



TOWN OF
VICTORIA PARK

Agenda Briefing Forum

Agenda – 4 July 2023



WE'RE OPEN
VIC PARK

Please be advised that an **Agenda Briefing Forum** will be held at **6:30 PM** on **Tuesday 4 July 2023** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr Anthony Vuleta – Chief Executive Officer
29 June 2023

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1 About the Agenda Briefing Forum

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

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

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

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

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

Disclaimer

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

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

2 Opening

3 Acknowledgement of country

Acknowledgement of the traditional owners

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

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

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

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

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

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

4 Announcements from the Presiding Member

4.1 Purpose of the Agenda Briefing Forum

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

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

4.2 Notice of recording and live-streaming

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

4.3 Conduct of meeting

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

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

4.4 Public participation time

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

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

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

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

4.5 Questions taken on notice

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

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

5 Attendance

Mayor

Ms Karen Vernon

Banksia Ward

Deputy Mayor Claire Anderson

Cr Peter Devereux

Cr Wilfred Hendriks

Cr Luana Lisandro

Jarrah Ward

Cr Jesse Hamer

Cr Bronwyn Ife

Cr Jesvin Karimi

Cr Vicki Potter

Chief Executive Officer

Mr Anthony Vuleta

A/Chief Operations Officer

Mr Paul Denholm

A/Chief Financial Officer

Mr Ernie Prandl

Chief Community Planner

Ms Natalie Martin Goode

Manager Governance and Strategy

Ms Bernadine Tucker

Manager Stakeholder Relations

Ms Rosslind Ellis

Strategic Projects Manager

Mr David Lappan

Secretary

Ms Felicity Higham

Public liaison

Ms Alison Podmore

5.1 Apologies

5.2 Approved leave of absence

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 - June 2023

Location	Town-wide
Reporting officer	Governance Officer
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	1. Outstanding Council Resolutions Report June 2023 (1) [11.1.1 - 45 pages] 2. Completed Council Resolutions Report June 2023 (1) [11.1.2 - 22 pages]

Recommendation

That Council:

1. Notes the Outstanding Council Resolutions Report as shown in attachment 1.
2. Notes the Completed Council Resolutions Report as shown in attachment 2.

Purpose

To present Council with the Council resolutions status reports.

In brief

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

Background

1. On 17 August 2021, Council resolved as follows:
2. *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.*

Strategic alignment

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

Engagement

Internal engagement

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

Legal compliance

Not applicable.

Risk management consideration

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

Financial implications

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

Analysis

3. The Outstanding Council Resolutions report details all outstanding items. A status update has been included by the relevant officer/s.
4. The Completed Council Resolutions report details all Council resolutions that have been completed by officers from 1 June 2023 to 29 June 2023. A status update has been included by the relevant officer/s.

Relevant documents

Not applicable.

11.2 Sponsorship Funding 2023/2024

Location	Town-wide
Reporting officer	Communications Advisor
Responsible officer	Manager Stakeholder Relations
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Attachment One - Applications and Panel Review Comments [11.2.1 - 8 pages]2. 03230 Event Sponsorship Proposal A 4 Booklet V 3 [11.2.2 - 7 pages]3. 03230 Event Sponsorship Proposal Advert M 6 x 3 V 2 [11.2.3 - 1 page]

Recommendation

That Council endorse the following sponsorship funding applications:

1. Pride WA - \$40,000
2. Westcycle - \$50,000
3. East Victoria Park P&C – \$9670
4. Rotary Club of Victoria Park – In Kind fee waiver \$495.00

Purpose

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

In brief

- The Town's sponsorship funding program enhances opportunities for collaboration and partnerships between the Town, private enterprise, and community to complement the Town's strategic objectives and increase economic vibrancy by raising the profile of the Town.
- The sponsorship round opened on 6 March and closed 3 April 2023.
- The Town received 17 applications for sponsorship funding valued at \$1,757,106.
- The Town's Sponsorship Assessment Panel has assessed all submissions.
- Due to the large influx of high-quality applications, it has posed a challenge to align the outcome to a reasonable budget allocation.
- The administration has proposed two options in this report with one being more in line with the budget repair outcome, whilst inclusion of the additional activity would support delivery of the Economic Development Strategy and the Event Strategy.
- Four applications are recommended for Council approval valued at \$99,670 cash and approximately \$11,736 in in-kind support.
- If Council is willing, there are three additional events valued at \$27,000 with no in-kind support required.

Background

1. In December 2019, the Town undertook a review of all funding round practices and procedures to improve efficiencies and transparency of the Vic Park Funding Program. This review initiated a project to procure a funding platform to manage the Town's funding rounds.

2. At the December 2020 Ordinary Council meeting, Policy 116 – Sponsorship was adopted by Council.
3. Further to the adoption of Policy 116 – Sponsorship at the December 2020 Ordinary Council meeting, Council endorsed the Chief Executive Officer to establish a panel of no less than three members to assess all eligible sponsorship application submissions. The panel is to assess applications against the requirements and assessment criteria and present a report to Council for endorsement.
4. In making a recommendation to Council, the Sponsorship Assessment Panel (SAP) will provide the following information to ensure Council can make accurate, timely and transparent decisions:
5. Details of all applications inclusive of title, project scope, amount of assistance applied for (ex GST), evaluation and score.
6. Information provided will be inclusive of successful, unsuccessful and ineligible applications.
7. To ensure that the SAP is fit-for purpose and aligns to the criteria and objectives, positions were recruited based on their portfolio so consideration for overarching outcomes could be applied to the assessment process.
8. A review of the Policy 116 – Sponsorship in 2022 removed the previously set general criteria for annual application, instead the administration worked with Council to develop objectives and measurable outcomes that were important to the funding period July 2023 – June 2024.
9. The funding amounts and categories for sponsorship were expanded for this funding round, this aimed to increase the standard of applications.
10. Due to these changes, there was growth in the project from \$130,000 worth of applications in 2021/22 to \$1.7 million in 2023/24.
11. The standard of applications was high and shows potential in establishing large partnership events in the Town.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	Town sponsorship funds are maximised by seeking the greatest possible benefit to the community within the available monetary resources with the longest lead time available.
CL07 - People have positive exchanges with the Town that inspires confidence in the information and the timely service provided.	We can build a partnership and planner with the third-party organisations over the financial year.

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	Events are an important part of the Town's destination brand. To market the Town as a desirable tourism destination we need to have a product offering that can draw visitors.

Engagement

Internal engagement	
Stakeholder	Comments
Sponsorship Funding Assessment Panel	Panel evaluation
Place Planning	Economic Development and destination marketing, events that support transport strategy
Community Development	Gaps in diverse event delivery
Elected members	Discussions relating to changes in timeframe, objectives and approach.
Events, Art and Funding	Gaps within the event program

Legal compliance

Not applicable.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Loss of funds if selected events are cancelled and funds spent are not redirected or used for the intended purpose.	Minor	Unlikely	Low	Low	TREAT – Ensure the evaluation of sponsorship requests are robust and provide elected members sufficient information in their decision-making process.
Environmental	Not applicable.					
Health and safety	Alcohol near the pool at the Pride WA pool party.	Severe	Unlikely	High	Low	TREAT – Security zone for bar area, beverage cap, no glass. Additional lifeguards on duty.

Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	Not applicable.					
Reputation	The community perceives there is little or no return on investment.	Moderate	Possible	Medium	Low	TREAT – Ensure the evaluation of sponsorship requests are robust and provide elected members sufficient information in their decision-making process.
Service delivery	Where funding request and offer has been reduced, there will be a change to the product delivery	Minor	Unlikely	Low	Medium	TREAT – we will work with partners to grow events over time. Where an event was viewed as too ambitious, administration has proposed a reduced scope for year one.

Financial implications

Current budget impact	<ul style="list-style-type: none"> Within the Sponsorship budget for 2023/24 there is allocated funds of \$100,000. The recommended sponsorship event program total value is \$99,670 cash and approximately \$11,736 in-kind.
Future budget impact	Not applicable.

Analysis

12. The Event Sponsorship Program 2023–24 was widely promoted across various platforms and used a range of communications methods to reach target audiences. This included:
- Direct contact and onsite meetings with identified event and service providers
 - The Town's website – news item, dedicated web page
 - Digital advertising – Facebook and Google ads
 - Organic social media – Facebook, Instagram and LinkedIn
 - Media – RTRFM radio ads, media release, newspaper ad in The West
 - EDM – emails to event database contacts, as well as general eVibe subscribers
 - TV sliders at Admin and Library

h. Mailed direct to Minister John Carey, Hon. Hannah Beazley, Ms Zaneta Mascarenhas MP.

13. The sponsorship program was accessible via the online SmartyGrants platform for applications on the Town's website.
14. The Town produced an Event Sponsorship Program document, which included information about our mission and vision, eligibility and assessment criteria, and other important information (see attachment two). This was widely distributed as part of the above promotional activities.
15. The application process was split into two, one for vibrancy applications which were classified as smaller scale community events to a value of \$10,000, and major sponsorship which aimed to deliver a large scale event with mass appeal up to a total value of \$100,000.
16. The application form for vibrancy applications consisted of four questions with a maximum weighting score 25% per question.
17. The application form for major sponsorship applications consisted of five questions with a maximum weighting score 20% per question.
18. The Town's internal Event Sponsorship Assessment Panel consisted of four Town officers:
Manager Stakeholder Relations
Communications Advisor
Coordinator Events, Arts and Funding
Place Leader – Economic Development
19. Applications were assessed individually and then reviewed within a formal panel meeting by the Town's Event Sponsorship Assessment Panel members as per Policy 116 – Sponsorship, and the criteria outlined for the sponsorship program.
20. Due to the initial high value of the first assessment, the panel regrouped to reduce the total amount.
21. The assessment questions and criteria are outlined in the tables below:

Assessment Criteria - Vibrancy

1. How will the event activate a public space within the Town and raise its profile and value for the community? Scored from 0 -5 (25% of score)
2. How will the event encourage a lively and connected community? Scored from 0-5 (25% of score)
3. How will the event complement and/or fill a gap in the Town's current Events Strategy and Annual Events Plan, and how will this benefit the community? Scored from 0-5 (25% of score)
4. How does the sponsorship arrangement assist in meeting the Town's strategic objectives as set out in our Strategic Community Plan? Scored from 0-5 (25% of score)

Highest score possible - 20

Assessment Criteria – Major Sponsorship

1. How will the event activate a key area in the Town (such as Albany Hwy, Lathlain, Carlisle or the Burswood Peninsula) and raise awareness of and promote its strengths among the wider community? Scored from 0-5 (20% of score)
2. How will the event celebrate and support the growth of the arts, community vibrancy and cultural

diversity in the Town in the short and long-term? Scored from 0-5 (20% of score)
3. How will the event support tourism to the Town in the short and long term? Scored from 0-5 (20% of score)
4. How could the event grow/evolve and continue into the future to become a flagship event for the Town? Scored from 0-5 (20% of score)
5. How does the sponsorship arrangement assist in meeting the Town's strategic objectives as set out in our Strategic Community Plan? Scored from 0-5 (20% of score)
Highest score possible - 25

22. The sponsorship funding attracted 17 applications, requesting a combined total of \$1.7million.
23. An initial \$289,000 package was developed from the applications by the SAP, on review by Finance the panel was requested to reduce based on budget restraints.
24. The panel regrouped and developed an alternative approach.
25. Please see Attachment one for the event and applicant information, panel scoring and assessment details:

Recommended applications	
Pride WA	<p>Funds requested: \$100,000</p> <p>Funds suggested on review \$40,000 + up to \$5000 in kind support</p> <p>Reduce the scope of the event from all of the Aqualife facility to just the outdoor 50m pool.</p> <p>Propose a growth plan for the event over a longer-term period based on success of the 2023 event.</p> <p>Panel score (out of 25): 20</p>
Westcycle Bike Festival	<p>Funds requested: \$100,000 + \$3,500 in kind</p> <p>Reduce the scope of the event for 23/24. Propose a growth plan for the event over a longer-term period based on success of the 2023 event.</p> <p>Panel score (out of 25): 19</p>
East Victoria Park P&C	<p>Funds requested: \$9690 + \$3,200 in kind</p> <p>Panel score (out of 20): 16</p>
Rotary Club of Victoria Park	<p>Funds requested nil + \$4,416 in kind</p> <p>Panel score (out of 20): 15</p>
High value applications	
West Australian Marathon Club	<p>Funds requested: \$10,000 + nil in kind</p> <p>Panel score (out of 20): 13</p>

The Vic Park Collective	Funds requested: \$10,000 + nil in kind Panel score (out of 20): 13
Magician Cameron Van der Does	Funds requested: \$7000 + nil in kind Panel score (out of 20): 13

Not recommended	
VCM Perth Events (1 of 3)	Fund requested: \$50,000 + \$8,500 in kind Panel score (out of 25): 13
Reach her Inc	Fund requested: \$10,000 + nil in kind Panel score (out of 20): 4
VCM Perth Events (2 of 3)	Fund requested: \$10,000 + nil in kind Panel score (out of 20): 12
Victoria Park Community Centre	Fund requested: \$5900 + \$940 in kind Panel score (out of 20): 10
VCM Perth Events (3 of 3)	Fund requested: \$85,000 + \$29,000 in kind Panel score (out of 25): 12
Lunar Royale Big Top	Fund requested: \$85,000 + \$29,000 in kind Panel score (out of 25): 12
Tiny Tall Teacher	Funds requested: \$100,000 + \$24,900 in kind Panel score (out of 25): 9
Venues Live Management Services	Funds requested: \$40,000 + \$5000 in kind Panel score (out of 25): 9
Perth Symphony Orchestra	Funds requested: \$80,000 + \$10,000 in kind Panel score (out of 25): 15
Perth Racing	Funds requested: \$75,000 + \$5000 in kind Panel score (out of 25): 9

Relevant documents

[Policy 116 - Sponsorship](#)

[Economic Development Strategy - Victoria Park](#)

[Events Strategy 2022-2026 - Victoria Park](#)

11.3 Advocacy Priorities 2023 - 2024

Location	Town-wide
Reporting officer	Manager Stakeholder Relations
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. 03076 Project- Fact Sheet- Mc Callum Park [11.3.1 - 1 page]2. 03076 Project- Fact Sheet- Edward Millen [11.3.2 - 1 page]3. 03076 Project- Fact Sheet- Archer Mint [11.3.3 - 1 page]4. 03076 Project- Fact Sheet- Kent St [11.3.4 - 2 pages]

Recommendation

That Council adopts five advocacy priorities for the 2023/24 financial year, in line with Policy 105 – Advocacy:

- a. Edward Millen Parklands
- b. McCallum Park Active Precinct
- c. Kent street sand pit
- d. Mid – Tier Transit and Short Range Bus Transit (CAT)
- e. Archer Mint Street Renewal

Purpose

The Town's priority projects will be endorsed in line with the budget decision making process. These priorities are then budgeted and resourced for action over the financial year.

In brief

- The Council adopted Policy 105 Advocacy in November 2021.
- The Policy agrees notes that a Council Workshop is to be convened as part of the budget cycle each year where attendees are to consider endorsing new Advocacy Priorities, retaining or deleting existing Advocacy Projects and monitor progress made with the previous year's Advocacy Program.
- At a workshop held 29 May the Council selected priorities based on guidance and expert presentations from Government Relations Australia and Town project staff.
- The Council selected five political priorities based on this workshop; Edward Millen Park, McCallum Park Active Precinct, Archer Mint Street, Mid Tier Transit and, Kent Street Sand Pit.
- In addition the Council requested that Town staff advocate at an officer level for Burswood South Streetscape stage 1, Macmillian Project and Urban Forest Program.
- The Council considered the opportunity to seek further professional guidance on an advocacy and funding model for the Lathlain Zone 1 Perth Football Club Stadium project.

Background

1. The Town has a number of key projects it is seeking to progress, and it is essential that ratepayers and stakeholders are brought along as part of this process.
2. Council agreed to adopt annual advocacy priorities in line with the Towns budget and have them run over a financial year to align to State and Federal budget cycles

3. The Town's Advocacy program will reflect honest, sincere, and thorough community engagement at a local level. This in turn will impact on how we work with Government and local MPs.
4. The Town will follow a three-tiered support approach to advocating for its strategic priority projects:
5. Building political support locally
6. Building State Government buy-in
7. Engagement with the Federal Government
8. Edward Millen Park Project
9. Advocacy Value - \$3.5 Million
10. Project Objectives
11. Realise the full potential of the expansive Edward Millen Park, complementing the State Heritage-listed building restoration.
12. Attract recreation and leisure visitors to East Victoria Park.
13. Deliver a well-considered and respectfully adaptive redevelopment result for the community, including the estimated one in 70 Australians on the Autism spectrum.
14. Create an inclusive play space where all children can feel safe and welcome.
15. McCallum Park Active Precinct
16. Advocacy Value - \$3 Million
17. Project Objectives
18. Create a destination where local and regional visitors will have a sense of belonging.
19. Increase community connection through participation in active and passive recreation.
20. Complement the State- and Federal Government-funded Causeway Pedestrian and Cycle Bridge with adjacent supporting infrastructure.
21. Provide facilities for the community to foster inclusion, promote healthy lifestyle habits and teach lifelong skills.
22. Create a safe space for youth to gather and connect on weekends and after school.
23. Kent street sand pit - Banksia woodland restoration
24. Advocacy Value: \$1.6 Million
25. Project Objectives
26. Restore the site to Banksia Woodland, which will enhance the neighbouring Kensington Bushland
27. Provide habitat for native fauna, including Black Cockatoos
28. Contribute to our Urban Forest Strategy objective of achieving 20 per cent tree canopy
29. Provide a valuable passive recreation asset for surrounding residents and visitors
30. Connection to the area's indigenous heritage, which includes yarning spaces and knowledge exchange nodes for the sharing of Aboriginal stories and history, and conceptual alignment these assets and of walking trails in accordance with cultural mapping of the site.
31. Mid – Tier Transit and Short Range Bus Transit (CAT)
32. Advocacy Value: nil

33. Advocate to the State Government in support of a Mid-tier transit system including a connection from Curtin University to Perth CBD
34. Archer Mint Street Stage 1
35. Advocacy Value - \$1.5 million
36. Project Objectives
37. Broader Streetscape improvements
38. Cycling infrastructure
39. Opportunity to reduce municipal expenditure

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	The Town will seek to find opportunities to partner with State and Federal governments to deliver major infrastructure projects. The Town will seek ways to deliver projects in a that meet a high standard while reducing the short and long term financial impacts on residents.
CL2 - Communication and engagement with the community.	Projects that are included on the priority list all have a history of detailed engagement and public support. Non delivery of the projects due to financial pressures will be detrimental to the community.
CL3 - Accountability and good governance.	Seeking ways to fund projects outside of rates and ensure rigour in the funding models that are associated with project delivery.

Engagement

Internal engagement	
Stakeholder	Comments
Project Management Office	Development of the project list and advocacy value requirements.
Place Team	Development of an initial priority ranking and detail of community outcomes.
Finance	Inclusion of advocacy considerations into the Long Term Financial Plan.
C-Suite	Support for the draft program, Inclusion in the Advocacy Working Group.
Advocacy Working Group	Review of the closure approach, involved in selection of priority projects, review of risks.

Other engagement	
Stakeholder	Comments

GRA Director – Patrick Flanagan	Patrick provides significant political and strategic advice to the public sector. He was a senior adviser in the Federal Government, including working for the Minister for Resources and Energy. Mr Flanagan reviewed activity on the 22/23 program and presented to Council on political impacts.
Zaneta Mascarenhas MP	Met with Ms Mascarenhas and discussed the current Labor governments funding approach and considerations for the Towns strategy and applications for funding.

Legal compliance

[Local Government Act 1995 - Sect 1.3 \(austlii.edu.au\)](#)

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not having a focus advocacy approach could result in the Town not benefitting from finance support.	Low	Likely	Med	Low	TREAT risk by endorsing an annual advocacy program that is aligned to Council priorities.
Environmental	Not Applicable					
Health and safety	Not Applicable					
Infrastructure/ ICT systems/ utilities	Not Applicable					
Legislative compliance	Conflicts of interest relating to advocacy	High	Low	Med	Low	TREAT risk with effective systems managed closely
Reputation	Unfocussed approach to advocacy	Low	Low	Low	Low	TREAT risk with clarification on expectations and focus projects, report accordingly.
Service delivery	Project delivery could be at risk without the support of external stakeholders.	Med	Med	Med	Med	TREAT with management of community expectations and transparent reporting on

Financial implications

Current budget impact	Sufficient funds exist within the draft 2023-2024 annual budget to address this recommendation.
Future budget impact	Not applicable.

Analysis

40. The projects selected are all aligned to planned strategies to take advantage of industry and state-based funding programs, on top of usual opportunistic efforts that are identified and acted upon over the year.
41. Projects selected are within key focus areas for the Town, as identified in Place Plans and the Strategic Community Plan.
 - a) Infrastructure
 - b) Integrated transport and movement
 - c) Urban design
 - d) Social impact
 - e) Sustainability
42. They align with outcomes in the Town's Strategic Community Plan and Long-Term Financial Plan
43. Projects for priority are selected on the basis of meeting the following criteria:
44. Key transformational project
45. Broad community benefit
46. Reduced barriers for the community to achieve
47. Future growth of local economy
48. Could not be delivered to the quality or level without external funding or third-party influence
49. Presents a good number of opportunities to directly and indirectly engage decision makers

Relevant documents

[Policy 021 – Fees, expenses and allowances - Elected members and ICMs](#)

[Policy 024 – Event attendance](#)

[Policy 103 – Communications and engagement](#)

[Policy 105 - Advocacy - Victoria Park](#)

11.4 Adoption of the Corporate Business Plan 2022-2027

Location	Town-wide
Reporting officer	Corporate Performance Advisor
Responsible officer	Manager Governance and Strategy
Voting requirement	Absolute majority
Attachments	1. Draft Corporate Business Plan 2022-2027 - Clean version [11.4.1 - 46 pages]

Recommendation

That Council endorse the amended Corporate Business Plan 2022-2027, as per Attachment 1.

Purpose

To present the amended Corporate Business Plan 2022-2027 for adoption.

In brief

- The Town's Corporate Business Plan 2022-2027 is the planning document that outlines the projects and services that will be delivered over a five-year period to help achieve Town objectives and community priorities in the Town's strategic direction. It ensures that medium-term commitments are strategically aligned, resourced and affordable.
- The Corporate Business Plan (CBP) has gone through a minor review which occurs every year as per the Integrated Planning and Reporting Framework.

Background

1. The Town is required to have a Corporate Business Plan (CBP) under legislation.
2. The current CBP has been reviewed against the 2022-23 financial year.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Planning actions that will be delivered allows the Town to manage resources and sets the basis for reporting progress.
CL2 - Communication and engagement with the community.	The CBP communicates what the Town will do to achieve the priorities that allow the Town to create the vision for the future, as set out in the SCP.
CL3 - Accountability and good governance.	The CBP allows Council and the community to have oversight of the Town's performance and how resources are managed to deliver outcomes.

