-type: none"> - Email - The Town's Your Thoughts page.
Advertising	Direct mail out to impacted residents.
Submission summary	Number of submissions received, including how many supported, objected or didn't state a position.

	<p>Out of 191 letters sent, 25 (13%) submissions were received.</p> <p>60% (15 out of 25) of the responses indicate high satisfaction with the removal of the 4P restrictions. 12% are satisfied, 1% are neutral, while 24% are dissatisfied or very dissatisfied.</p> <p>76% (19 out of 25) of the responses support making the removal of the 4P parking restrictions permanent. Meanwhile, 20% of respondents disagree, and 4% did not state a preference.</p>
Key findings	<p>Summary of information resulting from engagement.</p> <ol style="list-style-type: none"> 1. Increased on-street parking: Many residents noted that the removal of the 4P timed parking restrictions has resulted in more residents parking their cars on the street, thereby reducing the availability of parking bays for visitors. 2. Parking availability issues: There were frequent mentions of difficulties in finding parking due to increased demand from both residents and visitors, particularly during peak times associated with nearby restaurants and businesses. 3. Traffic flow and congestion: Some respondents observed that removing parking restrictions did not significantly impact overall traffic flow or congestion, while others reported increased congestion, especially during peak dining times and events at nearby venues (Albany Highway dining precinct) or Optus Stadium. 4. Safety concerns: Safety was a significant concern for many residents, with mentions of accidents, illegal parking, and the general unsafety of the streets due to high occupancy and reduced visibility. 5. Resident convenience: Some residents appreciated the removal of parking restrictions, as it allowed them to park near their homes without fear of fines, especially beneficial for those with multiple cars or visitors. <p>Key themes:</p> <ol style="list-style-type: none"> 1. Mixed reactions to removal of restrictions: <ul style="list-style-type: none"> • Positive feedback: Some residents found the removal of restrictions beneficial, citing less stress and easier access to parking. • Negative feedback: Others reported significant issues with finding parking spaces, increased illegal parking, and reduced street safety. 2. Residential parking permits: <ul style="list-style-type: none"> • There was a strong call for the introduction of residential parking permits to ensure that residents could park near their homes without time limits and not receiving any infringements. 3. Impact on local businesses:

- The presence of popular local businesses, especially restaurants, was frequently mentioned as a factor that exacerbated parking problems.
- Some residents suggested that the parking issues were not necessarily due to the length of the stay but due to the overall volume of visitors during peak times.

4. Suggestions for improvement:

- Reintroduce parking restrictions: Some residents suggested reintroducing timed parking restrictions but with modifications (1P or 2P), such as free durations and options to pay for longer stays.
- Increase parking enforcement: There were calls for more active enforcement of parking rules to prevent illegal parking.
- Implement safety measures: Recommendations included conducting safety audits, introducing speed restrictions, and creating one-way thoroughfares to reduce congestion.

5. Community feedback and Consultation:

- Several residents expressed frustration over the lack of consultation before the trial began and the perceived inadequate monitoring and response from the Town during the trial.

Strategic alignment

Environment	
Community Priority	Intended public value outcome or impact
EN6 - Improving how people get around the Town.	To ensure equitable parking. To inform the review of Policy 351 Parking Permits.

Further consideration

Not applicable.

14.3 Schedule of Accounts- July 2024

Location	Town-wide
Reporting officer	Financial Services Controller
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Payment Summary July 2024 [14.3.1 - 9 pages]2. Credit Card Transactions July 2024 [14.3.2 - 2 pages]3. Fuel and Store Card Transactions July 2024 [14.3.3 - 1 page]

Summary

Council is required to confirm payments made from the municipal fund, payments by employees via purchasing cards each month and fuel and store card transactions under Section 13 and 13A of the Local Government (Financial Management) Regulations 1996. The information required for Council to confirm the payments made is included in the attachment for the month ended 31 July 2024.

Recommendation

That Council:

1. Receives the accounts for July 2024, as included in the attachment, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.
2. Receives the direct lodgement of payroll payments to the personal bank accounts of employees, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.
3. Receives the credit card transactions attachment, pursuant to Regulation 13A of the Local Government (Financial Management) Regulations 1996.
4. Receives the fuel and store card transactions attachment, pursuant to Regulation 13A of the Local Government (Financial Management) Regulations 1996.

Background

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

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

Fund	Reference	Amounts
Municipal Account		
Automatic Cheques Drawn	608913	\$25,022.05
Creditors – EFT Payments		\$6,661,514.02
Payroll		\$1,394,272.19
Bank Fees		\$4,096.87
Corporate MasterCard	July 2024	\$15,784.35
Total		\$8,100,689.48

Discussion

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

Relevant documents

Nil.

Legal and policy compliance

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

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

[Procurement Policy](#)

Financial implications

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

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk mitigation
Financial	Misstatement or significant error in Schedule of accounts.	Medium	Low	Treat risk by ensuring daily and monthly reconciliations are completed. Internal and external audits.
Financial	Fraud or illegal transactions	High	Low	Treat risk by ensuring stringent internal controls, and segregation of duties to maintain control and conduct internal and external audits.
Environmental	Not applicable.			
Health and safety	Not applicable.			
Infrastructure/ICT systems/utilities	Not applicable.			
Legislative compliance	Not accepting schedule of accounts will lead to non-compliance.	Medium	Low	Treat risk by providing reasoning and detailed explanations to Council to enable informed decision making. Also provide the Payment summary listing prior to preparation of this report for comments.
Reputation	Not applicable.			
Service Delivery	Not applicable.			

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 – Communication and engagement with the community	The monthly payment summary listing of all payments made by the Town during the reporting month from its municipal fund and trust fund provides transparency into the financial operations of the Town

CL3 – Accountability and good governance.

The presentation of the payment listing to Council is a requirement of Regulation 13 & 13A of Local Government (Financial Management) Regulation 1996.

Further consideration

14.4 Financial Statement July 2024

Location	Town-wide
Reporting officer	Financial Services Controller
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. Financial Statements July 2024 [14.4.1 - 25 pages]

Summary

To present the statement of financial activity reporting on the revenue and expenditure for the period ending 31 July 2024.

Recommendation

That Council receives the financial statements for July 2024, as included in the attachment, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Background

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

Revenue

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

Expense

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

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

Period variation

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

Primary reason(s)

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

End-of-year budget impact

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

Discussion

4. The Financial Statements – July 2024 complies with the requirements of Regulation 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996. It is therefore recommended that the Financial Statements – July 2024 be accepted.

Relevant documents

Not applicable.

Legal and policy compliance

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

Risk management consideration

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

Financial implications

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

Engagement

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

Strategic alignment

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

Further consideration

15 Committee reports

Nil.

16 Motion of which previous notice has been given

17 Public participation time

18 Questions from members without notice on general matters

19 Confidential matters

20 Closure