Engagement

Internal engagement

Stakeholder	Comments
C-suite	Provided input into the plan for actions related to their areas.
Elected Members	The draft was provided on the portal in early May for Elected Members feedback and comments. A Concept Forum was held with Elected Members on the 23 May 2023.

Legal compliance

[Local Government Act 1995 - SECT 5.56 \(austlii.edu.au\)](#)

[Local Government \(Administration\) Regulations 1996 - REG 19DA \(austlii.edu.au\)](#)

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.				Low	
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Failure to adopt a revised CBP will mean that the Town is not compliant with the requirement to make a corporate business plan for the district.	Moderate	Unlikely	Medium	Low	TREAT by adopting the proposed CBP.
Reputation	Failure to adopt a CBP could result in negative public perception as the community will not	Minor	Unlikely	Low	Low	TREAT by adopting the proposed CBP or providing clear direction to enable a CBP to

	know how the Town is planning on achieving the priorities and objectives in the SCP over the next five years.					be adopted.
Service delivery	Failure to adopt a CBP could mean that clear direction through activities and goals is not set to enable the Town to achieve the priorities and objectives in the SCP.	Moderate	Unlikely	Medium	Medium	TREAT by adopting the proposed CBP or providing clear direction to enable a CBP to be adopted.

Financial implications

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

Analysis

3. The Corporate Business Plan 2022-2027 was developed collaboratively across the Town and with elected members.
4. Following a review against the 2022-23 financial year, the following changes has been made to the CBP:
 - Completed actions have been removed.
 - 25 new actions have been identified.
 - 12 actions have been identified as "Major Projects".
 - Place actions have been simplified.
 - Policy review actions have been simplified.
 - Some strategic risk treatments and internal audit actions have been removed
 - 2 deliverables have been removed since the Concept Forum:
 - ✓ Complete bus shelter asset renewal program - Over the last 10-15 years the Town has been progressively upgrading hardstands and installing new bus shelters that meet the PTA's Bus Shelter Subsidy Program (BSSP). This program provides funding support to Local Governments for the purpose of installing road-side bus shelters for the benefit of local commuters and upgrades to passenger boarding areas for DDA compliance. The initiative is considered an operational requirement in partnership with the State Government rather than a strategic objective, therefore has been removed as a Corporate Business Plan Deliverable. Furthermore, no specific funding was allocated to bus shelters in the 2023/2024 financial year.

- ✓ Deliver a Parking Benefits Reserve Policy to guide reinvestment of parking revenue – This policy is no longer required as the Local Government (Financial Management) Regulations 1996 provides direction on Reserves.
 - Simplified language consistent across teams.
 - Strategic risks have been added.
 - Additional content added to "Performance" to clarify difference across measures and performance reporting.
 - Content relating to financial ratios have been removed.
 - An updated organisational structure has been included.
 - Updated workforce plans have been included.
 - The overall strategic alignment of actions has been reviewed.
5. These changes have been reflected in the amended CBP in Attachment 1.
 6. It has been identified that other areas of the CBP still require updating, for example, budgets against actions. However, as the 2023-24 budget was adopted in June 2023, the updated financial figures have not been reflected in the attached document. These changes, and others that may need updating, will continue to be considered and may be presented to Council at a later date for endorsement.
 7. Once endorsed by Council, the amended CPB will be published on the Town's website.

Relevant documents

<https://www.victoriapark.wa.gov.au/About-Council/Our-plan-for-the-future>
[Corporate Business Plan - Victoria Park](#)

Further consideration

11.5 Annual Meeting of Electors 30 May 2023

Location	Town-wide
Reporting officer	Manager Governance and Strategy
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	Minutes of the Annual Meeting of Electors 2023

Recommendation

That Council:

1. Receives the Annual Meeting of Electors 2023 Minutes as contained in Attachment 1.
2. That Council considers the decisions made at the Annual Meeting of Electors held Tuesday 30 May 2023 as contained within the body of this report.

Purpose

For Council to receive the Minutes and the decisions stemming from the Annual Meeting of Electors held on Tuesday 30 May 2023.

In brief

- The Annual Meeting of Electors was held on Tuesday 30 May 2023.
- There were approximately 43 electors in attendance at the meeting.
- 11 motions were carried by electors at the meeting.
- As per Policy 053, decisions made at electors' meetings are to be considered by Council at the next Ordinary Council Meeting, or as soon as reasonably practicable.

Background

1. The Annual Meeting of Electors' was held at 6.30pm on Tuesday 30 May 2023 in the Council Chamber. There were approximately 43 members of the public present.
2. In accordance with Section 5.33 of the *Local Government Act 1995*, Council is required to consider any decisions that result from the meeting.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact

CL2 – Communication and engagement with community.	The Annual Meeting of Electors provides electors with the opportunity to raise motions that are related to the responsibilities and functions of Local Government.
CL3 – Accountability and good governance.	The motions included in this report were carried by electors of the Town. For these items to be carried, the majority of electors present were required to vote in favour of the item.

Engagement

Internal engagement

Stakeholder	Comments
Governance & Strategy	Provided comments and recommendations in this report.

External engagement

Stakeholders	Electors
Period of engagement	Tuesday 30 May 2023 from 6.30pm to 8.40pm.
Level of engagement	Involved
Methods of engagement	Annual Meeting of Electors
Advertising	The Annual Meeting of Electors was advertised using the following methods: 1. Public notice in Perth Now Southern 2. Social media posts 3. Town of Victoria Park website – public notice and event 4. Public noticeboard at the administration building.
Submission summary	Motions and questions were raised by electors of the District at the meeting.
Key findings	15 motions were raised at the meeting and 12 motions were carried.

Legal compliance

Part 5, Subdivision 4 of the *Local Government Act 1995*.

Part 3 of the *Local Government (Administration) Regulations 1996*.

Risk management consideration

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

ICT systems/ utilities					
Legislative compliance	Not applicable.			Low	
Reputation	Negative public perception of the Council.	Minor	Likely	Moderate	Low
Service delivery	Not applicable.			Medium	

Financial implications

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

Analysis

3. There were 12 motions carried and 3 items lost at the Annual Meeting of Electors. Under the Local Government (Administration) Regulations 1996, Council is required to consider these motions.

4. Motion 1:

Moved: Deputy Mayor Claire Anderson **Seconded:** Cr Bronwyn Ife

That the Annual Report 2021/22 be received.

The motion was carried unanimously.

5. Motion 2:

Moved: Kristen Marr, Lathlain **Seconded:** Tracey Pola, Lathlain

That Council supports the current plan to construct an off-road walking and cycling path along Rutland Avenue based on the extensive community consultation carried out in 2018 and does not proceed with a new one-way street design that will result in increased traffic being pushed to other streets through Lathlain.

Carried For: 14 Against: 12

6. Motion 3:

Moved: Kristen Marr, Lathlain **Seconded:** Sky Croeser, East Victoria Park

That Council:

1. Investigates the pedestrian safety along Gallipoli Street and Goddard Street, with the high levels of car traffic currently experienced, that were further exacerbated by the recent Rutland Avenue one-way trial.

2. specifically investigates the intersections of Cornwall/Gallipoli, Howick/Goddard and the section of road at the Gallipoli St shops where there are large number of children needing to cross while travelling to and from school (St Augustine's Primary School, Lathlain Primary School, Ursula Frayne Catholic College) that were again further affected by the recent Rutland Avenue one-way trial.

Carried by show of hands.

7. Motion 4:

Moved: Amber Douglas, Lathlain **Seconded:** Rose Kamarudin, Lathlain

That Council:

1. investigates the impacts of increased traffic on residential arterial roads in Lathlain should the zoning of certain lots along Rutland Avenue change to R60.
2. ensures any identified impacts are incorporated into any traffic modelling relating to other plans and development proposals such as the trial converting Rutland Avenue to a one-way street to accommodate the shared cycle pathway.

Carried For: 18 Against: 0

8. Motion 5:

Moved: Rick Sneddon, East Victoria Park **Seconded:** Vince Maxwell, Victoria Park

For the purposes of leveraging differential rates, the Council determine the definition of vacant land to mean unimproved or cleared land that has been left undeveloped for more than five (5) consecutive years.

Carried For: 20 Against: 6

9. Motion 6:

Moved: Rick Sneddon, East Victoria Park **Seconded:** Melanie Lund, East Victoria Park

That Council incentivise the development of vacant land by waiving rates for three (3) years for any new purchase of vacant land.

Carried For: 12 Against: 10

10. Motion 7:

Moved: Graham Ferstat, Burswood **Seconded:** Fred Borthwick, Victoria Park

That Council amend delegation 1.1.16 tenders for goods and services function to read: "Authority to undertake exempt procurement in accordance with the Purchasing Policy requirements where the total consideration under the resulting contract is equal to or less than \$250,000 in value and a sufficient budget allocation is included in the adopted annual budget."

Carried by show of hands

11. Motion 8:

Moved: Sam Zammit St James **Seconded:** Mike Lanternier, Lathlain

That Council immediately suspend the Business Grants Program.

Carried by show of hands

12. Motion 9:

Moved: Vince Maxwell, Victoria Park **Seconded:** Jayden Burns, East Victoria Park

That Council immediately commission the Auditor General to conduct a forensic audit of the Town's activities in relation to the following matters:

1. Changes to the Deed of Agreement and the Structure Plan for Burswood Lakes Development
2. The sale of 355 Shepperton Road
- 3 Edward Millen Adaptive Heritage and landscape redevelopment project

And that the resultant Auditors report be made publicly available in its entirety.

Carried by show of hands

13. Motion 10:

Moved: Vince Maxwell, Victoria Park **Seconded:** Graham Ferstat, Burswood

I move a motion of no confidence in the Council and direct the Council to immediately resign on mass immediately and call fresh elections due to the Councils demonstrated inability to provide good governance and oversight over the Town's activities, although not exhaustive the matters of concern include:

1. The Town's covert actions that have culminated in Mirvac's Burswood Development maintenance responsibilities and associated costs being transferred to the Town resulting in additional costs to ratepayers.
2. The bungling of the sale of the Town's carpark at 355 Shepperton Road that after more than three years has delivered little more than an unsightly hole in the ground and a large legal bill.
3. The Town's inability to execute the much hyped and expensive Edward Millen project and that includes the Town sitting on a \$4 million federal grant which was sufficient to cover the total restoration works when it was granted in September 2020 but now due to inflation and rising building costs has left the Town with a large shortfall.
4. And failure of the Council to engage with the Auditor General to investigate the anomalies in the Town's activities in relation to these matters.

Carried For: 20 Against: 13

14. Motion 11:

Moved: Ronhhda Potter, Lathlain **Seconded:** Sky Croeser, East Victoria Park

That Council:

1. That Council promotes the outcome of the vote at the March 21st 2023 Ordinary Council Meeting to support the Uluru Statement from the Heart with a series of supporting statements on all of the Town's social media platforms in the run up to the Referendum date.

That the CEO present a report for approval to the July 18 Ordinary council meeting on the following:

- i. Costings
- ii. Strategies
- iii. Locations

Of signage, banners and other mediums to be placed throughout the Town, promoting the outcome of the vote and the 21 March 2023 Ordinary Council Meeting supporting The Uluru Statement from the Heart, leading up to the National Referendum.

Not Carried For: 9 Against: 9

15. Motion 12

Moved: Leigh Dix, Carlisle **Seconded:** Sky Croeser, East Victoria Park

That Council investigates the establishment of a peace park and peace pole in the Town similar to those in other Town's around Perth.

Lost For: 5 Against: 8

16. Motion 13

Moved: Mike Lanternier, Lathlain **Seconded:** Graham Ferstat, Burswood

That the Town review the design of the speed bumps installed in the Lathlain area with the view to reduce the risk of vehicle damage to residents' cars. The review to include but not limited to the recycled rubber bolt down speed humps such as those on Howick Street, and the asphalt type humps such as those installed on Goddard and Gallipoli Streets.

Carried For: 14 Against: 0

17. Motion 14:

Moved: Jethro Sercombe, East Victoria Park **Seconded:** Rick Sneddon, East Victoria Park

That Council immediately implements changes to the sections of the Health Local Law 2003 related to poultry and bees, so that keeping bees and poultry is more accessible to Vic Park citizens and that the requirements, particularly for distances from fences, buildings and streets are more reasonable and able to be met for the normal range of block sizes.

Carried For: 16 Against: 0

18. Motion 15

Moved: Marc Allen, East Victoria Park **Seconded:** Jethro Sercombe, East Victoria Park

That the Town complete a study into the implications of and implementation of mass electrification across the Town and community renewable energy and battery storage.

Lost For: 6 Against: 7

19. The purpose of the Annual Electors Meeting is to discuss the contents of the Annual Report and any other general business. Council are to consider the 15 motions.

20. Councillors may call for a report on any of the motions proposed.

Relevant documents

Not applicable.

Further consideration

11.6 Nomination of WALGA 2023 Annual General Meeting Delegates

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

Recommendation

That Council:

1. Nominates two voting delegates for the 2023 Annual General Meeting of the WA Local Government Association to be held on Monday 18 September 2023 at Crown Perth.
2. Nominates two proxy voting delegates for the 2023 Annual General Meeting of the WA Local Government Association to be held on Monday 18 September 2023 at Crown Perth, in the event that Council's appointed representatives are unable to attend.
3. Requests the Chief Executive Officer to advise the WA Local Government Association of Council's nominees.

Purpose

For Council to nominate two voting delegates and two proxy delegates for the 2023 Annual General Meeting of the WA Local Government Association (WALGA).

In brief

- The 2023 WALGA Annual General Meeting is being held on Monday 18 September 2023 at Crown Perth.
- The Town must register two voting delegates by Friday 8 September 2023 to be able to participate in voting on matters.
- Two proxy delegates should be nominated in the event that the appointed representatives are unable to attend on the day.

Background

1. WALGA is the peak industry body for local government in Western Australia and advocates on behalf of 139 local governments.
2. All member Councils are entitled to be represented by two voting delegates and two proxy voting delegates at the Annual General Meeting of WALGA.
3. At the Annual General Meeting, members consider WALGA's annual financial statements, the Presidents annual report and any executive or member motions that are raised.
4. This year, the WALGA Annual General meeting is being held on Monday 18 September 2023 at Crown Perth.
5. The Chief Executive Officer has received communication from WALGA requesting the Town to register its voting delegates by Friday 8 September 2023.

6. At its Special Council Meeting held on 25 October 2021, Council appointed Cr Bronwyn Ife and Cr Peter Devereux as members to represent the Town on the WALGA South-East Metropolitan Zone. Mayor Karen Vernon and Deputy Mayor Claire Anderson were appointed as deputies for the period 25 October 2021 to 21 October 2023.
7. Cr Bronwyn Ife is the chair of the Chair of the WALGA South-East Metropolitan Zone.
8. In 2022, Council nominated Deputy Mayor Claire Anderson and Cr Bronwyn Ife as voting delegates. Cr Jesvin Karimi and Cr Peter Devereux, were nominated as proxy voting delegates.

Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	<p>WALGA's constitution requires that voting delegates are registered.</p> <p>Representation at WALGA's Annual General Meeting will enable the Council to be involved in any decision-making affecting the Town.</p>

Engagement

Not applicable.

Legal compliance

WALGA's constitution requires that voting delegates are registered.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.				Low	
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	If the Town doesn't submit its voting members, it will not be able to vote on matters	Insignificant	Unlikely	Low	Low	Treat risk by nominating voting members.

	being considered.	
Reputation	Not applicable.	Low
Service delivery	Not applicable.	Medium

Financial implications

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

Analysis

- Council should appoint two voting delegates and two proxy voting delegates for the WALGA Annual General Meeting, to ensure the Town is represented to vote on matters affecting the Town and the wider local government sector.

Relevant documents

[WALGA Constitution](#)

12 Chief Community Planner reports

12.1 Business Awards Sponsorship

Location	Town-wide
Reporting officer	Place Leader (Economic Development)
Responsible officer	Manager Place Planning
Voting requirement	Simple Majority
Attachments	1. Attachment 1 - 2023 Vic Park Business Awards Sponsorship Application [12.1.1 - 8 pages]

Recommendation

That Council approves for a sponsorship arrangement to be entered into between the Town and the below organisations and corresponding award categories for the 2023 Vic Park Business Awards.

1. Maxima Training Group (Access and Inclusion Award)
2. PDC Health Hub (Best New Business)
3. Perth Legal Collective (Business of the Year)
4. SwanCare (Community Connection Award)
5. Holyoake (Excellence in Innovation)
6. Triumph ERP Software (Excellence in Professional Service)
7. Archer St Physiotherapy Centre (Excellence in Tourism and Hospitality)
8. Total Digital Solutions (Excellence in Marketing)
9. Rotary Club of Victoria Park (People's Choice)

Purpose

To seek the approval of Council for the Town to enter into sponsorship arrangements for the award categories of the 2023 Vic Park Business Awards.

In brief

- The Town is hosting the 5th annual Vic Park Business Awards to celebrate and showcase the achievements of the local business community.
- The Town invites local businesses and organisations to sponsor the award categories of the Vic Park Business Awards to provide an opportunity for collaboration between the Town and the local business community.
- Per Policy 116 Sponsorship, a sponsorship arrangement can only be entered into with the approval of the Council.
- An expression of interest for sponsorship of nine (9) award categories was sent out to the local business community on 20 April 2023. The expression of interest closed 5 May 2023. Nine organisations submitted sponsorship applications.
- The Town is seeking Council approval for sponsorship arrangements for nine award categories, for a total of \$4,200.

Background

1. The Vic Park Business Awards are an annual event delivered by the Town to celebrate the achievements of the local business community. The awards ceremony allows businesses to showcase the contributions they have made to the local community and economy.
2. The Town invites local organisations to sponsor the award categories of the Vic Park Business Awards. Sponsorship arrangements for the business awards provides the opportunity:
 - a) for relationship building between businesses in the local community;
 - b) to increase the level of engagement of businesses with the awards ceremony; and
 - c) to promote and market businesses to the local community.
3. Per clause 13 of Policy 116 Sponsorship, a sponsorship arrangement can only be entered into with the approval of the Council.
4. The Town is seeking Council approval for sponsorship agreements for nine award categories, for a total of \$4,200.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 – Accountability and good governance	To provide for good governance of sponsorship arrangements between the Town and other organisations.

Economic	
Community Priority	Intended public value outcome or impact
EC1 - Facilitating a strong local economy.	To maximise opportunities for collaboration, networking and relationship building between businesses within the Town.

Engagement

Internal engagement	
Stakeholder	Comments
Governance	Advice on Policy 116 – Sponsorship in relation to the delivery of the Vic Park Business Awards

Legal compliance

Not applicable.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.				Low	
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Not applicable.				Low	
Reputation	Not approving sponsorship will reduce the level of engagement of local businesses with the Vic Park Business Awards and could result in businesses feeling less engaged with the event.				Low	TREAT risk by incorporating businesses who have expressed interest in sponsoring award categories into the promotion of the Business Awards Ceremony.
Service delivery	Not applicable.				Medium	

Financial implications

Current budget impact	<p>Sufficient funds exist within the annual budget to address this recommendation.</p> <p>Sponsorship of award categories will result in income being received from the below organisations for a total of \$4,200.</p> <ul style="list-style-type: none"> Maxima Training Group: sponsoring Access and Inclusion Award for a value of \$400. PDC Health Hub: sponsoring Best New Business for a value of \$400. Perth Legal Collective: sponsoring Business of the Year for a value of \$800. SwanCare: sponsoring Community Connection Award for a value of \$400. Holyoake: sponsoring Excellence in Innovation for a value of \$400.
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	<ul style="list-style-type: none"> • Triumph ERP Software: sponsoring Excellence in Professional Service for a value of \$400. • Archer St Physiotherapy Centre: Sponsoring Excellence in Tourism and Hospitality for a value of \$400. • Total Digital Solutions: sponsoring Excellence in Marketing for a value of \$400. • Rotary Club of Victoria Park: sponsoring People's Choice Award for the value of \$600. <p>Sponsorship income will supplement the budget for the awards ceremony, providing additional funds that will ensure the event is a prestigious event for the local business community. In addition, not approving sponsorship will:</p> <ul style="list-style-type: none"> • Reduce ceremony ticket sales and attendance by removing sponsor tables who buy additional tickets; and • Reduce promotional avenues through sponsors, which increases the risk of low ticket sales and attendance.
Future budget impact	Not applicable.

Analysis

5. An expression of interest for sponsorship of nine award categories was sent out to the local business community on 20 April 2023. The expression of interest closed 5 May 2023.
6. Local organisations were invited to submit a Sponsorship Agreement to sponsor a business award (Attachment 1). The Sponsorship Agreement outlines the benefits and conditions of sponsorship.
7. Sponsorship for the award categories is separated into three tiers (\$800; \$600; and \$400). The Business of the Year and People's Choice Awards sponsorships receive additional benefits and promotion. The additional benefits include:
 - a) A 30 second video promoting the sponsor for Business of the Year.
 - b) Full-page ads in the awards ceremony program for the sponsors of Business of the Year and People's Choice Awards.
8. The eligibility for organisations to sponsor an award was based on the below assessment criteria:
 - a) the organisation is not insolvent
 - b) the organisation does not have an outstanding debt to the Town
 - c) the organisation has not failed to submit a satisfactory acquittal for a previous Town funding program
 - d) the organisation is not in legal or financial conflict with the Town
 - e) the organisation does not connect the Town with a political party or lobby group.
9. Sponsorship for each award category was selected on a first come, first served basis on the condition that they met the above assessment criteria.

10. Nine sponsorship agreements were submitted by local organisations, resulting in each award category having a nominated sponsor. The organisation and value for each sponsorship is summarised in the Table below.

Organisation	Award Category	Value
Perth Legal Collective	Business of the Year	\$800
Rotary Club of Victoria Park	People's Choice Award	\$600
Maxima Training Group	Access and Inclusion Award	\$400
PDC Health Hub	Best New Business	\$400
SwanCare	Community Connection Award	\$400
Holyoake	Excellence in Innovation	\$400
Triumph ERP Software	Excellence in Professional Service	\$400
Archer St Physiotherapy Centre	Excellence in Tourism and Hospitality	\$400
Total Digital Solutions	Excellence in Marketing	\$400

11. Clause 13 of Policy 116 – Sponsorship requires the Council to approve any sponsorship arrangement. Previously the Administration had interpreted Policy 116 as being intended for large scale sponsorship, but on reflection Clause 13 is clear, and for this reason the Business Awards sponsorship is presented to Council for determination.
12. The Town recommends that Council approve that a sponsorship arrangement is entered into between the Town and the nine applicants to sponsor the award categories of the 2023 Vic Park Business Awards.

Relevant documents

[Policy 116 – Sponsorship](#)

Further consideration

12.2 Vic Park Funding Program - Community, Art, Sport and Sport Equipment Grants (July)

Location	Town-wide
Reporting officer	Community Development Officer – Grants, Donations and Administration
Responsible officer	Chief Community Planner
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none"> Attachment One - Art Grants – R1 - 2023-24 Attachment Two – Community Grants - R1– 2023-24 Attachment Three – Sport Grants – R1 – 2023-24 Attachment Four – Sport Equipment Grants – R1 – 2023-24

Recommendation

That Council endorses the following Arts, Community, Sport and Sports Equipment grant applications.

- Arts grants:
 - Djinda Boodja of Abmusic Aboriginal Corporation - \$5,000.00
 - Victoria Park Community Centre - \$5,000.00
 - Gok-Lim Finch - \$4,904.00
 - Vic Park Pride Incorporated - \$5,000.00
- Community grants:
 - Old Burswood Neighbourhood Watch - \$3,879.30
 - Vic Park Pride Incorporated – Pride Month Celebrations - \$4,665.00
 - Reach Her Inc. Workshop and Events for Women - \$10,000.00
 - Lathlain Primary School Parents and Citizens Association - \$5,100.00 and \$780.00 (In-Kind)
 - EmpowHER WA Incorporated - \$3,377.90
 - Burswood Peninsula Neighbourhood Watch Group - \$6,448.20
 - The Vic Park Collective - \$5,935.50
 - Western Australian Seabird Rescue - \$4,441.00
 - Dave Lindner and Narelle Douglas - \$4,800.00
 - Friends of Jirdarup Bushland - \$6,600.00
 - The Haven Centre Incorporated - \$6,495.00
 - Carlisle Victoria Park Toy Library - \$7,478.10
- Sports grants:
 - Perth Basketball Association - \$1,360.00
 - Perth Cricket Club - \$8,000.00
 - West Australian Marathon Club - \$2,000.00
- Sports grant recommended to be transferred to Sport Equipment grant:
 - Victoria Park Xavier Hockey Club - \$1,072.50
- Sport Equipment grants:
 - Swordfish Fencing Club - \$1,500.00
 - West Australian Marathon Club - \$1,447.50

- c) Perth Cricket Club - \$2,000.00
- d) Curtin Victoria Park Cricket Club - \$2,000.00

6. In accordance with section 9.49A(4) of the Local Government Act 1995, Council authorise the following officer(s) to sign the corresponding documents in alignment with Category Two documents in Policy 009 – Execution of Documents:
- (a) Art, Community, Sport and Sport Equipment Letter of Agreements – Manager Community
 - (b) Place Grants – Manager Place Planning.

Purpose

To provide Council with oversight of the Town's Art, Community, Sport and Sport Equipment grant applications and assessments, with recommendations for Council endorsement.

In brief

- The Town's Vic Park Funding Program increases opportunities for local collaboration and partnership between the Town and community to deliver the Town's strategic objectives as per the Strategic Community Plan and address local need. The Funding has a total grant budget of \$140,000 comprising:
 - Arts grants \$30,000
 - Community grants \$70,000
 - Sports and Sports Equipment grants \$40,000
- The Vic Park Funding Program for Art, Community, Sport and Sport Equipment opened 21 April and closed 26 May 2023. The funding program opened prior to adoption of the 2023-24 budget based on previous feedback from applicants to provide sufficient time to plan events and activities in the spring and summer months.
- The Town received a total of 31 applications requesting a total of \$185,047.34 (cash) and \$4,540.00 (in-kind assistance):
 - Fifteen community grants - \$99,806.69 and \$4,540.00 (In-Kind)
 - Eight art grants - \$34,680.65
 - Four sport grants - \$17,650.00
 - Four sport equipment grants - \$32,910.00
- A review of applications by the Town's Community Funding Panels concluded 24 applications sufficiently met the criteria and are recommended for Council endorsement, comprising a total funding request of \$108,504.00 and \$780.00 (In-Kind):
 - Twelve Community Grants totaling \$69,220.00 and \$780.00 (In-Kind)
 - Four Art Grants totaling \$19,904.00
 - Three Sport Grants totaling \$11,360.00
 - Four Sport Equipment Grants totaling \$6,947.50
 - One Sport Grant totaling \$1,072.50 recommended to be transferred to Sport Equipment Grants.
- Remaining funds from the first round, should Council endorse the proposed recommendations, would be advertised in a second funding round later in the year.

Background

1. The Town acknowledges the significant role it plays in supporting the community through the provision of funding opportunities and the impact these opportunities can have within the community.
2. The Town's Policy 114 Community Funding aims to ensure the success and prosperity of the Town's community while ensuring transparency of funding decisions and accountability of those parties receiving funding.
3. The community grants programs aim to increase the capacity of community groups, businesses, clubs and organisations within the Town of Victoria Park, to implement projects, activities and programs that enhance and promote community wellbeing, aligned to the Town's Strategic Community Plan.
4. In making a recommendation to Council the Community Funding Assessment Panel provides the following information to ensure Council can make informed and transparent decisions:
 - a) Details of all applications including title, project scope, amount of assistance applied for (ex GST), evaluation and score.
 - b) The information provided is inclusive of successful and unsuccessful applications.
5. To ensure that the Community Funding Assessment Panel continues to be fit for purpose and remains meaningfully engaged, membership for the panel positions were recruited via expression of interest and direct approach to ensure appropriate skills, knowledge and experience could be applied to the assessment process.

Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL3 – Accountability and good governance	Funds are managed with full, accurate and timely disclosure of financial information relating to the Council. Town grant funds are maximised by seeking the greatest possible benefit to the community within the available monetary resources.

Economic	
Community priority	Intended public value outcome or impact
EC2 – Connecting businesses and people to our local activity centres through place planning and activation.	To connect businesses, community groups, residents to gain a strong sense of place by activating public spaces and local activity centres to gain an inclusive, engaged and empowered community.

Environment	
Community priority	Intended public value outcome or impact
EN1 – Protecting and enhancing the natural environment.	Protect and enhance the natural environment by environmental sustainability, conserve and support the creation of more green space and shaded areas in the Town.

Social	
Community priority	Intended public value outcome or impact
S3 – Facilitating an inclusive community that celebrates diversity.	Funds used for organisations to facilitate an inclusive community through local celebrations including food markets, local performances from culturally diverse artists, multicultural art exhibitions, sporting events and storytelling.
S4 – Improving access to arts, history, culture and education.	To support local organisations and individuals to deliver services and initiatives that encourage awareness of arts, history, culture and education.

Engagement

Internal engagement

Stakeholder - Assessment Panels	Art Funding Assessment Panel Community Funding Assessment Panel Sport and Sport Equipment Funding Assessment Panel
Engagement	Consultation and management of grant administration Consultation and Panel evaluation

External engagement

Stakeholders	All community
Period of engagement	Art, Community, Sport and Sport Equipment Grants open for applications - 21 April 2023 to 26 May 2023
Level of engagement	1. Inform
Methods of engagement	Town's website Town's social media platforms – Facebook and Town's e-newsletters Direct email Grant workshops Grant drop-in sessions
Advertising	Town's website Town's social media platforms – Facebook and Town's e-newsletters Digital Marketing Direct email
Submission summary	Eight art grants submissions received Fifteen community grants submissions received Four sport grants submissions received Four sport equipment grants submissions received
Key findings	<u>Art grant program:</u>

4 Submissions are recommended for Council endorsement
 4 Submissions are not recommended for Council endorsement

Community grant program:
 12 Submissions are recommended for Council endorsement
 3 Submissions are not recommended for Council endorsement

Sport grant program:
 3 Submissions are recommended for Council endorsement
 1 Submission is recommended as Sport Equipment grant not Sport grant

Sport equipment grant program:
 4 Submissions are recommended for Council endorsement

Legal compliance

Not applicable.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Loss of funds if successful programs/events are cancelled or do not deliver on intended purpose.	Moderate	Likely	High	Low	TREAT – Acquittal process to be well organised and monitored.
	Conditions are put on letter of agreement regarding date of expenditure	Moderate	Likely	Medium	Low	TREAT – Letter of agreement states date of expenditure and monitored.
	Event bookings, permits and forms not approved	Moderate	Likely	Medium	Low	Event Management advice and coordination process explained and monitored.
Environmental	Not applicable					
Health and safety	Not applicable					
Infrastructure/	Not applicable					

ICT systems/ utilities						
Legislative compliance	Not applicable					
Reputation	Negative public perception towards the Town should applications not be funded.	Minor	Possible	Medium	Low	TREAT - Transparent application and approval process with rationale and feedback to unsuccessful applicants.
Service delivery	Not applicable				Medium	

Financial implications

Current budget impact	<p>The following amounts were approved in 2023-24 budget to enable Council to address report recommendations:</p> <ul style="list-style-type: none"> • Community grants - \$70,000 • Art grants - \$30,000 • Sport grants - \$20,000 • Sport equipment grants - \$20,000
Future budget impact	Not applicable – allocated funds will be expended in the 2023/24 budget.

Analysis

6. The Art, Community, Sport and Sport Equipment Grants were promoted across various platforms to reach target audiences.
 - The Town provided drop-in sessions with the Grants Officer and Arts Officer for people thinking about applying for a grant. It was an opportunity for them to talk about their project and see if it was suitable for funding. There was no need to make an appointment, they could just turn up at advertised allocated times and speak to an Officer.
 - The drop-in sessions for art grants were held on the following dates, 10th May, 16th May, 18th May and 23rd May 2023. Five people attended the drop-in sessions.
 - The drop-in sessions for community, sport and sport equipment grants were held on 3 May, 10 May, 12 May, 17 May, 19 May and 22 May 2023. Six people attended the drop-in sessions.
7. The Town delivered two Success Series free grant writing workshops to the community on 10 May and 17 May 2023. The workshops provided the community with information on the following:
8. Workshop One - Introduction to Grants and Project Planning for success:
 - An introduction to grants, including what a grant is and where you can find them.
 - Identifying and planning your project
 - An explanation of eligibility/assessment criteria and grant guidelines

9. Attendance – 10 people
10. Workshop Two - Key areas to address in every grant application:
- An explanation of the grant writing approach; what are assessors looking for and how do you give them what they need?
 - Grant program objectives and how to show how you will meet them.
 - Outcomes and outputs – How to identify and measure them and why you should.
11. Attendance – 12 people
12. Arts Grants
13. The Town's Arts Grant Funding Assessment Panel consisted of the following Town officers:
- a) Acting Manager Community
 - b) Arts Development Officer and Youth Programs Officer
 - c) Arts Development Officer
 - d) Place Leader (Economic Development)
14. Applications were assessed individually and then received with a formal panel meeting by the Town's Art Grants panel members in line with Policy 114 Community Funding and the criteria outline for the Vic Park Funding Program.
15. The Town's initial assessment questions are as follows:
- a) Eligibility
 - b) Applicant details (organisation, auspice arrangements etc.)
 - c) Project details (brief description, risks, locations, dates etc.)
 - d) Assessment criteria questions
16. The Town's assessment criteria questions are as follows:

Arts assessment criteria	Weighting per question per panel member
Question 1: Describe how your project/activity provides a quality arts and cultural experience for the Vic Park community?	Weighting 40% <ul style="list-style-type: none"> • Five points per panel member • Total 20 points available
Question 2: How will your initiative foster collaboration and active participation of local people (residents, workers, business owners, local creative community and/or community groups etc.)?	Weighting 25% <ul style="list-style-type: none"> • Five points per panel member • Total 20 points available
Question 3: How does the project align with the Town's Strategic Community Plan 2022-32 objectives, Values, Vision and Mission? (Refer to the Town of Victoria Park Strategic Community Plan)?	Weighting 25% <ul style="list-style-type: none"> • Five points per panel member • Total 20 points available
Question 4:	Weighting 10%

Tell us about your experience managing projects like this?	<ul style="list-style-type: none"> • Five points per panel member • Total 20 points available
	Total weighting for four questions = 100% Total score available = 80 points

17. The Arts funding attracted eight applications, with a total requested of \$34,680.65.

18. It is recommended that Council endorse four applications for a requested funding total of \$19,904.00.

19. Evaluation summaries related to all Art grant applications are provided in Attachment One.

20. The Town recommends the following Arts Grant applications for endorsement by Council:

Applicants	Project	Amount
Djinda Boodja of Abmusic Aboriginal Corporation	Stenciled Creativity Community Workshop Series	\$5,000.00
Victoria Park Community Centre	The VPCC Portrait Prize	\$5,000.00
Gok-Lim Finch	Heraldic Migration Liberation Acts	\$4,904.00
Vic Park Pride Incorporated	Pride Arts Project	\$5,000.00
Total		\$19,904.00

21. The Town does not recommend the following applications for endorsement by Council:

Applicants	Project	Amount
Josh Wells	Fixacam	\$4,902.99
Alex Hipworth	Pottery Club	\$4,991.84
Kristy Nita Brown	Where's My Whistle? Book Launch and Crafts	\$493.32
Sarah Broadbent	Dragonfly Lane Mural	\$4,388.50
Total		\$14,776.65

22. There is proposed to be a second round of funding for Arts grants, estimated to be to the value of \$10,096.

23. Community Grants

24. The Community grants application form was aligned with the Town's Strategic Community Plan outcomes.

25. The Town's Community Grants Funding Assessment Panel consisted of the following Town officers:

- (a) Manager Community – Community Planning
- (b) Place Leader – Urban Design – Place Planning
- (c) Coordinator Community Development

26. Applications were assessed individually and then reviewed at a formal panel meeting by the Town's Community Grants panel members in line with Policy 114 Community Funding and the criteria outline for the Vic Park Funding Program.

27. The Town's initial assessment questions are as follows:

- (a) Eligibility
- (b) Applicant details (organisation, auspice arrangements etc.)
- (c) Project details (brief description, risks, locations, dates etc.)
- (d) Assessment criteria questions

28. The Town's assessment criteria questions are as follows:

Community grants assessment criteria	Weighting per question per panel member
Question 1: The project/initiative aligns with the Town's Strategic Community Plan 2017-32 objectives and priorities (Town's Values and Mission)?	Weighting 25% <ul style="list-style-type: none"> Five points per panel member Total of 15 points available
Question 2: Outline how the initiative is suitable and inclusive of all members of the community.	Weighting 25% <ul style="list-style-type: none"> Five points per panel member Total of 15 points available
Question 3: How do you know the project is needed by the community? How many people will benefit?	Weighting 25% <ul style="list-style-type: none"> Five points per panel member Total of 15 points available
Question 4: How does this initiative encourage involvement of the Victoria Park community? (I.e. Consider volunteers that will assist with organising the activity, the extent of which your event will be providing opportunities for local organisations and businesses to be involved and the extent to which you will be purchasing goods and services from local businesses).	Weighting 25% <ul style="list-style-type: none"> Five points per panel member Total of 15 points available
	Total weighting for four questions = 100% Total score available = 60 points

29. The Community grant funding attracted fifteen applications, with total requested of \$99,806.69 and \$4,540.00 (In-Kind).

30. It is recommended Council endorse twelve applications for a requested funding of \$69,220.00 and \$780.00 (In-Kind).
31. Evaluation summaries related to all Community grant applications, recommended, and not recommended are provided in Attachment Two.
32. The Town recommends the following Community Grant applications for endorsement by Council:

Applicants	Project	Amount
Old Burswood Neighbourhood Watch	Family Fun Day OBNHW	\$3,879.30
Vic Park Pride Incorporated	Pride Month Celebrations	\$4,665.00
Reach Her Incorporated	Reach Her Inc. Workshop and Events for Women	\$10,000.00
Lathlain Primary School Parents and Citizens Association Incorporated	Lathlain Community Christmas Carols 2023	\$5,100.00 \$780.00 (In-Kind)
EmpowHER WA Incorporated	Celebrating Mothers Event	\$3,377.90
Burswood Peninsula Neighbourhood Watch Group	Burswood Peninsula NHW & Residents Assn Community Fiesta 2024	\$6,448.20
The Vic Park Collective	Electrify Vic Park	\$5,935.50
Western Australian Seabird Rescue	River Rescue Weekends	\$4,441.00
Dave and Lindner and Narelle Douglas	Vic Park Singalong	\$4,800.00
Friends of Jirdarup Bushland	Friends of Jirdarup Bushland Website renewable	\$6,600.00
The Haven Centre	The Haven – Christmas Day Lunch and Food Hampers	\$6,495.00
Carlisle/Victoria Park Toy Library	Let's Play	\$7,478.10 (Partial funding)
Total		\$69,220.00 \$780.00 (In-Kind)

33. The Town does not recommend the following applications for endorsement by Council:

Applicants	Project	Amount
Renee Parnell	May the Fourth be with you	\$10,000.00
Indian Society of WA Incorporated	ISWA Diwali Mela 2023	\$10,000.00
On My Feet Limited	4 Part Healthy Lifestyle Workshop Series	\$10,000.00
Total		\$30,000.00

34. As the amount recommended for Community Grants is equal to the full budgeted amount for this category (\$70,000), there is not proposed to be a second round of Community Grants.

35. Sport Grants

36. The Town's internal Sports Grant Funding Assessment Panel consisted of Town officers:

- a) Manager, Infrastructure Operations
- b) Club Development Officer – Clubs, Events and Bookings
- c) Customer Relations Officer – Customer Relations
- d) Coordinator, Events, Arts and Funding

37. Applications were assessed individually and then received with a formal panel meeting by the Town's Sport Grants panel members in line with Policy 114 Community Funding and the criteria outline for the Vic Park Funding Program.

38. The Town's initial assessment questions are as follows:

- (a) Eligibility
- (b) Applicant details (organisation, auspice arrangements etc.)
- (c) Project details (brief description, risks, locations, dates etc)
- (d) Assessment criteria questions

39. The Town's assessment criteria question are as follows:

Sports Grant assessment criteria	Weighting per question per panel member
Question 1: How does the project/initiative align with the Town's Strategic Community Plan 2022-32 objectives?	Weighting 40% <ul style="list-style-type: none"> Five points per panel member Total of 20 points available
Question 2: What measures have you taken to ensure this initiative is suitable and inclusive of all members?	Weighting 20% <ul style="list-style-type: none"> Five points per panel member Total of 20 points available
Question 3: How do you know the project is needed by the community (research, survey, time to upgrade)?	Weighting 30% <ul style="list-style-type: none"> Five points per panel member Total of 20 points available

How many people will benefit?	
Question 4: Demonstrate the applicant's ability to deliver proposed initiative within a time period.	Weighting 10% <ul style="list-style-type: none"> • Five points per panel member • Total of 20 points available
	Total weighting for four questions = 100% Total score available = 80 points

40. The Sports Grant attracted four applications with a total requested of \$17,650.00.

41. It is recommended that Council endorse three applications for a requested funding total of \$11,360.00 and the Victoria Park Xavier Hockey Club application be transferred to a Sport Equipment Grant for \$1,072.50.

42. Evaluation summaries related to all Sport grant applications are provided in Attachment Three.

43. The Town recommends the following Sports Grant applications for endorsement by Council:

Applicants	Project	Amount
Perth Basketball Association	Basketball Careers program	\$1,360.00
Perth Cricket Club	Girls Cricket Skill Development Program	\$8,000.00
West Australian Marathon Club	Women's Classic Training Program	\$2,000.00
Victoria Park Xavier Hockey Club (Panel recommend transferring to Sport Equipment Grant)	Replacement of team playing shirts with indigenous playing shirts	\$1,072.50
Total		\$12,432.50

44. Sport Equipment Grants

45. The Sports Equipment grants application form was aligned with the Town's Strategic Community Plan outcomes.

46. The Town's internal Sports Equipment Grants Funding Assessment Panel consisted of Town officers:

- Club Development Officer – Clubs, Events and Bookings
- Manager, Infrastructure Operations
- Customer Relations Officer, Customer Relations
- Coordinator, Events, Arts and Funding

47. Applications were assessed individually and then received with a formal panel meeting by the Town's Sports Grants panel members in line with Policy 114 Community Funding and the criteria outline for the Vic Park Funding program.

48. The Town's initial assessment questions are as follows:

- Eligibility

- b) Applicant details (organisation, auspice arrangements etc.)
- c) Project details (brief description, risks, locations, dates etc.)
- d) Assessment criteria questions

49. The Town's assessment criteria questions are as follows:

Sports Equipment assessment criteria	Weighting per question per panel member
Question 1: What are you planning to purchase from the grant funding?	(Weighting 20%) <ul style="list-style-type: none"> Five points per panel member Total of 20 points available
Question 2: Why are uniforms and equipment necessary? Please explain the needs for the items.	(Weighting 30%) <ul style="list-style-type: none"> Five points per panel member Total of 20 points available
Question 3: How does the purchasing of uniforms or equipment align with the Town's Strategic Community Plan (2022-32 objectives)	(Weighting 40%) <ul style="list-style-type: none"> Five points per panel member Total 20 points available
Question 4: Is the sporting club located in the Town? If not, does the sports club service the Town of Victoria Park community?	(Weighting 10%) <ul style="list-style-type: none"> Five points per panel member Total 20 points available
	Total weighting for four questions = 100% Total score available = 80 points

50. The Sports Equipment funding attracted four applications, with a total requested of \$32,910.00.

51. It is recommended Council endorse four applications for a requested funding of \$6,947.50 (representing up to 25% of each application funding request to a maximum \$8000 for each application).

52. Evaluation summaries related to all Sport equipment grant applications, recommended, and not recommended, are provided in Attachment Four.

53. The Town recommends the following Sports Equipment Grant applications for endorsement by Council:

Applicants	Project	Amount
Swordfish Fencing Club	Scoring Systems for Growth	\$1,500.00
West Australian Marathon Club Inc.	LED Race Clock Update	\$1,447.50
Perth Cricket Club	Cricket Ball Fees – 2023-24	\$2,000.00

Curtin Victoria Park Cricket Club	CVPCC Equipment Costs	\$2,000.00
Total		\$6,947.50

54. There is proposed to be a second round of funding for Sports and Sports Equipment grants, estimated to be to the value of \$20,620.00.
55. Funding Administration.
56. Subject to Council endorsement, successful Art, Community, Sport and Sport Equipment applications will be notified of the decision within five business days of Council resolution.
57. If an applicant is not satisfied with the endorsed outcome, a complaint can be formally lodged via the Town's Customer Service Delivery Management Practice and complaints guidelines within 14 days of notification of successful and unsuccessful applications. Information on how to lodge a complaint will be contained within the letter and outlined in the Vic Park Funding section on the Town's website.
58. The Town encourages previous unsuccessful applications to contact the Town for feedback to support future applications.
59. Successful Art, Community, Sport and Sport Equipment grant applicants must complete the Town's acquittal reporting documentation within three months of the program or event's completion.
60. Decisions regarding funding or not funding grant applications are the responsibility of Council. Policy 009 Execution of Documents requires the execution of Grant Agreements for successful application by the Chief Executive Officer. However, as issue of a Grant Agreement is standard administration practice which utilizes a standard template, this report requests that Council provide authorization to the Manager of Community and Manager Place Planning to execute Grant Agreements in-lieu of the CEO as permitted under Clause 10 of Policy 009 Execution of Documents and 9.49A(4) of the *Local Government Act, 1995*.

Relevant documents

[Policy 009 Execution of Documents](#)

[Policy 114 Community Funding](#)

Further consideration

12.3 Draft Health & Wellbeing Strategy 2023-2028

Location	Town-wide
Reporting officer	Community Development Planner and Coordinator Community Development
Responsible officer	Manager Community
Voting requirement	Simple majority
Attachments	1. Draft Health & Wellbeing Strategy 2023-2028 [12.3.1 - 30 pages] 2. Engagement Report Health Wellbeing Strategy [12.3.2 - 8 pages]

Recommendation

That Council:

1. Approves the advertising of the Draft Health and Wellbeing Strategy 2023-2028 for public comment, as at Attachment one.
2. Requests the Chief Executive Officer to report the outcomes of the public comment period and present the Health and Wellbeing Strategy 2023-2028 back to Council in September 2023 for consideration.

Purpose

To present Council with the draft Town of Victoria Park Health and Wellbeing Strategy 2023-2028 and seek approval to release the strategy for public comment period.

In brief

- Public health planning will become a mandatory requirement under Part 5 of the *Public Health Act 2016* and will require each local government to produce a local public health plan which is consistent with the State Plan.
- The Health and Wellbeing Strategy 2023-2028 is a review of the Town's Healthy Vic Park Plan 2017-2022, elevating health and wellbeing to incorporate elements of a Community Development Strategy as an overarching strategy. This approach reduces duplication of planning processes, while elevating health and wellbeing across Council and assuring our commitment to putting planning for the health and wellbeing of our community at the heart of what we do.
- The draft Strategy was developed through extensive community and Elected Member engagement, stakeholder consultation, and background research.
- The Town is now seeking approval from Council to release the draft Strategy for public comment prior to returning to Council for final endorsement.

Background

1. The Town's Healthy Vic Park Plan 2017-2022 expired in June 2022.
2. In November 2022, the Town started review of the previous Plan, and development of a new Strategy. This started with analysis of the current situation using desktop research of state and interstate Public Health Plans, frameworks, better practice examples, and engagement with East Metropolitan Health Service and other key external stakeholders.
3. In December 2022, a workshop with Elected Members occurred to identify and clarify themes emerging as well as possible health priorities. Additionally, consultation with an internal working group was conducted to identify and clarify themes and priorities.

4. In December 2022, Town officers reviewed all significant previous engagement from 2019 to 2022 to help identify community priorities and shape engagement specifically for this project.
5. In February-March 2023, Elected Members were engaged to explore the potential of elevating the Plan to incorporate the Community Development Plan creating one strategy for the Town with a working title of Health and Wellbeing Strategy.
6. In April 2023, community engagement was completed through a community online survey with key findings shared with Elected Members at a Concept Forum in May 2023. Based on this feedback and other research, Elected Members were asked to discuss and refine key focus areas for the Strategy.
7. Between May-June 2023, feedback from the Elected Members and recent community engagement was used to draft the Health and Wellbeing Strategy, ready for public comment in July 2023.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Developing defined approaches for how the Town supports community's health and wellbeing to effectively plan and manage resources and performance.
CL2 - Communication and engagement with the community.	Communicating with and seeking involvement from community and stakeholders with interests in improving health and wellbeing is critical to improving outcomes and social change.

Economic	
Community Priority	Intended public value outcome or impact
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	Developing and implementing a strategy that supports community connection by activation and community activity of activity centres and hubs to positively enhance health and wellbeing.

Environment	
Community Priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	Developing and implementing a strategy that supports initiatives and community capacity building to make educated choices related to environmental impacts on community health and wellbeing.
EN3 - Enhancing and enabling liveability through planning, urban design and development.	Developing and implementing a strategy that supports enhanced liveability in the built environment to enhance community health and wellbeing.
EN4 - Increasing and improving public open spaces	Developing and implementing a strategy that increases access to quality spaces that support our community to be physically active.
EN5 - Providing facilities that are well-built and well-maintained.	Developing and implementing a strategy that supports facilities that positively enhance our community's health and wellbeing.
EN6 - Improving how people get around the Town.	Developing and implementing a strategy that supports and are leaders in active transport and infrastructure.

Social	
Community Priority	Intended public value outcome or impact
S1 - Helping people feel safe.	Developing and implementing a strategy that supports the safer neighbourhoods plan to proactively plan, facilitate and deliver

	initiatives aimed at helping people feel safe.
S2 - Collaborating to ensure everyone has a place to call home.	Developing and implementing a strategy that supports the homelessness action plan to proactively plan, facilitate and deliver initiatives aimed at ensuring everyone has a place to call home.
S3 - Facilitating an inclusive community that celebrates diversity.	Developing and implementing a strategy that supports other plans and service delivery to proactively plan, facilitate and deliver initiatives aimed at enhancing a sense of inclusivity, that also celebrates diversity within the community.
S4 - Improving access to arts, history, culture and education.	Developing and implementing a strategy that supports other plans and service delivery to proactively plan, facilitate and deliver initiatives aimed at improving access to culture and education opportunities.

Engagement

Internal engagement	
Stakeholder	Comments
ToVP working internal group: Communications Community Development Economic Development Environmental Health Leisure Facilities Library Parking & Rangers People & Culture Place Planning Social Impact Urban Planning	Participation in staff workshop and discussion/review draft document.
Elected Members	Participation in workshop in December 2022 and Concept Forum in May 2023 to provide feedback and guide the document development. Participation via Elected Member Portal in February and March to consider the shift from plan to strategy. Participation again via Elected Member Portal for additional feedback after May Concept Forum.

External engagement	
Stakeholders	1. Residents / Ratepayers 2. Broad community 3. Participants of programs and services across the Town 4. Not for profit sector
Period of engagement	Dec 2022- April 2023

Level of engagement	2. Consult
Methods of engagement	<ol style="list-style-type: none"> 1. Your Thoughts Engagement Platform - Online survey (260 responses) 2. Pop-up engagement at programs and services across the Town 3. Direct emails to community networks 4. Staff engagement workshops 5. Follow up internal conversations 6. Feedback from East Metropolitan Health Service - Department of Health (EMHS)
Advertising	<ol style="list-style-type: none"> 1. Your Thoughts project page 2. Town website 3. Social media 4. Paid Facebook advertising 5. Flyers at Town facilities 6. Direct emails to community networks 7. Pop-up engagement at programs and services across the Town
Submission summary	See Attachment 2 Engagement Report – Health & Wellbeing Strategy
Key findings	See Attachment 2 Engagement Report – Health & Wellbeing Strategy

Other engagement	
Stakeholder	Comments
East Metropolitan Health Service - Department of Health (EMHS)	Throughout the development of the Strategy, Town officers have regularly met and engaged with EMHS to provide support around legislative requirements, as well as state health priorities and alignment to our local health priorities.
City of Perth	City of Perth are currently developing a similar framework and Town officers have been in contact with and liaising with City of Perth officers throughout the development of the Strategy.
City of Vincent	Town officers met with City of Vincent to discuss public health planning successes, challenges and opportunities.
City of Mandurah, City of Armadale, City of Kwinana, EMHS	Local government officers and EMHS created a public health planning group to discuss public health planning successes, challenges and opportunities.

Legal compliance

Not applicable.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.				Low	
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Not applicable.				Low	
Reputation	Not releasing the draft plan for public comment means there is a significant risk that stakeholders are unable to provide feedback which could lead to dissatisfaction with the Town and Council.	Moderate	Likely	High	Low	TREAT risk by approving release of the draft Health & Wellbeing Strategy 2023-2028 for public comment.
Service delivery	Not applicable.				Medium	

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	<p>Additional funds may be required in future budgets, however the amounts required will be determined via further investigation, aligned to proposed priority works.</p> <p>Future budget impacts will be considered by Council through the budget deliberation process prior to works / activities being endorsed and undertaken.</p>

Analysis

8. The key purpose of the Town's Health & Wellbeing Strategy is:

- To define the Town's strategic intent and alignment to health and wellbeing;

- To take a proactive approach to preventative health with a focus on achieving long-term public health outcomes and
 - To define how the Community Development Team, and wider Town staff will work across identified focus areas.
9. Based on community feedback and research findings, the draft strategy proposes three key pillars.

Pillars	Supporting statement
Healthy & Active	A Town that empowers and enables its community to achieve optimal mental, physical, and social wellbeing.
Empowered & Connected	A Town that enables social connection and embraces equity, diversity, and inclusion in the community.
Safe & Resilient	A Town that is adaptable and resilient to change and dedicated to a safe and sustainable community.

10. As this document is a strategy, it is utilised to set strategic intent through key pillars and approaches. Town officers will then develop an annual Action Plan which will define specific actions including outcome areas, deliverables, resources, lead/partners, and the year that action will be undertaken across 2023 – 2028, aligned with the Town’s annual budget and this Strategy.
11. To reflect the overall outlined strategic intent and focus of this Strategy, combined with industry research and benchmarking, and practical application, Town officers have proposed it to be called ‘Health & Wellbeing Strategy’.
12. Based on the social determinants of health framework, Town population, demographics, health priorities and strategic direction, this Strategy has identified priority populations to assist with focusing efforts on equity and inclusion.
13. Identified priority groups include Aboriginal people, Culturally and Linguistically Diverse (CALD) populations, Families, LGBTQIA+ population, People with disabilities, People experiencing family domestic violence, People experiencing or at risk of homelessness, People from socio-economically disadvantaged backgrounds, Seniors, Women and Youth.
14. Identifying priority populations assist the community development team as well as across the wider Town to prioritise resources and align key focus areas to include but not limited to: access and inclusion, diversity, health, homelessness, reconciliation, community safety, and youth development.
15. The inclusion of aspects of a community development strategy into the Health and Wellbeing Strategy has allowed integration of a community development approach to be established, including the outlining of ‘how’ the Strategy will be delivered and embedded utilising aspects such as Guiding Principles, Functions and Responsibilities, Key Practice Areas, defined roles, and a Social Change Model.
16. The draft Health & Wellbeing Strategy 2023-2028 is now presented to Council for advertising for public comment for a three-week period. During this time, the Town will seek feedback from the relevant stakeholders.
17. Upon integration of relevant feedback, the final Health & Wellbeing Strategy 2023-2028 will be presented to Council for formal adoption.

Relevant documents

[Healthy Vic Park Plan 2017-2022](#)

Further consideration

12.4 Preferred Growth Scenario for the Albany Highway Precinct

Location	East Victoria Park St James Victoria Park
Reporting officer	Place Leader (Strategic Planning)
Responsible officer	Manager Place Planning
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none"> 1. Albany Highway - Draft Built Form Strategy (Shape Albany Highway) April 2023 [12.4.1 - 49 pages] 2. Albany Highway - Concept Design Summary Report (Shape Albany Highway) April 2023 [12.4.2 - 25 pages] 3. Albany Highway - Public Realm Strategy (Shape Albany Highway) April 2023 [12.4.3 - 61 pages] 4. Albany Highway - Transport Strategy (Shape Albany Highway) April 2023 [12.4.4 - 79 pages] 5. Albany Highway - Concept Design Engagement Outcomes Report (Shape Albany Highway) [12.4.5 - 29 pages]

Recommendation

That Council:

1. Receive the Engagement Summary Findings of the Stage 2A Shape Albany Highway engagement campaign.
2. Endorse the Combined Scenario as the Preferred Growth Scenario for preparing the Draft Albany Highway Precinct Structure Plan, subject to its further refinement to address and/or consider:
 - (a) stakeholder and community submissions received to date;
 - (b) detailed comments and advice of State Government service agencies and utility providers;
 - (c) the recommendation and advice of the Town's Mindeera and Access and Inclusion Advisory Groups; and
 - (d) the findings and recommendations of the technical and feasibility reports prepared by the Town's sub-consultants to underpin the Draft Albany Highway Precinct Structure Plan project.
3. The CEO to provide a further report to Council seeking consent to advertise the Draft Albany Highway Precinct Structure Plan, prior to the commencement of statutory advertising.

Purpose

For Elected Members to endorse a preferred growth scenario prior to preparation of the Draft Albany Highway Precinct Structure Plan for the proposed Albany Highway Secondary Activity Centre.

In brief

- Albany Highway is designated a 'Secondary Centre' under the Town's Local Planning Strategy. The Town is therefore required to prepare a Precinct Structure Plan to guide growth and development within the precinct boundary.
- Stage 2A of the project is now complete and involved the testing of 'Distributed' and 'Concentrated' growth models with a Community Reference Group (CRG). Aspects of both models were supported across the project area, and lead to the development of a third 'Combined' growth scenario.

- The 'Combined' growth scenario and informing draft strategies related to built form, transport and the public realm, were then subjected to a broad, Town-wide engagement campaign.
- The 'Combined' growth scenario received general support, with several stakeholders and landholders providing detailed site-specific comments in addition to their broad support of the growth scenario modelling.
- It is recommended that Council endorse the 'Combined' growth scenario as the Preferred Growth Scenario to inform preparation of the Draft Albany Highway Precinct Structure Plan.

Background

1. The Town’s Local Planning Strategy identifies Albany Highway as a Secondary Activity Centre which requires a Precinct Structure Plan (PSP), in accordance with State Planning Policy 4.2, to guide future updates to the local planning framework and shape how the Albany Highway precinct will grow and change into the future.
2. The Town of Victoria Park engaged Hatch RobertsDay to develop a PSP for the Albany Highway Secondary Centre at the May 2021 Ordinary Council Meeting.
3. In 2021 the Town commenced the ‘Shape Albany Highway’ project, the Town’s community engagement campaign that has informed the development of the Albany Highway Precinct Structure Plan (AHPSP).
4. Stage 1 of Shape Albany Highway focused on exploring how residents, businesses and visitors would like to see the iconic Albany Highway area grow and change into the future. The community participated through workshops, listening posts, online surveys, and targeted stakeholder interviews.
5. Findings were summarised in two reports: Albany Highway Today, which gives a snapshot of how the Highway feels and functions today, and Albany Highway Tomorrow, which gives a detailed overview of the community’s aspirations for each sub-precinct in the Albany Highway precinct.
6. Stage 1 also identified Albany Highway as a complex and layered place made up of six distinct sub-precincts. Aspirational growth opportunities were summarised into 18 central ideas, responding to the design elements set out in State Planning Policy 7.2 and providing a vision for the AHPSP.
7. Stage 2 was initiated at Council’s June 2022 Ordinary Council Meeting to progress the growth modelling for the Albany Highway Precinct, resulting in the modelling of three growth scenarios.
8. The third ‘Combined Growth Scenario’ was borne out of CRG feedback on initial ‘Distributed’ and ‘Concentrated’ growth models that were presented and tested with them through a series of workshops, which identified support for both scenarios to various extents across the 6 identified sub-precincts within the Albany Highway Precinct Structure Plan area.
9. An Elected Members workshop took place in March 2023 to discuss the outcomes from the scenario testing prior to launching the Town-wide Stage 2A ‘Shape Albany Highway’ engagement campaign.
10. Council’s endorsement of a Preferred Growth Scenario is a major project milestone, that will enable progression to the formal preparation stage of the Draft Albany Highway Precinct Structure Plan.

Strategic alignment

The AHPSP is a strategically significant multi-year project identified in the Town’s Corporate Business Plan. It is linked to the following outcomes of the Town’s Strategic Community Plan:

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 - Communication and	Ensure a high level of public awareness of the project. Ensure the

engagement with the community.	views of residents, business operators, visitors and major landowners are reflected in future built form, land use and public realm design standards
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Economic

Community Priority	Intended public value outcome or impact
EC1 - Facilitating a strong local economy.	The PSP will support sustainable residential and employment growth to sustain local businesses
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	The PSP approach seeks to future-proof Albany Highway as a vibrant and diverse activity centre by encouraging a diversity of destination and convenience retail, entertainment and hospitality uses and new community, cultural, commercial and employment uses that are needed to create a self-sustaining and resilient place.

Environment

Community Priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	The AHPSP aims to enhance biodiversity and amenity through public realm improvements
EN3 - Enhancing and enabling livability through planning, urban design and development.	The AHPSP will encourage high quality development that contributes to a varied and contextual urban form
EN4 - Increasing and improving public open spaces	The AHPSP will identify opportunities to broaden and strengthen public realm experiences with an aim to make it more pedestrian and cycle friendly and giving more space to people, planting, and biodiversity.
EN6 - Improving how people get around the Town.	Supports Integrated Transport Strategy and modal shift through improved transport solutions and integrated planning and design mechanisms. Recommendations from the AHPSP for the public realm will be investigated and where possible delivered via the Integrated Transport Program.

Social

Community Priority	Intended public value outcome or impact
S2 - Collaborating to ensure everyone has a place to call home.	To ensure transparency and inclusiveness the project has involved working collaboratively with key stakeholders and community groups to meaningfully respond to their values and priorities for the precinct.
S3 - Facilitating an inclusive community that celebrates diversity.	The AHPSP will build on cultural capital through focused support for creative and cultural uses

Engagement

Internal engagement

Elected Members	Hatch RD Workshop
Mindeera Advisory Group	Inform: <ul style="list-style-type: none"> Project discussed at Advisory Group Meeting held December 2022.

	<ul style="list-style-type: none"> Further engagement is required as part of the next phase of the project, including detailed consideration of aboriginal cultural heritage generally and at a site-specific level for significant sites within/adjacent to the PSP area.
Project Control Group (Chief Community Planner, Manager Place Planning, Manager Urban Planning, DPLH staff, lead consultant Hatch Roberts Day)	<p>Collaborate (ongoing):</p> <ul style="list-style-type: none"> Various meetings at critical stages/project milestones to ensure Town's administration and DPLH officers (responsible for assessing and recommending approval of the final PSP) are aware and aligned as far as possible to: <ul style="list-style-type: none"> Capture/integrate broader contextual and State/metropolitan issues that may have implications for the project; and Promote early identification of critical matters to minimise future assessment hurdles and promote efficient/favourable processing and consideration of the PSP by State Government agencies.
Access and Inclusion Advisory Group	<p>Inform</p> <ul style="list-style-type: none"> Project discussed at Advisory Group Meeting held 31 October 2022 Feedback on the initial draft transport strategy has been incorporated to elevate and further clarify the need to address the accessibility and inclusion needs of all user groups and stakeholders, including those with varying levels of mobility.
Economic Development	Pracsys - Draft Economic Strategy
Property and Leasing	Cygnet West – Market Feasibility
Internal service areas (Urban Planning, Engineering, Place Planning, Community Development, Property and Assets)	Internal service area engagement has occurred regularly to inform the lead consultant team and sub-consultants engaged to undertake the various technical and feasibility reports, and the development of the three draft informing strategies related to built form, mobility and access and the public realm/landscape design.
Comments	<p>Internal comments and feedback from a strategic planning, urban design, social, economic, environmental and urban forestry perspective, and to ensure alignment with the Town's Strategic Informing Strategies, has been received at multiple stages.</p> <p>This has been collated and referred to the consultant team for actioning and additional meetings held when necessary. The feedback has been incorporated into the draft Strategies that were advertised for external engagement.</p> <p>Further internal engagement will be extensive and ongoing throughout Stage 2B (formal draft PSP preparation) and in later Stage 3 (State Government assessment/approval of PSP and development of suite of technical documents and local planning framework instrument changes to support implementation of the PSP).</p>

External engagement	
Stakeholders	<p><u>Albany Highway Community Reference Group</u> – providing early input into the design and development of conceptual precinct planning options. The group consisted of 17 members and successful candidates reflected a broad and diverse cross section of Town residents, business owners and well-known community organisations.</p> <p><u>Major Landowners:</u></p> <ul style="list-style-type: none"> • Vicinity Group • Hawaiian Pty Ltd • Major Holdings <p><u>Design Review Panel</u></p> <p><u>Other</u> - Business Owners, Residents, Visitors, Ratepayers</p>
Period of engagement	<p>Community Reference Group (October to November 2022)</p> <p>Major Landowners (June 2022 to May 2023) - <i>ongoing</i></p> <p>Design Review Panel (14 November 2022)</p> <p>Project Control Group (28 November 2022)</p> <p>Online Community Survey (1st to 29th May 2023)</p>
Level of engagement	<p>2. Consult</p> <p>3. Involve</p> <p>4. Collaborate</p>
Methods of engagement	CRG workshops, online survey, face to face meetings, written submissions.
Advertising	<p>Shape Albany Highway campaign:</p> <ul style="list-style-type: none"> • Perth Now Newspaper Advertisement, • Town website, posters, social media (post and promoted). • 5000 A6 Flyers to properties located within and adjacent to the Albany Highway PSP area/growth corridor. • 1800 Letters to non-resident landowners within 800m • Direct emails to: Health Register Master List (i.e.. All food businesses located along Albany Highway), Registered Stage 1 submitters, Major landowners; Other • E-vibe and Business E-News promotions
Submission summary	<p>35 Online Surveys completed</p> <p>1,200 visits to Your Thoughts page</p> <p>597 document downloads</p> <p>779 Aware participants</p>
Key findings	<ul style="list-style-type: none"> • The process was widely promoted and gained a high level of community awareness. • The feedback has provided valuable insights, and the data indicates the community, landowners and key stakeholders are broadly supportive of the proposed recommendations and the 'Combined' Growth Scenario as the basis upon which to prepare the Draft Albany Highway Precinct Structure Plan.

- Respondents were broadly very satisfied with the plans proposed, which are considered by the majority to reflect a balanced and reasonable approach.
- Strategies to promote urban vitality, people-centric, pedestrian and cycle friendly, green and safe streets are strongly aligned to local expectations.
- Detailed and site-specific comments have been received however, these are capable of being considered and/or addressed through the subsequent stages of the project.

The findings from the engagement are summarised in detail within the Concept Design Engagement Outcomes Report (refer Attachment 5).

Other engagement

Public Transport Authority	Supports the growth modelling and overall strategy for high density along the transport corridor.
Heritage Council WA	Support. The three draft strategies are well considered documents that give due regard to the character and heritage values of the Albany Highway precinct. Additional clarification and identification of specific heritage places is recommended, with consideration of how specific public realm interventions may have potential visual or setting impacts on these places.
Department of Education	No in-principle objection. Forward planning will be critical in ensuring adequate provision of public schooling services as residential population growth increases over time.
Water Corporation	<p>The growth modelling envisages a significant increase in residential population that will necessitate upgrades in wastewater and reticulated water infrastructure. Upgrades will be triggered at building stage by individual developments fronting or supplied by undersized infrastructure as the Water Corporation is not funded to upgrade reticulation or wastewater mains to meet the needs of individual development sites.</p> <p>The intensification/infill of further residential population within the Armagh Street Wastewater Pumping Station Odour Buffer area (150 metre radius) is not supported.</p>
Department of Planning, Lands & Heritage (DPLH)	DPLH are generally supportive of the way the project is progressing, notwithstanding that an assessment of the more detailed provisions such as specific heights has not yet taken place. DPLH is particularly pleased that the Town considered earlier comments regarding the precinct boundary and consideration of related strategic planning in the area.
MainRoads WA	Officers have advised the Town that MRWA will provide comments, however these are yet to be received at the time of writing this report.
Key Findings	<ul style="list-style-type: none"> • Responses received from State Government agencies are generally very positive and support the general approach and vision for Albany Highway as envisaged in the draft strategies and growth scenario modelling. • Detailed and site-specific comments have been received; however these are

capable of being considered and/or addressed through the subsequent stages of the project.

Legal compliance

[Planning and Development Act 2005](#)

State Planning Policy 7.2 'Precinct Design' and its associated Guidelines have been made and apply to local government planning frameworks in accordance with Part 3 of the *Planning and Development Act 2005*.

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

The preparation and approval of Precinct Structure Plans is governed by Part 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Formal advertising and approval of the Draft PSP to be developed during Stage 2B of the project will occur during the final third stage of the project when the PSP will be formally assembled for approval by the WAPC in accordance with its published manner and form requirements.

Stage 3 will also include preparation of the recommended changes to the local planning scheme and policy framework to support implementation of the PSP.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Delaying or not progressing the project could result in additional costs associated with longer project timeframes.	Moderate	Likely	High	Low	TREAT risk by endorsing the 'Combined' Growth Scenario to enable progression to the next stage of the project, namely the formal preparation of the Draft Albany Highway Precinct Structure Plan.
Financial	Delaying or not progressing the project would result in development controls remaining outdated impacting growth and development within the Albany Highway precinct.	Moderate	Likely	High	Low	TREAT risk by endorsing the 'Combined' Growth Scenario to enable progression to the next stage of the project, namely the formal preparation of the Draft Albany

						Highway Precinct Structure Plan.
Environmental	Delaying or not progressing the project would result in outdated development controls not being updated to address contemporary best practice environmental and climate sensitive urban design principles and would delay the transition to more sustainable building and development practices along the Town's major growth corridor.	Moderate	Unlikely	Low	Medium	TREAT risk by endorsing the 'Combined' Growth Scenario to enable progression to the next stage of the project, namely the formal preparation of the Draft Albany Highway Precinct Structure Plan.
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Delaying or not progressing the project would prevent the Town from meeting its obligations under State Planning Policy making it difficult for the Town to negotiate better planning and development outcomes.	Moderate	Unlikely	Low	Low	TREAT risk by endorsing the 'Combined' Growth Scenario to enable progression to the next stage of the project, namely the formal preparation of the Draft Albany Highway Precinct Structure Plan.

Reputation	Delaying or not progressing the project would not align with community expectations following the extensive community engagement undertaken to date.	Moderate	Unlikely	Low	Low	TREAT risk by endorsing the 'Combined' Growth Scenario to enable progression to the next stage of the project, namely the formal preparation of the Draft Albany Highway Precinct Structure Plan.
Service delivery	Delaying or not progressing the project would prevent the Town's administration from meeting its obligations under the Local Planning Strategy and Corporate Business Plan.	Moderate	Unlikely	Low	Medium	TREAT risk by endorsing the 'Combined' Growth Scenario to enable progression to the next stage of the project, namely the formal preparation of the Draft Albany Highway Precinct Structure Plan.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	<p>The AHPSP project is comprised of three Stages.</p> <p>A total budget of \$524,341 was awarded to the consultant as per the Tender Contract. Under the contract agreement, the consultant can review costs at the commencement of each Stage of the project.</p> <p>Communication, Advertising and Legal Fees were not included in the original budget.</p> <ul style="list-style-type: none"> Stage 1 is complete: <i>An additional \$30,000 was included in the Total Budget for the administration of all stages.</i> Stage 2 is in progress: <i>An additional \$34,600 has been approved for 3D Modelling and includes a review of consultant costs.</i> Stage 3 not started: An additional \$32,000 has been requested in the 2023/2024 budget as part of the cost review for Stage 3. <p>A total budget of \$619,000 has been applied to the project.</p>

Analysis

11. Stage 2 of the AHPSP is broken into two phases:
 - (a) Phase 2A Envision, to imagine the possibilities for Albany Highway and explore conceptual future growth scenarios; and
 - (b) Phase 2B Design, to synthesise background review findings, preferred concept, engagement outcomes and place visioning into a draft PSP.
12. For Stage 2A, the project team built on the 18 big ideas from Stage 1 and modelled three growth scenarios and supporting recommendations to address SPP 7.2 design elements. These have been documented in the following three draft informing strategies:
 - (a) Draft Albany Highway Built Form Strategy;
 - (b) Draft Albany Highway Mobility and Access Strategy; and
 - (c) Draft Albany Highway Public Realm Strategy.
13. The growth modelling work, informing strategies, and growth scenario testing outcomes with the CRG that lead to the development of a third Combined Growth Scenario were also summarised in a Concept Design Summary Report (refer Attachment 2).
14. The Concept Design Summary Report and three draft informing strategies were released for broad community engagement in May 2023.
15. A series of built form attributes were developed, based on the agreed direction of the Albany Highway Tomorrow report and in response to:
 - (a) A technical review of recently approved developments alongside a review of exemplary development projects elsewhere, to identify potential reforms to Albany Highway's existing built form framework.
 - (b) An evaluation of the current TPS1 Planning Framework identified numerous issues with the Town's current planning controls for Albany Highway which have failed to achieve desired development outcomes, as evidenced by low rates of dwelling growth, inconsistent architectural quality, limited retail diversity, and low levels of local employment.
16. The draft Albany Highway Public Realm Strategy features a series of typologies that have been extracted from global best practice examples of giving space back to people and the environment (refer Attachment 3).
17. Public realm improvements will provide opportunities for a range of intervention approaches, ensuring diversity in the delivery of the vision for a more pedestrian and cycle friendly Highway.
18. The draft Albany Highway Mobility and Access Strategy recommends transport upgrades for the Precinct to support modal shift and the ideas established in the Tomorrow report. It reflects evidence-based best practice transport planning and existing government policy (refer Attachment 4). Where possible, the recommended transport and access upgrades align with the objectives of the draft Albany Highway Public Realm Strategy.
19. Scenario Testing commenced with development of two growth scenarios: 'distributed' and 'concentrated' growth scenarios - that explored and tested various ways to increase Albany Highway's maximum development capacity, through greater building heights and plot ratio.
20. The Distributed model limited maximum building height, with future growth distributed along the Highway and into some surrounding areas.
21. The Concentrated model contained the majority of growth to existing commercial properties along Albany Highway itself, with demand met through increased development on major sites.

22. Both scenarios support significant changes to the planning framework and will increase the number of dwellings and amount of employment-generating floorspace within the activity centre, and by extension the number of residents and workers in the local area.
23. Change is expected to be gradual, with an anticipated increase in precinct population of between 18% and 36% by 2033, or 400–800 new units completed over a ten-year period.
24. In August 2022, the Town advertised an Expression of Interest process for residents, businesses and community groups to be involved in the Albany Highway Precinct Community Reference Group (AHCRG). The aim of the group was to provide early input into scenario models and precinct design responses. The group was invited to participate in 3 x 3hr focus group discussions which incorporated interactive design exercises and closed-group online activities.
25. Through consultation and review of the growth scenarios, built form attributes and supporting strategies, alongside the AHCRG, a third 'combined' growth scenario was developed (Combined Growth Scenario).
26. The Combined Growth Scenario is a direct reflection of AHCRG feedback, and technical market and economic advice. It concentrates future growth within a limited number of major sites and distributes the remaining opportunities for future development at a lower intensity over a wider area.
27. The combined scenario was refined and evaluated to arrive at the draft directions outlined in the draft Albany Highway Built Form Strategy, which is intended to form the basis of preparing the PSP (refer Attachment 1).
28. The draft Albany Highway Built Form Strategy responds to the six identified sub-precinct areas along the Highway, which are based on an analysis of established character. Proposed development outcomes for each sub-precinct have been further developed to create a diverse and varied future urban character while maintaining the positive attributes of the existing character.
29. The draft informing strategies, along with the Concept Summary Report, have been the subject of a comprehensive and extensive engagement process, with formal advertising over 4 weeks from 1st to 29th May 2023 (with some extensions granted to State Government agencies).
30. With the Combined Growth Scenario being identified as the preferred option by the AHCRG and supported by feasibility testing, phase 2A Shape Albany Highway engagement activities were aimed at seeking a broad level of support in progressing this option into the PSP.
31. An online survey was prepared in line with the Concept Design Summary Report, seeking feedback on the Combined Growth Scenario, built-form attributes, sub-precinct visioning and community priorities for each sub-precinct.
32. The survey was promoted extensively through social media, online advertisements, direct emails and letters to business and landowners and a flyer drop to local residents.
33. A Concept Design Engagement Outcomes Report is contained in Attachment 5 which provides details on the survey and responses.
34. In total, there were 779 participants aware of the process, with just 35 people submitting completed surveys, plus 11 written submissions: 6% of aware participants provided a response. This data indicates the community is broadly supportive of the proposed recommendations put forward in the draft Built Form, Transport and Public Realm Strategies, as the Town progresses into the next phase of the project.
35. Of the 35 online survey responses, the majority supported the combined scenario, with 69% in support, 17% neutral and 14% opposed.

36. More than 70% of respondents showed somewhat support for major sites, solar transition, solar access, street interface, heritage response, and height and plot-ratio built form attributes, and 60% supported the upper-level setbacks and street walls.
37. Approximately 80% of respondents either 'somewhat supported' or 'strongly supported' the public realm streetscape typologies.
38. Between 70-80% of respondents 'somewhat supported' or 'strongly supported' the movement and mobility principles, but there were mixed views in relation to balancing pedestrian and cycle activity.
39. Some of the key themes arising from the general survey feedback include:
 - (a) Prioritising affordable living (not just housing);
 - (b) Parking and traffic management, on the Highway and in adjoining residential streets;
 - (c) Short-term pickup bays for goods and delivery vehicles (e.g. Uber eats);
 - (d) Laneway activation and surveillance;
 - (e) Ecologically Sustainable Design (ESD) Building Standards – including Green Roofs and Green Walls;
 - (f) Support for more arts and culture as a top priority;
 - (g) Better cycling infrastructure; and
 - (h) Accessibility for people with mobility issues.
40. In addition to the survey responses, the Town received several written submissions, primarily from major landowners and State Government agencies.
41. Major landowners were generally supportive of the process to date and the Town's vision for re-imagining the Albany Highway Precinct however, further consideration needs to be given to refinement of site-specific development requirements and community benefits.
42. Stakeholder feedback on the draft strategies will guide and inform the Draft AHPSP and subsequent Public Realm Guidelines, which will be released for more community feedback as part of phase 2B, later in the year.
43. Key matters that need to be addressed in the next phases include:
 - (a) A more detailed consideration of the impacts of anticipated future growth of the precinct structure planning area on affordability, both in terms of impacts on existing stocks of affordable housing and accessibility to affordable commercial floor space, albeit with the understanding that growth is expected to occur slowly, in an incremental manner. This analysis should also consider measures to incentivise or mandate the inclusion of affordable housing and/or commercial floor space, particularly for large scale developments where such measures are more financially viable and/or where variations are being sought to development standards or developers are seeking greater density, height or plot ratio;
 - (b) The need for a clear strategy for the provision of 'community benefits' in new development to ensure an equitable and transparent plan is in place, providing certainty to the Town, landowners and the broader community on the outcomes/ public benefits expected to be provided through the private development process. Particularly as additional density, height, plot ratio or other variations to development standards are being sought by private developers;
 - (c) Review of existing local planning scheme provisions and policies applicable to development within the Albany Highway PSP area (in Stage 3) to ensure the effective implementation of the PSP through appropriate statutory planning provisions.
 - (d) Review and refinement of the development controls for major, strategically significant sites and ongoing engagement with these landowners to reduce the need for Local Development Plans or other site-specific local planning framework instruments in addition to the PSP itself.
44. In view of the above, it is recommended that the Council endorse the Combined Growth Scenario as the preferred growth scenario.

45. Endorsement of the Combined Growth Scenario as the preferred growth scenario by Elected Members will enable the next phase of the project to proceed, being the formal preparation of the draft AHPSP and accompanying implementation documentation.
46. Once the draft suite of documents is prepared, they will be presented to a future Council meeting seeking Elected Member consent to undertake statutory advertising and formal referral to State Government agencies and utility service providers.
47. The statutory advertising period is expected to last for at least 6 weeks, after which the submissions will be considered.
48. Subject to the engagement outcomes (and provided the PSP documents are not considered to require substantial further changes) a further report will then be provided to Council, with a recommendation on whether to refer the draft AHPSP to the Western Australian Planning Commission for final approval, with or without modifications.

Relevant documents

[State Planning Policy 4.2 Activity Centres for Perth and Peel](#)

[Draft State Planning Policy 4.2 - Activity Centres](#)

[State Planning Policy 7.3 Precinct Design Guidelines](#)

[Town of Victoria Park Local Planning Strategy](#)

[Shape Albany Highway](#)

Further consideration

13 Chief Operations Officer reports

13.1 Read Park - Proposal to dispose of portion by lease

Location	Read Park, 500 Albany Highway, 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. X X- X-4- Market- Rental- Valuation- Report- Portion-of-500- Albany- Hwy- Read- Park [13.1.1 - 26 pages]2. CONFIDENTIAL REDACTED - X X- X-5 Jackson Mc Donald Letter - JM to Town of Victoria Park - Read Park advice on trust deed fin [13.1.2 - 5 pages]3. Council Approval letter & plans~ ARK - Read Park - 5.2022.393.1 [13.1.3 - 16 pages]4. 7 Community comments received regarding the proposal at Read Park [13.1.4 - 3 pages]

Recommendation

That Council:

1. Approves the lease of a 30m² portion of Read Park to Finman Pty Ltd for a term of five years for the development of a sea container in accordance with development approval (DA Ref No.: 5.2022.393.1) dated 28 March 2023 (Attachment 3) at 500 Albany Highway, Victoria Park together with a non-exclusive licence to Finman Pty Ltd for a 15 m² deck, footpath extension and any other ancillary infrastructure, subject to:
 - a. All required regulatory approvals from the Town of Victoria Park being successfully obtained and any conditions thereon being complied with by the proponent, including but not limited to any applicable requirement of development approval, building permit, environmental health approval and any other forms of approval required by the Town's Local Laws;
 - i. The rent being set at a fair market rental of \$4,000 per annum, plus GST, plus outgoings;
 - ii. Lease and licence terms to comply with relevant and applicable provisions of Policy 310 Leasing;
 - iii. All costs and expenses of implementing this proposal to be the responsibility of Finman Pty Ltd;
 - iv. Finman Pty Ltd to facilitate at its cost either of the following subject to the written approval of the Town and any conditions of approval set by the Town:-
 - A. The provision of the ground floor space as a fitted out multi-purpose community recreational space such as a community meeting space, pop up events such as art displays and community workshops. The proponent to manage the facility, including taking responsibility for opening and closing at the beginning and end of the day, as well as cleaning maintenance for the upstairs and downstairs areas;
 - B. Subletting, sublicensing and/or hire of the ground floor space fitted out for community recreational purposes to a charitable or not for profit organisation.
2. Delegate to the Chief Executive Officer the authority to negotiate and enter into a lease and any other documentation required to give effect to 1. above.
3. Notes the submissions that were received during the prescribed statutory advertisement period under Section 3.58 of the Local Government Act 1995, and records that the reasons for proceeding with the

proposal include the social, place activation and amenity benefits referred to in the officer report on this item.

Purpose

This report is for Council to consider submissions received further to the advertisement of a proposed lease disposal of a 30m² portion of 500 Albany Highway, Victoria Park, for a period of up to five years by way of a lease under section 3.58 of the Local Government Act 1995, further to Council resolution 133/2022 dated 21 June 2022.

In brief

- The Town is the freehold owner of 500 Albany Highway, Victoria Park (Read Park).
- Read Park is reserved for 'Parks and Recreation' under the Town of Victoria Park Town Planning Scheme No. 1. In addition, the land comprising Read Park is subject to a historic Deed of Trust.
- The Deed of Trust includes a declaration that several properties (including Read Park) be held for the people for recreation purposes.
- The Town received a proposal from an adjacent property owner at 484 Albany Highway to install a sea container in Read Park. The rooftop of the sea container will abut the first-floor level of 484 Albany Highway and is intended to provide an outdoor dining space for Sonder Café, with views over Read Park. The ground floor sea container will provide a flexible community space that can be used to activate Read Park at ground level.
- Policy 310 Leasing provides standard tenure guidelines for lease agreements.
- A local government may dispose of a property by way of a lease in accordance with section 3.58 of the *Local Government Act 1995*.
- Legal advice has been obtained from Jackson McDonald confirming that the proposal does not breach the terms of the Deed of Trust.
- Further to Council resolution 133/2022 dated 21 June 2022, the proposed lease has been advertised as required in terms of Section 3.58 of the Local Government Act 1995.
- Seven submissions have been received and are presented in Attachment 4 of this report.
- In Section 3.58 of the Local Government Act 1995, the Council must consider the submissions made to it, and the Council's decision and the reasons for it are required to be recorded in the minutes of the meeting at which the decision was made.
- A development application for the proposal was submitted to the Town in October 2022 and was approved by the Town on 21 March 2023.

Background

1. Read Park consists of several adjoining lots. The legal description of the land is Lot 124 on Diagram 11084, Lot 125 on Plan 2916, Lot 126 on Diagram 10665, Lot 127 on Diagram 7442, Lot 128 on Plan 2916, Lot 129 on Plan 2916 and Lot 130 on Plan 2916. The land is reserved for Parks and Recreation under the Town of Victoria Park Town Planning Scheme No. 1.
2. Read Park comprises 7838 m² land used as a recreation reserve with lawns, extensive tree canopy cover, a playground, an ablution facility, and a community garden. The community garden area is approximately 925m² and is subject to a peppercorn lease with the Victoria Park Community Garden Association Inc. This lease commenced on 1 July 2012. The rear portion of Read Park comprises

extensive tree canopy cover, drainage sumps, and a vacant small brick and iron residence at 21 Lichfield Street, previously used by community groups.

3. The Town's Land Asset Optimisation Strategy (2022) approved by Council under resolution 274/2022 dated 13 December 2022, contains the following recommendation/implementation for Read Park:-

"That a Business Case is presented to Council to consider its options for the property at 21 Lichfield Street, Victoria Park."

4. The residence at 21 Lichfield Street is being reviewed to identify a solution for this asset to be recycled into community use at an economical repair cost, subject to structural, tree root and other assessments and feasibility of repurposing materials from the former Hillview Clinic.
5. The Town received a proposal from Finman Pty Ltd, the owner of 484 Albany Highway, which adjoins the northwest boundary next to the Albany Highway frontage of Read Park. Finman Pty Ltd has gradually revitalised 484 Albany Highway over the past seven years, transforming 484 Albany Highway from an office building into a health and wellbeing hub.
6. The approval from the Town includes the construction and operation of a 30m² multi-purpose community space, 30m² rooftop deck above and 15m² deck.
7. The main structure/retrofitted sea containers accommodating the approved Multi-Purpose Community Space with Rooftop Alfresco Dining Area shall be designed, installed and thereafter maintained such that it can be temporarily removed and relocated at short notice, with minimal works or impact on the surrounding parkland, to the satisfaction of the Town.
8. The rooftop of the sea containers is to be fitted with a balustrade and utilised as an outdoor dining space for Sonder Coffee. The roof space is designed to be adjacent to and accessible from the café. The ground level is intended to provide a flexible space that can be used to activate Read Park, with the specific uses to be determined in collaboration with the Town.
9. Policy 310 Leasing aims to balance appropriate management and responsible use of the Town's facilities for the benefit of the community and ensures managed properties are appropriately maintained. Well-maintained and managed property assets significantly benefit the Council and the community. Any new lease will be subject to the standard tenure guidelines in this Policy.
10. Read Park is within a local town planning scheme Reserve for Parks and Recreation purposes. The current zoning allows limited commercial use, although a use within the definition of "community purpose" under Town Planning Scheme No. 1 and permissible within the terms of the Deed of Trust can be considered.
11. Read Park is encumbered by a historic Deed of Trust dated 21 October 1941. The City of Perth entered the Deed of Trust as the proprietor of several properties (including the land comprising Read Park). The recital to the Deed of Trust states that these properties are held and used for recreation and a desire that such lands should be held for all time for such purposes. The Deed of Trust declares that these properties (including Read Park) are held in trust for the purposes of recreation for the people, reserving unto the City of Perth the right to exercise all or any of its powers under Section 250 of the *Municipal Corporations Act 1906-1938* and all other of its powers under the said Act relating to Reserves.
12. At its Ordinary Meeting held on 21 June 2022, Council resolved:

That Council:

1. *Approve in-principle the proposed sea container concept at 500 Albany Highway, Victoria Park subject to:*
- a. *A legal opinion at the cost of the applicant and confirming to the satisfaction of the Chief Executive Officer that the concept can be accommodated on Read Park within the Deed of Trust; and*

- b. *All required regulatory approvals from the Town of Victoria Park being successfully obtained and any conditions thereon being complied with by the proponent, including but not limited to any applicable requirement for development approval, building permit, environmental health approval or other form or approval required by the Town's Local Laws or adopted Policies of Council.*
 - c. *The rent being set at fair market rental of \$4,000 per annum, plus GST, plus outgoings*
 2. *Authorises the Chief Executive Officer to advertise by public notice to invite submissions for the disposal of a 30m² portion of 500 Albany Highway, Victoria Park for a period up to five years by way of a lease under section 3.58 of the Local Government Act 1995 and refer any submissions back to Council for consideration.*
 3. *Delegates to the Chief Executive Officer the authority to negotiate and enter into lease terms to give effect to the concept on terms satisfactory to the Town's lawyers, subject to no submissions being received.*
 4. *Delegates to the Chief Executive Officer the authority to consent to the submission of a development application to give effect to the concept, subject to any modifications or amendments as determined appropriate by the Town's administration, for the final consideration and determination by Council.*
 5. *Delegates to the Chief Executive Officer the authority to provide landowner consent to any subsequent applications for any applicable regulatory approvals from Council required to give effect to the concept, following the successful entering into of a lease agreement to the Town's satisfaction and development approval being granted by the Council.*
 6. *Notes that the approval in-principle of the concept does not create an agreement to lease or fetter the Town's discretion in the exercise of its statutory functions.*
13. An application for development approval in relation to the proposal was submitted in mid-October 2022. The application was approved on 21 March 2023. The conditions of the approval are required to be met while carrying out the development for which the approval has been granted. The development approval does not remove the need to obtain permits, licenses or forms of approval under other legislation or requirement of the Council.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	A lease will deliver a financially sustainable ongoing outcome for the Town's ratepayers.

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	The objective for a lease will deliver a space for commerce, employment and entrepreneurship.
EC02 - A clean, safe and accessible place to visit.	Community services will be available within a clean, safe and accessible environment.

Environment	
Strategic outcome	Intended public value outcome or impact

EN05 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed.	Underutilised properties within the Town can attract antisocial activities and may accelerate the deterioration of the asset. An asset management plan attached to the lease agreement will ensure the asset is able to continue to provide sustainable benefits to the Town.
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Social	
Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	A lease will deliver the potential to engage with service providers able to increase individual and community wellbeing.

Engagement

Internal engagement	
Stakeholder	Comments
Manager Community	Support the proposed approach and recommendations within the report, noting the proponent will take responsibility for the open / close, cleaning, maintenance and management of the community space, including the subletting / sublicense and or hire arrangements. There will be opportunities to link this space with community based organisations and artisans etc that will enhance local social capital and community connections.
Property Development and Leasing Manager	Comments are within the body of the report.
Manager Development Services	The proposed concept has been granted development approval and is aligned with and has the potential to enhance the use and enjoyment of Read Park consistent with its reservation for Parks and Recreation under Town Planning Scheme No. 1 (TPS1). The proposal will be subject to the requirement for a building permit and relevant environmental health approvals.
Place Planning	Place Planning has been actively coordinating discussions with various service areas to facilitate consideration of the concept, which has progressed from prior iterations presented by the proponent. The advice/comments of Council's service areas concerning the current concept were communicated to the proponent in November 2021 and resulted in several meetings, including on-site with the Town's Infrastructure and Parks officers, to address access, design, logistical and maintenance issues and inform further refinement of the proposal. These matters can be appropriately addressed and negotiated through the agreed terms of any forthcoming lease agreement and the development approval process. Place Planning supports the proposal, given the place activation and amenity benefits that may be realised by the proposal (further comments are provided in the Analysis under 'Development Considerations').

External engagement	
Stakeholders	Community.
Period of engagement	From 19 September 2022 until 06 October 2022.
Level of engagement	Consult.
Methods of engagement	Written submissions.
Advertising	Advertised in the "West Australian" newspaper on 19 September 2022, on public notice boards at the Town's Administration Centre and at the Public Library, on the Town's website and on social media.
Submission summary	Seven submissions were received within the consultation period. Five of the submissions received supported the proposed lease. One submission received did not state a position but requested further information, which was subsequently provided. No further submission was received from the person who did not state a position.
Key findings	Submissions received indicated community support for the proposed lease, with no objections to the proposal being lodged.

Legal compliance

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

14. Due to the Deed of Trust registered on the Certificate of Title for the Read Park land by way of a caveat, legal advice was sought to clarify whether or not the proposed lease was permissible under the terms of the Deed of Trust. The cost of the legal advice obtained was met by the applicant. The advice received is that the Town would not breach the terms of the Deed of Trust in allowing and facilitating the proposed lease. The legal advice includes advice that so long as the purpose of recreation is served in however the proposal is executed, the fact that there may be a commercial or other use involved would not put the proposal outside the terms of the Trust Deed.

Risk management consideration

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

Health and safety	Vacant land can potentially become a place for antisocial behaviour.	Moderate	Possible	Medium	Low	TREAT risk by allowing a lease or licence over a portion of the land to promote activity, use and surveillance of Read Park.
Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	Failure to comply with section 3.58 of the Local Government Act 1995.	Minor	Unlikely	Low	Low	TREAT risk by following the disposal of property process in accordance with s3.58 of the <i>Local Government Act 1995</i> .
Reputation	Not applicable.					
Service delivery	Not applicable.					

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	Income – A lease will be subject to a market rental valuation assessment in accordance with Policy 310 – Leasing. If the Town approves a lease agreement, then an annual rental of \$4,000 per annum plus GST plus outgoings may be realised.

Analysis

15. Read Park is located along the Albany Highway commercial strip within the locality of Victoria Park, which is approximately 5kms east of the Perth CBD. Albany Highway is the major thoroughfare serving the area connecting to the city via Graham Farmer Freeway. Development surrounding Read Park comprises established single residential and multi-residential housing situated on either side of the Albany Highway commercial strip.
16. Read Park is a Local Scheme Reserve for Parks and Recreation purposes. Noting the current use of part of the site by a not-for-profit incorporated association that provides services that benefit the community, it is considered that a use that is within the definition of "community purpose" under TPS 1 and that is permissible within the Deed of Trust can operate on the site. TPS 1 defines "community purpose" as "means premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit".

17. The Deed of Trust is likely to constrain development options for Read Park. The Town may seek to remove or alter the Trust if, for example, it were minded to pursue commercial development of Read Park. This would, however, entail a lengthy process, including a Supreme Court application.
18. The Town's Place Planning Team believes that the subject portion of Read Park is under-utilised and has a poor visual interface with the large blank expanse of the boundary wall of the adjacent property at 484 Albany Highway. The site currently comprises a disused area of turf located amongst sprinkler and bore infrastructure and the gated access to the community gardens, which is effectively cut off from the remainder of the more developed portion of Read Park (that contains trees, park benches and playground infrastructure) by the main constructed pedestrian path into the reserve from Albany Highway. The Place Planning Team has identified the following matters in support of the concept:
- a. Provides an opportunity to enhance the currently poor interface of this portion of Read Park with the boundary wall of the adjacent property at 484 Albany Highway;
 - b. Has the potential to enhance the use and attraction of Read Park by the community by allowing both patrons of Sonder Café (themselves community members and/or visitors to the Town) and members of the public at ground level a comfortable and/or sheltered space to socialise and enjoy the green vista and landscaped surroundings provided by Read Park;
 - c. Increases the level of passive surveillance of Read Park, thereby contributing to improved safety outcomes and reduced propensity for antisocial activity to occur while the space is being utilised by patrons/community members. The proponent will install motion censored lighting to the side of the structure that is not visible from Albany Hwy;
 - d. Provides a space available for the use of the public at large and/or community groups to hold events, workshops or other community-based activities, with the proponent being open to Council's discretion to determine its most appropriate use/format in order to facilitate optimal outcomes for the Park and the community;
 - e. The use of the roof-level alfresco by Sonder Café patrons is not dissimilar to alfresco dining that is permitted on the pedestrian path adjacent to hospitality businesses along Albany Highway. In the case of Sonder Café, the existing raised floor level of the café above the basement car park does not facilitate easy access to Albany Highway at street level, so the café does not utilise the pedestrian path for this purpose. The café is not deriving any additional income than would otherwise occur if the café were constructed at grade with Albany Highway, with potentially a far greater area of alfresco dining available for its patrons than is being sought as part of the concept;
 - f. Kiosks, cafes and other compatible commercial uses can promote increased activation and enjoyment of parks and reserves by the community, as is seen in many local government areas, with proposals of this nature being supported by the Street's Ahead Action Plan prepared by the Vic Park Collective with extensive collaboration with the local community;
 - g. The proposal is consistent with the specific actions identified for Read Park in Appendix C of the Town's Public Open Space Strategy under the recommendation category of 'Support Local Economy': *As an Active Park street adjacent the cafe strip implement approaches such as wifi, dining spaces and art/interpretation.*
19. Policy 310 Leasing sets guidelines for leasing of exclusive use of a property and licensing of non-exclusive use of a property subject to a redevelopment clause which reserves the Town's right to terminate the lease at any time on 6 months' notice. The setting of rent for a lease will be based on a market rental valuation assessment determined by a licensed Valuer. A lessee is responsible for non-structural maintenance, preventative maintenance and the payment of rates, fees, utility costs and outgoings (if applicable).
20. A market rental valuation analysis was undertaken on 24 May 2022, and the proposed rent of \$4000 per annum has been set by Council at its meeting on 21 June 2022 in accordance with that valuation.
21. The Applicant's Proposal is an innovative concept that has been thoughtfully developed by the applicant and its consultants.
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22. The proponent has advised that the intention is that the commercial rooftop area will be open to any member of the public and will not be exclusive to café patrons. It would be reasonable for the proponent to retain some controls over access, for example, to enable the proponent to deny access in the event of antisocial behaviour.
23. The proponent is offering the use of the ground floor space to be utilised for a multi-purpose community space. Some examples of use are; a community meeting space, pop-up events such as art displays, and community workshops. The proponent is willing to manage the facility and would take responsibility for opening and closing at the beginning and end of the day, as well as cleaning maintenance for the upstairs and downstairs areas.
24. The in-principle approval by Council at its Ordinary Meeting held on 21 June 2022 of the concept proposed by Finman Pty Ltd was subject to a legal opinion at the cost of the applicant confirming to the satisfaction of the Town's CEO that the proposal can be accommodated within the terms of the Deed of Trust, advertising the proposed lease under section 3.58 of the *Local Government Act 1995* and referral of any submissions back to Council for consideration, and delegation to the Town's CEO to negotiate and enter into lease terms to give effect to the concept subject to no submissions being received.
25. A legal opinion has been obtained from Jackson McDonald and is set out in confidential Attachment 2. In brief, the legal opinion provides a view that the Town would not breach the terms of the Trust Deed in allowing and facilitating the Proposal. The Town is also advised that it will be important to ensure that the ground floor space is used for a recreational purpose.
26. Local public notice required a description of the property concerned, details of the proposed disposition and an invitation for submissions to be made before a date specified in the notice, being not less than two weeks after the notice is first given, has been undertaken. Council must consider the seven submissions received during the notice period and the resulting decision recorded in the minutes of the meeting at which the decision is made.
27. The seven submissions received within the timeframe prescribed in the local public notice are in Annexure 4, together with officer comments. In summary:-
 - a. five submissions are in support of the proposal;
 - b. one submission is considered to be neither in favour or against the Proposal
 - c. one submission requested additional information. After further information was provided, a second email was submitted indicating no issue with the proposal.
28. In addition, submissions were received through the separate development application process and dealt with by Council in the course of considering the development application.
29. The approval of the lease is recommended, with the concept being subject to all applicable Town of Victoria Park regulatory approvals being successfully obtained.
30. The provision and installation of a suitable water supply and electricity supply to the development will be at the cost of the applicant/owner of No. 484 Albany Highway.
31. Any existing irrigation, water lines or other infrastructure running under or within close proximity to the development, including within the vicinity of any new or extended connecting pedestrian path, shall be relocated as deemed appropriate by the Town at the cost of the proponent, including any costs for ground/site works and remediation/repair of turf and landscaping. The timeline for the works to occur shall be at the discretion of the Town to ensure they can be programmed appropriately within the Town's parks operations/maintenance program and to allow for any required ground/soil works and settling/site preparation to occur before installation and construction of the development.

Relevant documents

[Policy 310 - Leasing](#)

[Town of Victoria Park Public Open Space Strategy – Appendix C POS Recommendations](#) (refer to page 22)

Further consideration

13.2 Public Lighting Plan

Location	Town-wide
Reporting officer	Manager Technical Services
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. Town of Victoria Park Public Lighting Plan Roadmap Councillor Background Reading 02 [13.2.1 - 10 pages]

Recommendation

That Council:

1. Endorse the following multi-criteria assessment (MCA) process that will be used to collate, assess and prioritise future streetlight improvement projects.
 - a. Town-owned lighting asset condition audits and Western Power asset data
 - b. existing and future UGP and TUPP's program areas
 - c. customer streetlight complaints
 - d. reported crime hotspots
 - e. night-time lighting inspections
 - f. Road hierarchy and access
2. Notes the Town will finalise the streetlight audits within the current financial year's budget allocation by December 2023 and use the data to formulate a future works program.
3. A further report will be presented to the February 2024 Ordinary Council Meeting detailing the Town's asset ownership responsibilities, risks and providing a prioritised list of streetlight improvement projects required over the next five years.

Purpose

This report responds to an action contained in the Town's Strategic Community Plan to 'Prepare a Public Lighting Plan' for areas identified as having poor lighting and incorporates previous Council resolutions relating to Right-of-Way lighting and Lighting Activation Projects.

In brief

The report responds to an action contained in the Town's Strategic Community Plan and incorporates previous Council resolutions relating to Right-of-Way lighting and Lighting Activation Projects. The Administration presented an elected member portal briefing on 2 May 2023, recommending incorporating the strategic plan action and Council resolutions within an overarching Public Lighting Plan.

Background

1. Administration presented (Item 13.6 Lighting Activation Projects) to the Ordinary Council Meeting of 21 March 2023 in response to a Notice on Motion (NOM) tabled by Mayor Vernon on 13 December 2022. The (NOM) requested the Chief Executive Officer (CEO) to investigate the feasibility and implementation (including costs) for various lighting projects.
2. These included a Street Tree decorative lighting project for:

- (a) Albany Highway; and key local activity centres such as Etwell St, Archer St, Oats St, Gallipoli St, Burswood Rd;
 - (b) Tree Canopy uplighting project for the gum trees in GO Edward Park;
 - (c) A Park tree decorative lighting plan for key locations; and
 - (d) Installation of projection lighting for the Town buildings and/or public open spaces.
3. At the Ordinary Council Meeting of 21 March 2022, Council resolved the following:
 - I. *Receive the information contained in this report.*
 - II. *Acknowledge more detailed information to come back to Council in May 2023.*
4. In response to the 21 March 2023 resolution, Administration presented a detailed proposal as an Elected Member portal briefing on 2 May 2023. The portal briefing outlined the process and resources required to develop an overarching Public Lighting Plan for the Town. The Administration recommended incorporating the action from the Strategic Community Plan and previous Council resolutions concerning street lighting within the overarching 'Public Lighting Plan' for the Town. Development of a Public Lighting Plan was to be managed using a two-staged process, phase one information gathering and data validation. Phase two provides feedback to Council on the outcomes of the investigations and seeks further direction from Council on the plan content, scope elements and future budget allocation.
5. The feedback received from elected members raised concerns about the extent of specialist resources and time required to develop the public lighting plan, particularly given that most streetlights are owned by Western Power. Acknowledging elected member concerns, the Administration now proposes to compress investigation and compliance checking activities and has commenced development of the multi-layer database within the Town's GIS system that incorporates available asset data, existing and future underground power areas, customer streetlight complaints, reported crime hotspots and night-time lighting inspections reports. The GIS system will be used to identify potential hotspots across the Town that require on-ground investigation and to prepare a prioritised list of street light improvement projects or treatments aligned with the available budget. The system can also inform customers of the Town's prioritisation process and timing of projects listed in future years.
6. Development of the GIS database will be managed using in-house resources based on their existing work plan commitments. The collation of external data from WAPOL, WALGA, Western Power, MRWA and other government agencies will be an ongoing process. The initial system is being developed using available information and will be further refined as more data becomes available. The revised approach enables a more agile response to customer complaints. It ensures consistent evaluation and prioritisation of lighting complaints and provides a suitable platform for the future development of the overarching public lighting plan for the Town.
7. This approach also relies less on specialist resources, particularly in the early investigation phase. However, elected members should be aware that specialist consultant support will be required to assess and respond to electrical compliance concerns and to prepare electrical designs or provide technical guidance in the Town's negotiations with Western Power regarding new installations or streetlight upgrades.

Strategic alignment

Social	
Community Priority	Intended public value outcome or impact
S1 - Helping people feel safe.	Upgrades to areas of the Town identified as having poor lighting.

Engagement

Internal engagement	
Stakeholder	Comments
Place Planning	Place Planning were supportive of the approach and processes used to identify areas of the Town that have poor lighting and its potential to inform the future Public Lighting Plan.
Community Development	Community Development provided positive feedback on the approach and processes recommended to identify areas of the Town that have poor lighting.
Operations Assets, Environment and Waste	The Manager of Assets, Environment and Waste comments supported the approach used to identify areas of the Town with poor lighting and how the outputs will be used to inform the development of the Town's Public Lighting Plan.
Operations Technical Services	The Manager of Technical Services had direct input and is supportive of the approach used to identify areas of the Town that have poor lighting. This system's outputs will be used to inform the Town's Public Lighting Plan.

Other engagement	
Stakeholder	Comments
Western Power	Technical staff has initiated preliminary discussions with Western Power regarding acquisition of their street lighting asset data
WA Police	WAPOL have been contacted by Community Development team to obtain latest crime statistics in GIS format

Legal compliance

Not applicable

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	The \$100,000 in Operating budget may be insufficient to fund minor lighting improvements and to procure auditing	Moderate	Likely	High	Low	TREAT risk by presenting a further report to Council in February 2024 outlining a prioritised

	and electrical engineering services using the available budget.					program of works for the next five years of the Long-term Financial Plan.
	No budget currently identified in the Long-term Financial Plan for the 10-Year prioritised program of ROW lighting upgrades.	Moderate	Likely	High	Low	TREAT risk by incorporating the budget estimates and ongoing maintenance costs into the Long-term Financial Plan.
	The proposed Public Lighting Plan currently excludes public open space lighting, flood lighting, decorative lighting, aesthetic and projection lighting at this stage, as more information on future timing and discrete project estimates are required.	Moderate	Likely	High	Low	TREAT risk by incorporating budget estimates and ongoing maintenance costs into the Long-term Financial Plan.
	Potential cost escalation relating to Western Power fees to upgrade or renewal existing infrastructure, including early asset write-off prior to Western Power's projected lifecycle.	High	Likely	High	Low	TREAT risk by securing detailed quotations from Western Power and incorporate the quotations and maintenance costs into the Long-term Financial Plan.
Environmental	Lighting in trees poses risk to local flora and fauna.	Moderate	Possible	Medium	Low	TREAT risk by ensuring minimal impact ecologically.
	Potential conflict with development related activities Crossovers and	Moderate	Possible	Medium	Low	TREAT risk by managing the interface with

	Underground Utility Infrastructure.					development related activities.
	Potential interface issues with existing Town Strategies such as the Urban Forest Strategy (UFS).	Moderate	Possible	Medium	Low	TREAT risk by managing the interface issues between the Towns Strategies.
	Compliance with Management of Hazardous Substances (RoHS) directive and the Town's future transition away from fluorescent light use to LED lights.	Moderate	Possible	Medium	Low	TREAT risk by continuing to require all new and replacement light globes in council facilities to be LED (or similar energy efficient option).
Health and safety	Lighting in trees poses a risk to the public.	Moderate	Possible	Medium	Low	TREAT risk by ensuring lighting complies with the relevant standard AS 1158 and is installed by a qualified electrical contractor.
Infrastructure/ ICT systems/ utilities	Unable to access and control lighting programming.	Low	Possible	Low	Medium	Treat risk by ensuring any system control installed is programmable in house.
Legislative compliance	Compliance with AS/NZ 1158 Lighting Standard.	Moderate	High	Likely	Low	TREAT risk by ensuring lighting installations comply with AS1158 and installed by qualified electrical contractor.
Reputation	Potential Community dissatisfaction with the Town's prioritisation of	Moderate	Likely	High	Low	TREAT risk by presenting the Public Lighting Plan to Council and incorporate

	sites, funding constraints and future program roll-out.					the future implementation and maintenance into the Town's Long-term Financial Plan
Service delivery	Lights fall into disrepair.	Moderate	Likely	High	Medium	TREAT risk by having regimented testing regime by authorised contractor.

Financial implications

Current budget impact	The Town will finalise the streetlight audits within the current financial year's budget allocation by December 2023. Sufficient funds have been requested as part of the 2023/24 Operating budget to complete the streetlight audits by December 2023.
Future budget impact	A further report will be presented to the February 2024, Ordinary Council Meeting detailing the Town's asset ownership responsibilities and risks and providing a prioritised list of streetlight improvement projects required over the next five years.

Analysis

8. The revised approach enables a more agile response to customer complaints and reduces the reliance on specialist resources, particularly in the early investigation phase. The Council notes that part of the \$100,000 of the general consultancy budget requested through the annual capital and operating budget approval process will be used to procure auditing and electrical engineering services based on the prioritised need and budget availability.
9. Some minor on Public Lighting have already commenced. As a result of a request from the Old Burswood Neighbourhood Watch Group in September 2022, minor works to upgrade the lighting in Clydesdale Street have been actioned by technical staff who are currently awaiting quotes from Western Power. Lighting on Duncan Street was also assessed and deemed adequate.
10. Development of the multi-layer GIS database has commenced using in-house resources. This system will be used to identify potential hotspots across the Town that require further on-ground investigation. An additional report will be presented to the February 2024 Ordinary Council Meeting detailing the Town's asset ownership responsibilities and risks and providing a prioritised list of streetlight improvement projects over the next five years.
11. Given the amount of work required to encompass an area-wide approach, at this stage, it should be acknowledged that the proposed Public Lighting Plan excludes public open space lighting, floodlighting, decorative lighting, aesthetic and projection lighting at this stage, also notes that stage two of the original Public Lighting Plan proposal provided as an EM portal briefing recommended further input from Council regarding these elements but was not supported.

12. Notes that several of the Town's Planning Scheme rezoning proposals, precinct plans and strategies potentially recommend upgrades to lighting or use of decorative lighting, which has yet to be quantified and estimates included in the Town's long-term financial plan.

14 Chief Financial Officer reports

14.1 Schedule of Accounts - May 2023

Location	Town-wide
Reporting officer	Financial Services Controller
Responsible officer	Chief Financial Officer
Voting requirement	Simple Majority
Attachments	1. Payment Summary - May 2023 [14.1.1 - 9 pages]

Recommendation

That Council:

1. Confirms the accounts for May 2023, as included in the attachment, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.
2. Confirms 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*.

Purpose

To present the payments made from the municipal fund and the trust fund for the month ended May 2023.

In brief

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

Background

1. Council has delegated the Chief Executive Officer the authority to make payments from the municipal and trust funds in accordance with the *Local Government (Financial Management) Regulations 1996*.
2. Under Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, each payment is to be noted on a list compiled for each month showing:
 - a. the payee's name
 - b. the amount of the payment
 - c. the date of the payment
 - d. sufficient information to identify the transaction
3. That payment list should then be presented at the next ordinary meeting of the Council, following the preparation of the list, and recorded in the minutes of the meeting at which it is presented.
4. The payment list and the associated report were previously presented to the Audit & 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 of the *Local Government (Financial Management) Regulations 1996* is contained within the attachment and is summarised below.

Fund	Reference	Amounts
Municipal Account		
Creditors – Cheques		\$4,175
Creditors – EFT Payments		\$4,696,065.11
Payroll		\$1,211,201.12
Bank Fees		\$12,286.15
Corporate MasterCard		\$1,0502.50
Total		\$5,934,229.88

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 of <i>Local Government (Financial Management) Regulation 1996</i> .

Legal compliance

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

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

Risk management consideration

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

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

Financial implications

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

Analysis

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

Relevant documents

Procurement Policy

Transaction Card Policy

14.2 Financial Statements - May 2023

Location	Town-wide
Reporting officer	Financial Services Controller
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. Financial Activity Statement Report - May 2023 [14.2.1 - 45 pages]

Recommendation

That Council accepts the Financial Activity Statement Report – 31 May 2023, as attached.

Purpose

To present the statement of financial activity reporting on the revenue and expenditure for the period ended 31 May 2023.

In brief

- The financial activity statement report is presented for the month ending 31 May 2023.
- The report complies with the requirements of Regulation 34 (financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*.

Background

1. Regulation 34 of the *Local Government (Financial Management) Regulations 1996* states that each month, officers are required to prepare monthly financial reports covering prescribed information, and present these to Council for acceptance. 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 (-) \$25,000 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 (-) \$25,000 and in these instances, an explanatory comment has been provided.

3. Following parts explain the material variances:

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.

Strategic alignment

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

Engagement

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

Legal compliance

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

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Misstatement or significant error in financial statements.	Moderate	Unlikely	Medium	Low	Treat risk by ensuring daily and monthly reconciliations are completed. Internal and external audits.
Financial	Fraud or illegal transaction.	Severe	Unlikely	High	Low	Treat risk by ensuring stringent internal controls, and segregation of duties to maintain control and conduct internal and external audits.

Environmental	Not applicable.					
Health and safety	Not applicable.					
Infrastructure/ICT systems/utilities	Not applicable.					
Legislative compliance	Council not accepting financial statements will lead to non-compliance.	Major	Unlikely	Medium	Low	Treat risk by providing reasoning and detailed explanations to Council to enable informed decision making. Also provide the Payment summary listing prior to preparation of this report for comments.

Financial implications

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.

Analysis

- The Financial Activity Statement Report – 31 May complies with the requirements of Regulation 34 (Financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*. It is therefore recommended that the Financial Activity Statement Report January 2023 be accepted.

Relevant documents

Not applicable.

14.3 Report on Petition - Equitable Parking Arrangements in Willis Street and Surrounds

Location	East Victoria Park Town-wide
Reporting officer	Coordinator Parking and Rangers
Responsible officer	Manager Business Services
Voting requirement	Absolute majority
Attachments	1. Policy-351- Parking-permits [14.3.1 - 7 pages]

Recommendation

That Council:

1. Endorses option 4 in the body of this report for the implementation of residential parking permits for a 12-month trial period
2. Authorises the advertisement and imposition of the specified residential parking permit fee of \$277.00 per annum, in accordance with section 6.19 of the Local Government Act 1995.
3. A further report to be provided to Council at the conclusion of the Trial period.

Purpose

To present the report addressing the Petition on equitable parking arrangements in Willis Street and surrounding streets at Ordinary Council Meeting (OCM) 21 Feb 2023.

In brief

- Broadening eligibility for residential parking permits could be conducted as part of a trial.
- There is no support for a review of the Integrated Transport Strategy or Parking Management Plan, prior to that scheduled, as these were both recently endorsed by Council and implementation is formative.
- Policy 351 Parking Parking permits is scheduled for review in the 23/24 financial year. This review could assess the feasibility of broadening the eligibility of residential parking permits based on the outcomes of the recommended trial.
- There is no support for a change to clause 88 of the Vehicle Management Local Law and allowing parking of vehicles for greater than 24 hours.

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. The key requests in the petition are:
 - (a) Review the Integrated Transport Strategy and Parking Management Plan
 - (b) Review Policy 351 Parking Permits
 - (c) Make permits available free of charge
 - (d) Review the Town of Victoria Park Vehicle Management Local Law with a view to allowing parking for periods exceeding 24 hours.

3. At its meeting held on 12 November 2012, Council resolved to adopt a Parking Management Plan to guide future parking management activities in the Town. The adopted plan was part of the Town's Integrated Movement Network Strategy and focused on seven parking hotspots. These areas and their surrounds were evaluated based on a 5-step framework which was detailed in the plan. The measures, as recommended by the plan, were generally implemented in the East Victoria Park area and were operationalised, subject to minor adjustments to parking restrictions and ticket machine tariffs, on 1 September 2014.
4. In May 2017, the Town commissioned a review of its parking management plan for Victoria Park and East Victoria Park. As part of the report, consultation was undertaken with businesses and residents in the area. The survey methodology comprised of online and face-to-face interviews to determine:
 - (a) The level of satisfaction of the parking measures implemented in achieving orderly and convenient parking
 - (b) The increase in customer turnover for businesses along Albany Highway since the implementation of the Plan in April 2014
 - (c) Perception of frequency and nature of parking enforcement activities.
 - (d) A total of 414 questionnaires responses were collected, with 83% being residents of the Town.The consultation found:
 - (1) "Over 50% of residents responded that they were satisfied with parking availability on their street"
 - (2) "Residents were asked what improvements, if any, they would like to see on their street in terms of parking". "The most popular requests were to introduce time restrictions, introduce no parking bans and issue residents and visitors with parking permits"
 - (3) "Of the answers provided, a high percentage noted that resident "parking to one side of the street as a preferred improvement"
5. In 2021, the Parking Management Plan and Integrated Transport strategy were reviewed. As part of the review process, Town Officers consulted with residents, visitors, business owners and other key local and state government stakeholders. The engagement process consisted of direct feedback requests, community surveys and interactive mapping tools via the Town's Your Thoughts webpage. The Town advertised the engagement process via newspaper advertisement – Southern Gazette, Town's social media (Facebook, Instagram, LinkedIn - x 2).
6. In 2022 the Town adopted a new Integrated Transport Strategy and Parking Management Plan. This included the Parking Management Sub-Program consisting of the actions in the Parking Management Plan.
7. Policy 351 Parking Permits (last reviewed and amended April 2022) governs the eligibility and issue of Residential, Transitional and Event permits in the Town.
8. Eligibility for residential parking permits is tightly linked to the on-site parking requirements of the State Planning Policy 7.3 Residential Design Codes (R Codes) with eligible residents being entitled to one Residential Permit on satisfaction of the eligibility criteria.
9. The intervention matrix within the Town's Parking Management Plan contains an action for residential parking permit applications. This action requires the Town check applicants are within resident parking permit zones and if the eligibility criteria is satisfied, approve the request.
10. When making an assessment against the current Policy 351, most if not all properties in the subject streets of this petition do not satisfy the eligibility criteria for a residential parking permit.

Strategic alignment

Environment	
Community priority	Intended public value outcome or impact
EN6 - Improving how people get around the Town.	Equitable access to parking across the Town.

Engagement

Internal engagement

Place Planning	<p>Place Planning would not support an amendment to the ITS or the PMP. The Integrated Transport Strategy and Parking Management Plan were endorsed in 2022 and implementation is formative.</p> <p>The new Local Planning Scheme No.2 (LPS2) includes a clause that means the R-Codes minimum parking requirements for residential dwellings do not apply. LPS2 has been endorsed by Council to advertise and Western Australian Planning Commission approval is anticipated, allowing advertising to commence in April 2023. The Planning team is also planning to review Local Planning Policy 23 – Parking, later this year with the intent to remove (or at least significantly reduce) minimum on-site parking requirements for businesses.</p> <p>There is no reason why Policy 351 couldn't be more flexible and de-coupled from the R-Codes. Permits could be allocated to households and that permit could be used between multiple vehicles and even visiting trades persons.</p>
Street Improvement	<p>A comprehensive analysis of crash data on the section from Albany Highway to Berwick Street has revealed that 40% of the recorded accidents are related to on-street parked vehicles. It is worth noting that allowing residents to obtain parking permits for durations exceeding 24 hours may increase the occupancy of parked vehicles in the area and consequently heighten the risk of accidents. Therefore, this factor should be taken into account when making parking-related decisions.</p>

Legal compliance

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

Risk management consideration

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

Health and safety	Not applicable	Not applicable	Not applicable	Not applicable	Low	Not applicable
Infrastructure/ ICT systems/ utilities	Not applicable	Not applicable	Not applicable	Not applicable	Medium	Not applicable
Legislative compliance	Not applicable	Not applicable	Not applicable	Not applicable	Low	Not applicable
Reputation	Not adopting these changes risks reputational damage concerning not being responsive to community needs and an increased administrative burden responding to enquiries / complaints.	Moderate	Possible	Medium	Low	TREAT risk by conducting a trial to assess the impacts of broadening eligibility of residential parking permits.
Service delivery	Not applicable	Not applicable	Not applicable	Not applicable	Medium	Not applicable

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	The passing of this recommendation will result in income being received by a resident once an eligible permit is entered.

Analysis

11. The following parking restrictions are in place within the subject area of this petition.



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

12. Currently, parking restrictions in 4P areas span 10 hours each weekday (8am – 6pm).

13. The table below shows the number of residential permit applications received across the Town over the past three years.

Year	Number of Permit Applications
2020	22
2021	29
2022	35

14. To date only one (1) property (in Balmoral Street) has been assessed against the R-Codes and been deemed eligible for a residential parking permit.
15. The volume of parking related service requests (i.e., customer requests for attendance in relation to parking-related matters) in the subject area over the past three years (2020 – 2022), is low.

Address	Category	Number of Events
Willis Street, EAST VICTORIA PARK WA 6101	Parking - Restrictions - Obstructions	1
Willis Street, EAST VICTORIA PARK WA 6101	Parking - Other	1
Willis Street, EAST VICTORIA PARK WA 6101	Parking - Ad Hoc Reviews	1
Willis Street, EAST VICTORIA PARK WA 6101	Parking - Other	1
Willis Street, EAST VICTORIA PARK WA 6101	Parking - Restrictions - Obstructions	3
Willis Street, EAST VICTORIA PARK WA 6101	Parking - Restrictions - Time Restriction	1
Albany Highway, EAST VICTORIA PARK WA 6101	Parking - Restrictions - Footpath	1
Albany Highway, EAST VICTORIA PARK WA 6101	Parking - Ad Hoc Reviews	1

16. The volume of parking-related service requests in all time restricted areas adjacent to Albany Highway over the past three years, is low.

Street	Number of Events
Albany Highway	8
Basinghall Street	6
Westminister Street	5
Willis Street	1
Balmoral Street	0
Hampshire Street	0
Canterbury Tce	0
Dane Street	0

17. The volume of parking related Infringements issued within the subject area is overall low, however, does have an upward trend over the past three years.

Offence Type	2020	2021	2022
All other safety related offences*	6	10	15

Noncompliance for vehicle existing time limit	4	0	23
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**Parking against the flow of traffic and obstructing a fire hydrant*

18. The volume of parking related infringements in all time restricted areas adjacent to Albany highway over the past three years, is low.

	2020	2021	2022
Albany Highway	4	5	43
Balmoral Street	1	3	13
Basinghall Street	2	0	0
Canterbury Terrace	0	0	10
Hampshire Street	3	0	31
Dane Street	0	0	0
Westminster Street	0	0	0
Willis Street	0	0	0

19. Based on a thorough analysis of traffic data, it's been found that the peak traffic flow on most roads is quite low, with only 50-100 vehicles passing through per hour. Except for Basinghall Street, which sees around 200 vehicles per hour during peak traffic. Although the volume of vehicles is very low, having cars parked on both sides of the road can create sightline restrictions, especially for residents exiting driveways. Wide roads that are 10 meters or more usually don't have a big problem, but when it comes to narrower roads that are only 7 meters wide (like most of the local roads subject to this review) it becomes a significant hazard.

20. Road condition:

	N* CRASHES (2017-2021)	ROAD WIDTH METERS	85 TH SPEED KM/HR
Basinghall Street	13	12	60
Canterbury Terrace	3	10	UNDER 50
Westminster Street	7	10	UNDER 50
Hampshire Street	4	7.5	UNDER 50
Willis Street	7	7.5	UNDER 50
Balmoral Street	2	10	62

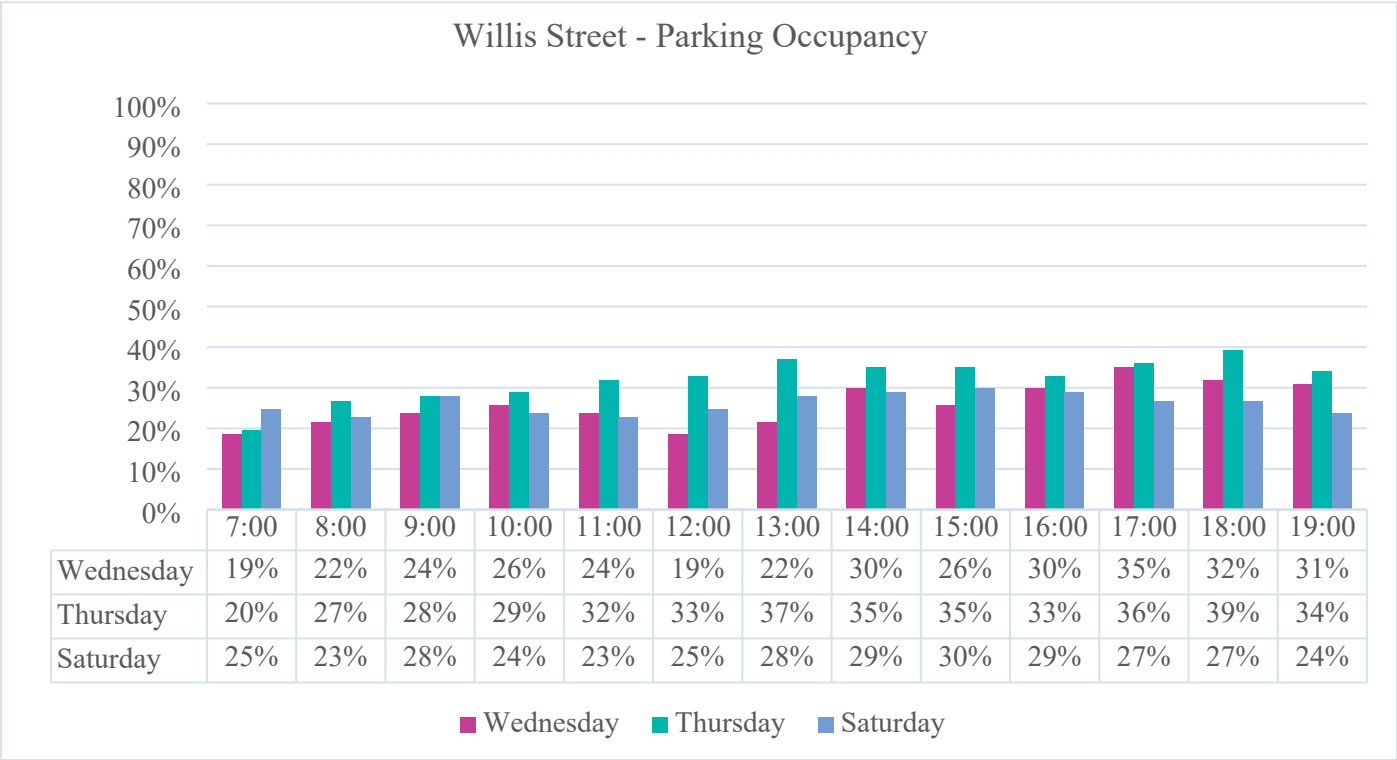
Note: 85th speed: The speed at or below which 85% of motorists travel under free-flow conditions

21. Moreover, a comprehensive analysis of crash data on the section from Albany Highway to Berwick Street has revealed that 40% of the recorded accidents are related to on-street parked vehicles. It is worth noting that allowing residents to obtain parking permits for durations exceeding 24 hours may increase the occupancy of parked vehicles in the area and consequently heighten the risk of accidents.

22. Parking occupancy of the subject streets

- A parking occupancy survey was conducted over three days across March 29, 30, and April 1, 2023.
- The survey was conducted between 07:00 AM and 7:00 PM, capturing the parking activity throughout the day. This timeframe allowed for a comprehensive analysis of the parking occupancy patterns during different hours, enabling a better understanding of the utilisation of parking spaces.
- 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.

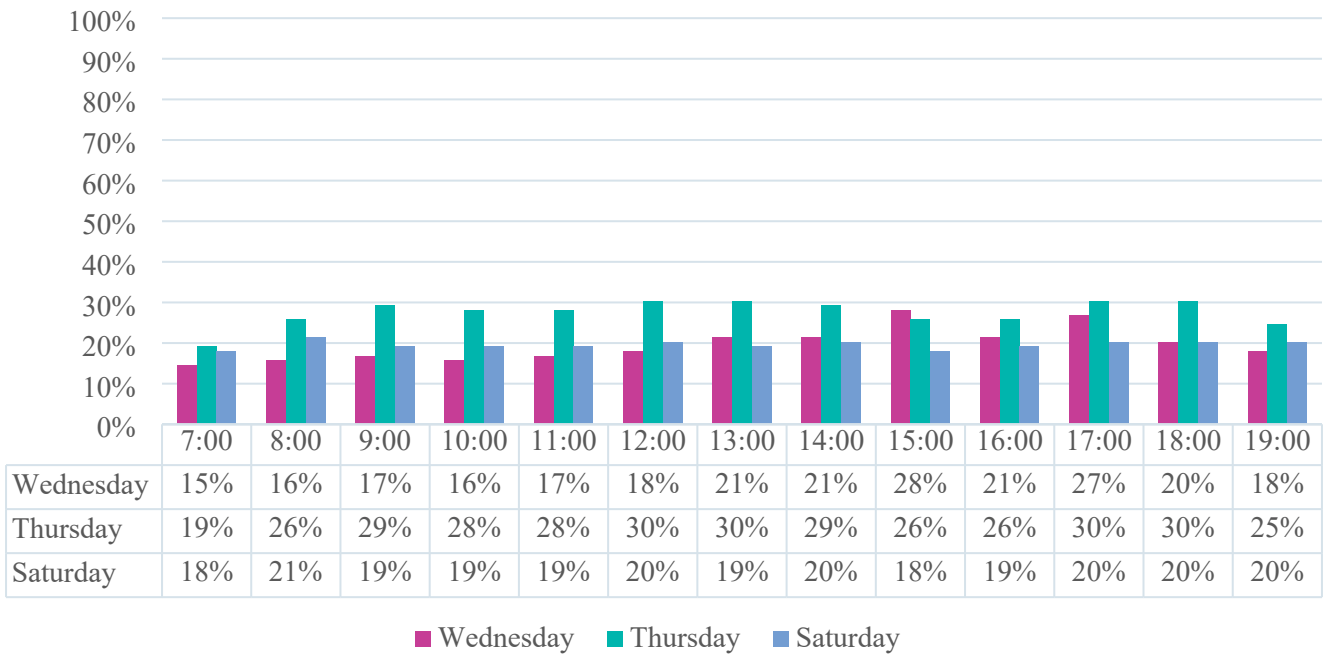
23. Willis Street occupancy analysis



Parking occupancy sample of other time restricted streets

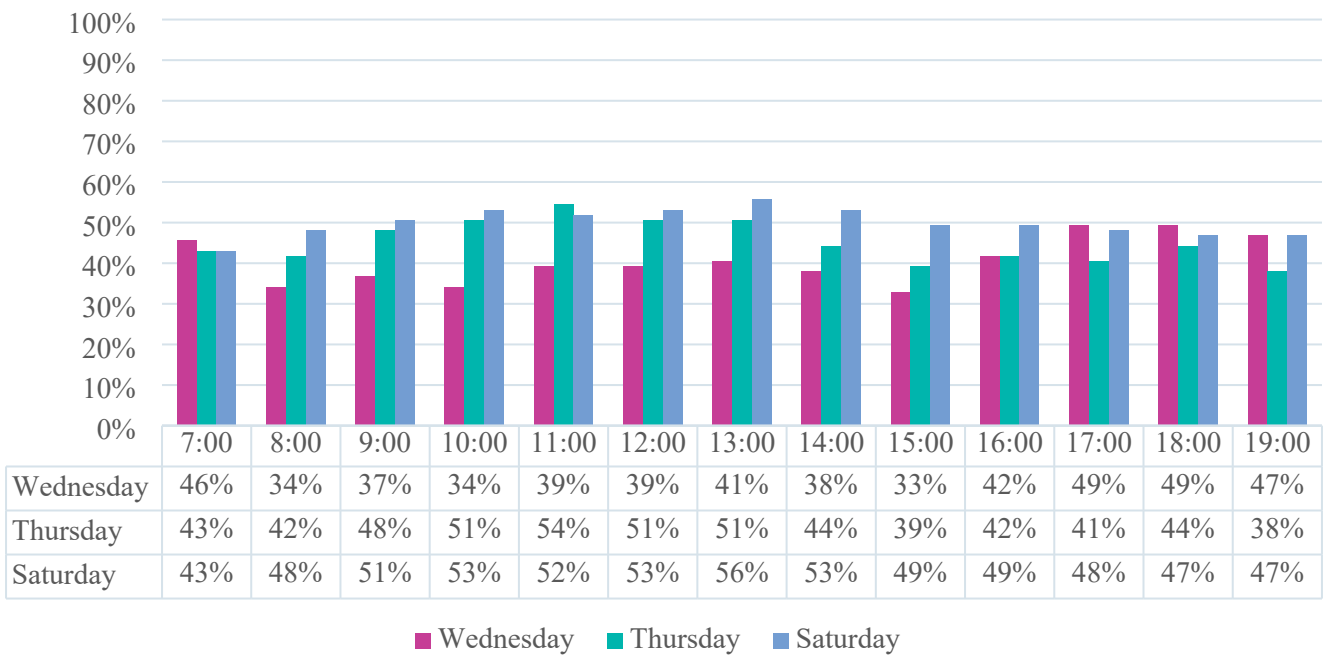
24. Balmoral Street occupancy analysis

Balmoral Street- Parking Occupancy



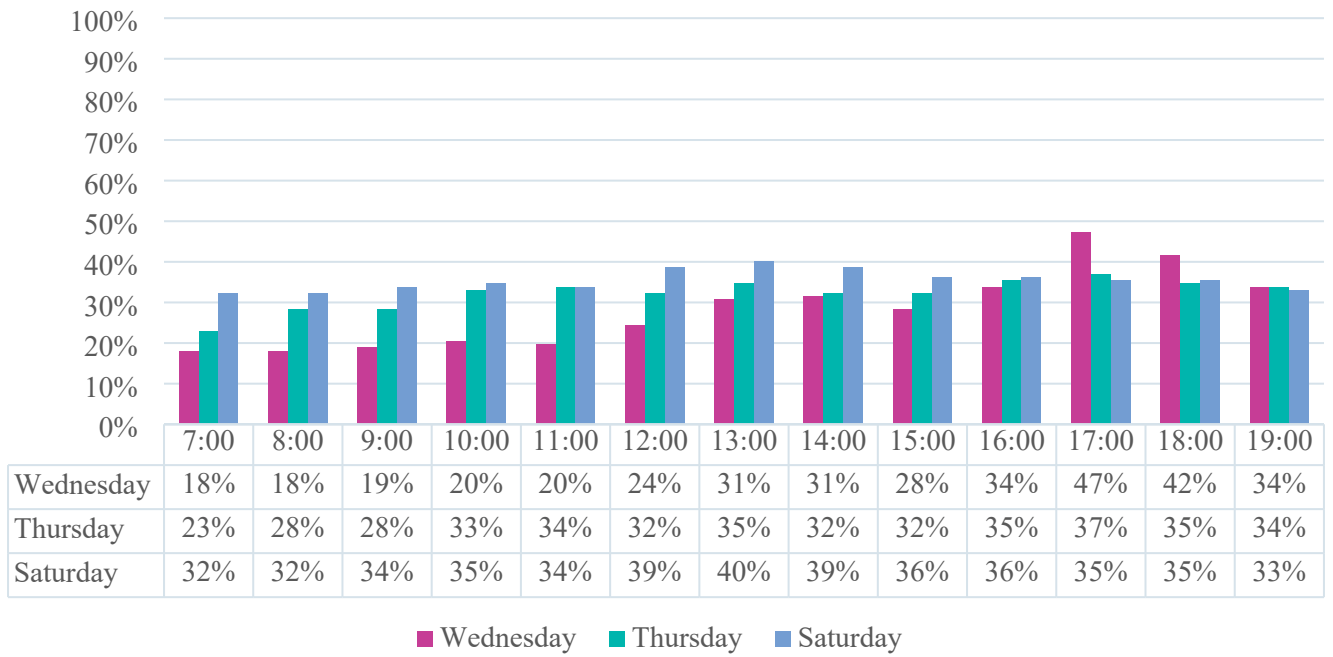
25. Hampshire Street occupancy analysis

Hampshire Street- Parking Occupancy



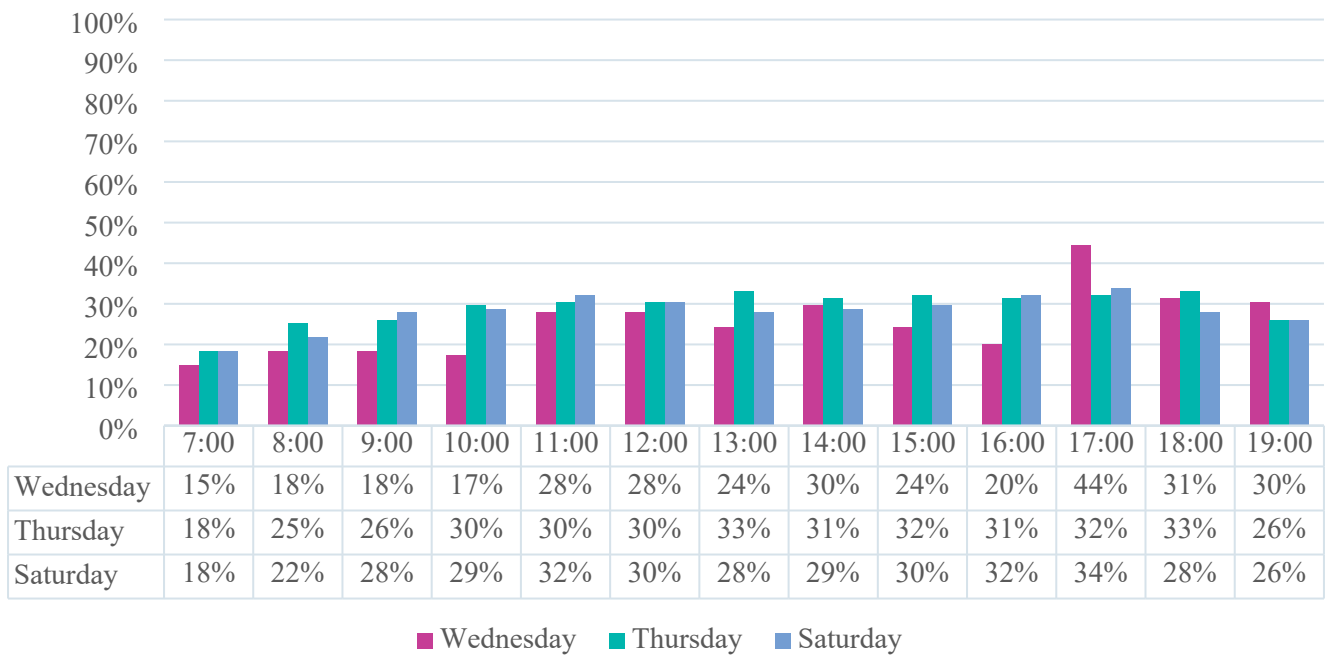
26. Westminster Street occupancy analysis

Westminster Street - Parking Occupancy



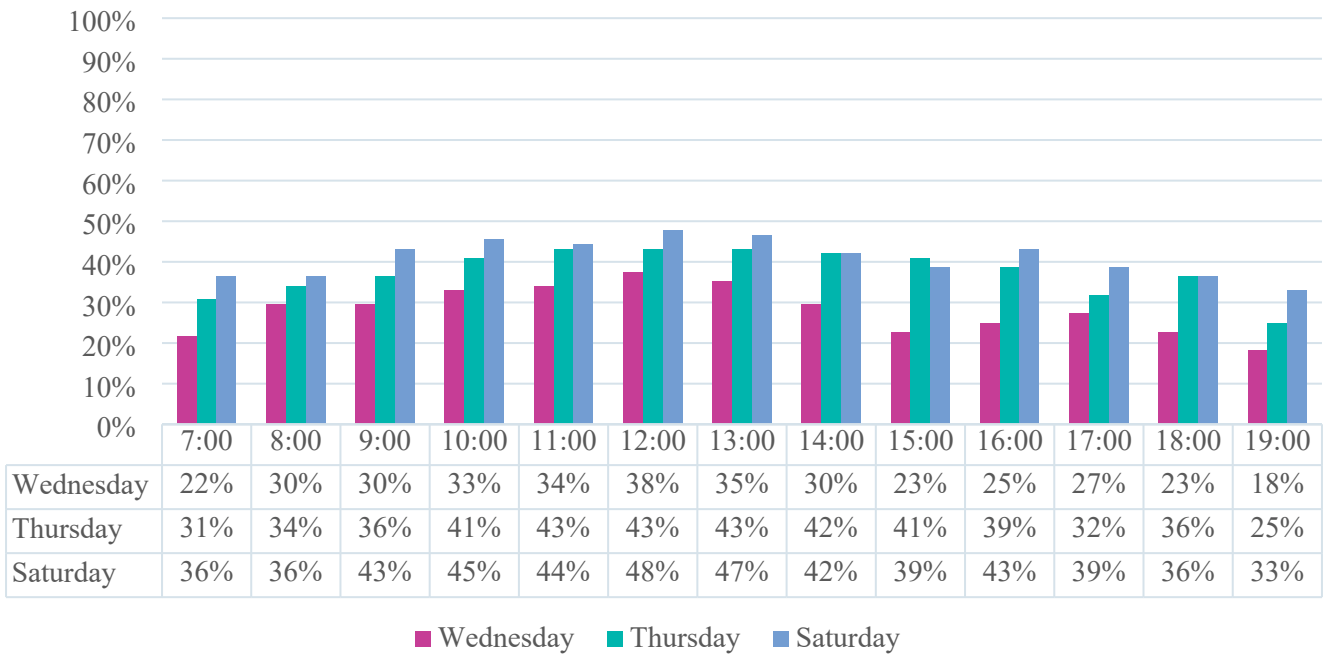
27. Canterbury Terrace occupancy analysis

Canterbury Terrace- Parking Occupancy



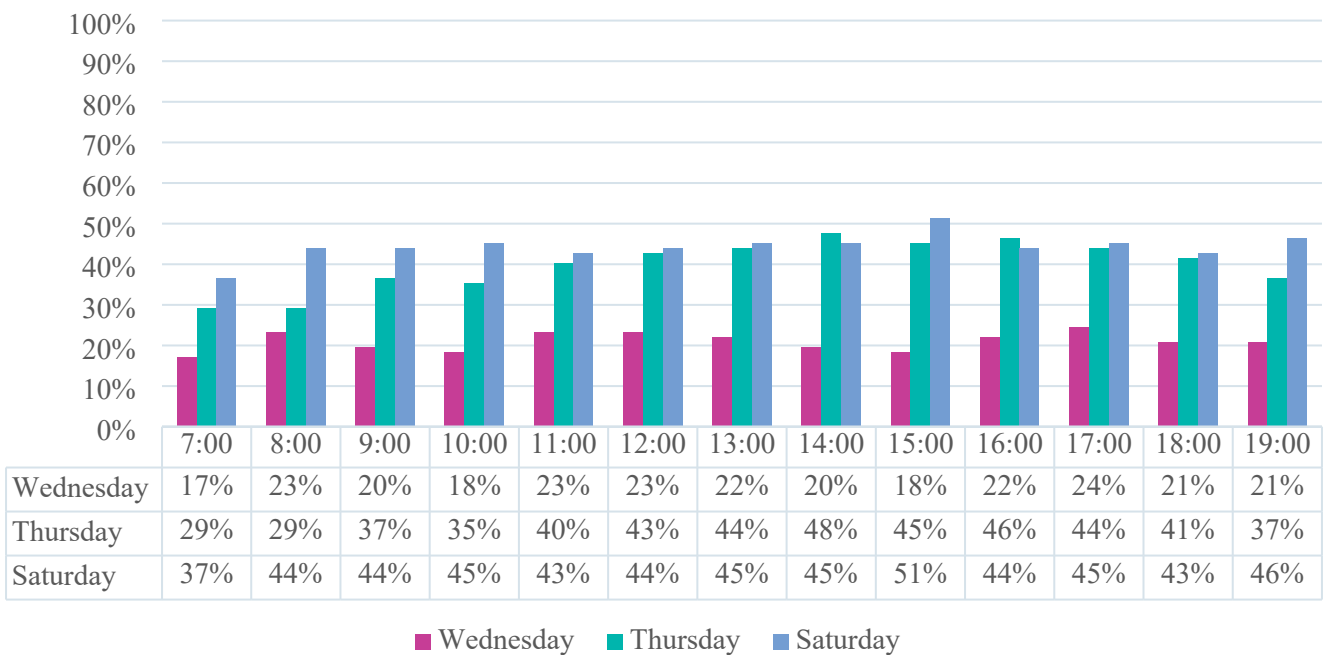
28. Basinghall Street occupancy analysis

Basinghall Street - Parking Occupancy



29. Dane Street occupancy analysis

Dane Street - Parking Occupancy



Summary

30. Overall, occupancy in the assessed streets is below 65% (the lower threshold for ideal parking occupancy), meaning these streets still have car parking bay capacity which should be utilised.

Assessment against the Parking Management Plan (PMP)

31. When assessed against the Parking Management Plan Intervention Matrix, an occupancy of 65% or less is deemed underutilised.
32. Where no fees are applicable for on-street parking, the Parking Management Plan recommends modifying time restrictions to either three-hour parking controls as it allows reasonable access for short visits without the need for permits, or an eight-hour parking control in streets where long-stay employee and commuter parking occurs.

Responses to petition items

33. Option 1: No change to the current parking restrictions in place within the catchment area.
- a. Maintaining the status quo does not improve the parking utilisation in the area and does not align with the Parking Management Plan Intervention Matrix.
34. Option 2: Increase the time restrictions to improve parking utilisation by easing the 4-hour to 8-hour parking restrictions.
- a. Easing restrictions to 8P would improve the utilisation of parking for all motorists within the catchment area. However, there would still be a 2-hour period each day when motorists could still be subject to enforcement action.
35. Option 3: Removal of 4-hour parking restrictions to create unrestricted parking.
- a. Removing timed parking and creating unrestricted parking will encourage long-stay motorists to catchment areas such as long-stay employees and commuter parkers. This may result in occupancy spiking above 85%, requiring parking restrictions to be reintroduced to bring occupancy down to desired limits.
36. Option 4: Trial of residential parking permits for a 12-month period.
- a. Introducing a trial residential parking permit for those residents within the catchment area will support the households with one transferable permit that entitles them to park within a restricted parking area for a 24-hour period.
 - b. The following eligibility criteria would apply during the trial.
 - i. **Eligibility:** Households directly impacted by timed parking restrictions of greater than **one** (1) hour. Excluding residents who reside on Albany Highway and those adjacent to paid parking restrictions.
 - ii. **The duration of the trial:** Residents would be offered a single permit for a 12-month period at the recommended cost detailed below.
 - iii. **Application Fee:** Given the ease at which assessments are made, the application fee will be removed for the residents accessing the trial.
 - iv. **Cost:** It is seen as important to link all parking-related fees back to a multiple of the base hourly rate. This is consistent with the methodology for determining the discount and surcharge parking rates within the Schedule of Fees and Charges.
 - **(on-street parking base day rate x 365 days) x 10%**
 - **(\$7.60 X 365) x 10% ~\$277.00**
 - v. **Assessment:** After nine months, a review will be conducted factoring in customer requests, occupancy surveys and community feedback.
 - vi. **Available permits:** One per household.
 - vii. **Permit format:** Digital permit.
 - viii. **Management:** Permits will be managed by residents via the online dashboard.

Conducting a review of the Integrated Transport Strategy and Parking Management Plan

37. Conducting an additional review of the Integrated Transport Strategy and Parking Management Plan is not supported by Place Planning or Parking and Rangers. The Integrated Transport Strategy and Parking Management Plan were endorsed in 2022 and implementation is formative.
- a. The new Local Planning Scheme No.2 (LPS2) includes a clause that means the R-Codes minimum parking requirements for residential dwellings do not apply. LPS2 has been endorsed by Council to advertise and Western Australian Planning Commission approval is anticipated, allowing advertising to commence in April 2023. The Town is also planning to review Local Planning Policy 23 – Parking, later this year.

Review of Policy 351 Parking Permits

38. Policy 351 Parking Permits was last reviewed in April 2020 and is next scheduled for review in the expected to occur during the 2023/24 financial year.
39. A review of Policy 351 may consider whether broadening eligibility of residential parking permits could be achieved in alignment to the Town's Integrated Transport Strategy and Parking Management Plan.

Review of the Town of Victoria Park Vehicle Management Local Law 2021

40. Clause 88 of the Vehicle Management Local Law addresses vehicles obstructing a public place and in particular, vehicles which are parked for any period exceeding 24 hours.
41. 24-hour limits are commonly applied by Local Governments and are used to address the storage of vehicles on public thoroughfares for extended periods. This clause would be applied, but not limited to:
- a. FIFO workers parking on-street for extended periods whilst away.
 - b. Storage of vehicles, caravans, and trailers.
 - c. Vehicles undergoing repairs.
42. The Town does not recommend amending these clauses to a period greater than 24 hours, as it will reduce occupancy turnover.

Relevant documents

[Policy 351](#)

[Town of Victoria Park Vehicle Management Local Law 2021](#)

Further Consideration

15 Committee reports

15.1 Internal Audit Guidelines

Location	Town-wide
Reporting officer	Manager Governance and Strategy
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	1. To VP Internal Audit Guidelines [15.1.1 - 11 pages]

Recommendation from the Audit and Risk Committee:

That Council adopt the *Internal Audit Guidelines*, as detailed in Attachment 1 to this Report.

Purpose

For Council to adopt the Town's *Internal Audit Guidelines*.

In brief

- As part of the 2022-23 Corporate Business Plan, Internal Audit Guidelines are to be developed.

Background

- As part of the 2022-23 Corporate Business Plan, Internal Audit Guidelines are to be developed.
- An assessment of internal audit documents across Australia has been undertaken.
- The Town's new Internal Audit Guideline (Attachment 1 refers) has been developed to satisfy the Town's Corporate Business Plan requirements.

Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	The internal audit function will assist the Town in improving its performance and processes throughout its operations.
CL3 - Accountability and good governance.	The internal audit function enables oversight of C-Suite and Council so that good governance is maintained.

Engagement

Internal engagement

Stakeholder	Comments
C-Suite	The draft Internal Audit Guidelines were presented to C-Suite at its meeting held on 13 April 2023 for comment and feedback.

Legal compliance

[*Part 7 of the Local Government Act 1995.*](#)

[*Local Government \(Audit\) Regulations 1996.*](#)

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Documented processes are not in place to test financial controls, administrative errors, fraud and corruption.	Minor	Possible	Medium	Low	TREAT risk by adopting internal audit guidelines to guide internal audit activities.
Environmental	Documented processes are not in place to test environmental controls, documents and processes.	Minor	Possible	Medium	Medium	TREAT risk by adopting internal audit guidelines to guide internal audit activities.
Health and safety	Documented processes are not in place to test employee health and safety controls.	Minor	Possible	Medium	Low	TREAT risk by adopting internal audit guidelines to guide internal audit activities.
Infrastructure/ ICT systems/ utilities	Documented processes are not in place to test corporate IT systems and security.	Minor	Possible	Medium	Medium	TREAT risk by adopting internal audit guidelines to guide internal audit activities.
Legislative compliance	Documented processes are not in	Minor	Possible	Medium	Low	TREAT risk by adopting internal

	place to test legislative controls and compliance.					audit guidelines to guide internal audit activities.
Reputation	Not applicable.				Low	
Service delivery	Documented processes are not in place to test service delivery activities.	Minor	Possible	Medium	Medium	TREAT risk by adopting internal audit guidelines to guide internal audit activities.

Financial implications

Current budget impact	Funds exist within the annual budget to undertake the internal audit function of the Town.
Future budget impact	Subject to Council approval funds are allocated to undertake the internal audit function in accordance with Council's adopted internal audit plan.

Analysis

- Internal audit documents for various organisations, including local governments, vary depending on their need, and other supporting documents and guides that may be in place.
- Internal audit provides an independent and objective review and advisory service to provide advice to Council, the Audit and Risk Committee and the Chief Executive Officer about the Town's governance processes, risk management and control frameworks and its external accountability obligations.
- It also assists the Town to improve its business performance, and should be seen as a continuing opportunity to learn, build capacity and capability throughout the organisation.
- Local governments have a range of audit requirements under legislation and to ensure good governance is maintained and enhanced, internal audit activities should be undertaken. Currently the Town does not have an internal auditor and therefore the internal audit function is conducted by third-party organisations and suppliers.
- The draft Internal Audit Guidelines has been developed to support the current arrangements already in place at the Town (such as the three-year internal audit plan and annual audit plan) and the various reporting requirements and activities to the Audit and Risk Committee and Council. It also offers a communicated process for elected members and Town employees on the internal audit function of the Town.
- In 2017 the State Government announced a review of the Local Government Act 1995. In May 2020, the Final Report was published recommending a number of changes including reforming the role of Audit Committees in local government. It is expected that amendments will be made to legislation in late 2023 or early 2024 regulating the composition and function of Audit Committees. However, this report is presented to the Audit and Risk Committee to meet the Corporate Business Plan reporting requirements.

Relevant documents

Not applicable.

15.2 Risk Management Framework

Location	Town-wide
Reporting officer	Manager Governance and Strategy
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	1. Risk Management Framework [15.2.1 - 14 pages]

Recommendation from the Audit and Risk Committee:

That Council note the revised *Risk Management Framework* for the Town of Victoria Park, as detailed in Attachment 1 to this Report.

Purpose

For Council to endorse the revised *Risk Management Framework* and to note the internal management practice developed for risk management.

In brief

- The Town's *Risk Management Policy* was last reviewed by Council at its meeting held on 13 December 2022 (Item 15.6) with only minimal changes identified.
- To ensure the Town's overall risk management approach is current, both the *Risk Management Framework* and internal Management Practice for risk management have also been reviewed.

Background

1. The Town has an embed risk management approach in accordance with the *Australian Standard AS/NZS 31000 – Risk Management*. As part of this approach, the Town had adopted the following:
 - (a) A *Risk Management Policy* (Policy 004) which sets out the general scope, expectations, roles and responsibilities for risk management, with reference to the *Risk Management Framework*.
 - (b) A *Risk Management Framework* which outlines the Town's approach to the management of risk by setting out key governing elements:
 - i. Principles, framework and process and systems
 - ii. Structure
 - iii. Risk appetite statement for the Town
 - iv. Risk assessment and acceptance criteria adopted by Council.
 - (c) A *Risk Management Practice* (004.1) which provides information to C-Suite, managers, senior staff and other employees on how risk management philosophies and practices are operationalised throughout the organisation.
2. Council last reviewed the Town's *Risk Management Policy* at its meeting held on 13 December 2022 (Item 15.6 refers) and only minimal changes were identified.
3. To ensure a comprehensive review of the Town's risk management approach, both the supporting framework and internal management practice have also been reviewed.

Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact

CL1 – Effectively managing resources and performance.	Adopting an embedded risk management approach throughout the Town's operations will enable the resources of the Town to be managed more effectively and improve performance.
CL3 - Accountability and good governance.	Sound risk management approaches and processes that are embedded into the Town's operations and culture, promotes good governance and better accountability outcomes.

Engagement

Internal engagement

Stakeholder	Comments
Managers	Feedback was sought from SMT during March 2023.
C-Suite	The revised framework and management practice were endorsed by C-Suite at its meeting held on 13 April 2023.

Legal compliance

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

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Increased financial loss, administrative errors, fraud and corruption due to risks not being managed.	Major	Unlikely	Medium	Low	TREAT risk by adopting an imbedded risk management approach throughout the organisation.
Environmental	Irreparable environmental damage due to risks not being managed.	Major	Unlikely	Medium	Medium	TREAT risk by adopting an imbedded risk management approach throughout the organisation.
Health and safety	Employees' health and safety is compromised due to risks not being managed.	Major	Unlikely	Medium	Low	TREAT risk by adopting an imbedded risk management approach

						throughout the organisation.
Infrastructure/ ICT systems/ utilities	Town systems and ICT infrastructure are compromised due to risks not being managed	Major	Unlikely	Medium	Medium	TREAT risk by adopting an imbedded risk management approach throughout the organisation.
Legislative compliance	Non-compliance with legislative requirements.	Minor	Unlikely	Low	Low	TREAT risk by adopting an imbedded risk management approach throughout the organisation.
Reputation	Town's reputation is damaged due to poor management of risks.	Minor	Unlikely	Low	Low	TREAT risk by adopting an imbedded risk management approach throughout the organisation.
Service delivery	Services are delivered that do not manage or treat risk	Major	Unlikely	Medium	Medium	TREAT risk by adopting an imbedded risk management approach throughout the organisation.

Financial implications

Current budget impact	There are no budget implications associated with this report.
Future budget impact	Not applicable.

Analysis

4. The Risk Management Framework ("the Framework") outlines the Town's approach to the management of risk by setting out the following key governing elements:
 - (a) Principles, framework and process and systems.
 - (b) Structure.
 - (c) Risk appetite statement for the Town.
 - (d) Risk assessment and acceptance criteria adopted by Council.
5. Management Practice 004.1 Risk Management ("the Management Practice"), provides standard operating procedural guidelines for the risk management process and criteria for Town employees.

6. It is essential that all areas of the Town adopt the guidance material contained in the Policy, the Management Practice and this Framework document to ensure:
 - (a) strong corporate governance
 - (b) compliance with relevant legislation, regulations and internal policies
 - (c) the achievement of Integrated Planning and Reporting objectives.
 - (d) an understanding of uncertainty, opportunities and threats and their effects on objectives.
7. Both the Framework and Management Practice have been adopted as internal guiding documents for elected members and employees. Having Council adopt the Framework (and noting the internal management practice) demonstrates to the community the embedded risk management approach used within the Town's operations in the management of risk.

Relevant documents

[Policy 004 Risk Management](#)

- 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**
 - 19.1 Garden Organics Processing – Award of Tender**
 - 19.2 Higgins Park Sporting Lighting Upgrade – Tender Report**
 - 19.3 TVP/23/05 – Rutland Avenue Shared Path – Stage 1 Construction**
 - 19.4 Strategic Risk Register Review**
 - 19.5 Regulation 17 Review of Systems and Procedures for Risk Management, Internal Control and Legislative Compliance**
 - 19.6 Community Funding and Grants Final Audit Report**
 - 19.7 3 Year Internal Audit Program**
 - 19.8 Audit Update Report**
- 20 Closure**